



**BOOTH**  
UNIVERSITY  
COLLEGE

EDUCATION FOR A BETTER WORLD

**ASPIRE**

ACCELERATED STUDENT  
PATHWAYS TO INNOVATIVE  
AND RELEVANT EDUCATION

# Student Handbook

Cohorts A - E  
2024-2025



Note: The 2024-2025 ASPIRE Student Handbook is adapted from the 2024-2025 Booth UC Student Handbook and 2024-2025 Academic Calendar (which contains information, policies, and procedures for all Booth UC students) and is subject to change.

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## Welcome Messages

### Message from the President

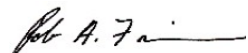
Welcome to Booth University College, a private, Christian institution of higher education deeply rooted in The Salvation Army and committed to bringing together Christian faith, rigorous scholarship, and a passion for service.

Booth UC stands as an example of academic excellence, offering personalized and interactive liberal arts degree programs alongside comprehensive continuing education opportunities, both in person and virtually. Our dedication to providing a holistic educational experience extends beyond the classroom, as we strive to create a community where meaningful connections flourish. At the core of our institution is a close-knit community of learners, where students forge deep and significant connections with professors and peers alike. This sense of belonging is fundamental to our mission, creating an engaging environment that nurtures personal, spiritual, and academic growth. Students at Booth UC gain valuable hands-on experience, which empowers them for successful careers across various fields or for further studies.

Moreover, Booth UC is devoted to instilling a sense of purpose and responsibility in our students. With our guiding principle of “Education for a Better World,” we equip our graduates with the skills and passion to effect positive change in their communities. Our focus on transformation extends beyond academic achievement, emphasizing the importance of making a meaningful impact in the world.

We are excited that you have decided to join the Booth UC community, a community committed to justice, equity, diversity, and inclusion where education is not just a means to a degree but a transformative journey toward shaping a better future together.

Sincerely,



Rev (Dr.) Rob A. Fringer  
President & Vice Chancellor

### Message from the VP Academic and Dean

Welcome to the ASPIRE Program at Booth University College in Winnipeg, Manitoba, Canada!

We are pleased to welcome you to the Associate of Arts and Associate of Business Administration degree programs. Your courses will provide you with relevant and current content in a variety of disciplines, and your instructors will facilitate your learning with inspiring and innovative teaching that will stretch and challenge you. ASPIRE will set you up for success in your future endeavours, whether you decide to pursue further and higher education in Canada or work opportunities in a variety of sectors within Manitoba.

ASPIRE students will be supported by a program director, dedicated instructors, program advisors, IT supports, library staff and resources, and an academic learning centre. Students may also avail themselves of the many benefits offered by Booth University College Student Services and community services that support our students, outlined in this handbook.

Students will familiarize themselves with the many academic policies, procedures, and community life standards outlined in this handbook. Please participate actively in the mandatory orientation sessions offered for your student cohort before you begin courses, to ensure optimal success.

We wish you well in your program of studies and look forward to celebrating your success as you learn and study together and as you graduate with your degree!

Sincerely,



Dr. Linda Schwartz  
Vice President Academic and Dean

### Message from the Dean of Students

Welcome to Booth UC! You are joining a vibrant university college community that is passionate about learning, engagement, and making a positive difference in this world. Booth UC offers a distinctive blend of academic excellence and social justice. Our staff and faculty are constantly exploring ways to help you engage in the local community, contribute your skills and knowledge in meaningful ways, and multiply the impact of our Booth UC commitment of “Education for a Better World.”

The Student Services team is here to support you so that you can make the most of your Booth UC learning experience. We support you academically through our Academic Learning Centre and personally through various mental, physical, and spiritual support services. We also invite you to engage in student life activities that help you to have fun, get to know other students, and explore our wider community. University education is much more than what you learn in the classroom!

As you settle into your Booth UC study program, be sure to ask questions, make friends, and get to know our faculty and staff—we are here for you!

Looking forward to meeting you soon,



Rhonda Friesen  
Dean of Students

## Hours of Operation

Hours of operation are subject to change. Please watch for notices indicating changes in operating hours.

General Business Hours	Monday – Friday	8:00 a.m. – 4:00 p.m.
Library	Monday – Thursday	8:00 a.m. – 9:00 p.m.
	Friday	8:00 a.m. – 6:00 p.m.
	Saturday	10:00 a.m. – 5:00 p.m.
Academic Learning Centre	Monday – Friday	9:30 a.m. – 3:00 p.m.

## Contact Information

US – Booth UC ASPIRE location, VIA Rail Union Station 123 Main Street

WB – Booth UC Waldron Building, 290 Vaughan Street

### ASPIRE Program

TBD	Director	TBD, US	TBD
<a href="#">Kristen McLean</a>	Administrative Coordinator and Academic Advisor	Reception, US	TBD
<a href="#">Anna Tarasenko</a>	Academic Learning Centre Lead Tutor	ALC Room, US	TBD

### Academic Services

<a href="#">Dr. Linda Schwartz</a>	VP Academic and Dean	Rm 236, WB	(204) 924-4863
<a href="#">Shannon Loewen</a>	Registrar	Rm 237, WB	(204) 924-4861

### Student Services

<a href="#">Rhonda Friesen</a>	Dean of Students	Rm 212, WB	(204) 924-4876
<a href="#">Cheryl Melbourne</a>	Student Services Assistant and Receptionist	Rm 215, WB	(204) 924-4895
<a href="#">Matthew Peters</a>	Student Services Coordinator	Rm 210, WB	(204) 924-4875
<a href="#">Talitha Kaethler</a>	Academic Learning and Accessibility Coordinator	Rm 211, WB	(204) 924-4883

### Library Services

<a href="#">Circulation Desk</a>	3rd Floor, WB	(204) 924-4858
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### IT Services

<a href="#">Chris Nelson</a>	Network Administrator	Rm 113, WB	(204) 924-4878
<a href="#">Theodros Jeffrey</a>	IT Support Technician	Rm 207, WB	(204) 594-6137

## Hospitality Services

[Angie Coe](#)

Hospitality Manager

Rm LL18, WB (204) 924-4854

## Campus Information

### Union Station, 123 Main Street

The ASPIRE program is located on the third floor of the south tower of VIA Rail Union Station at 123 Main Street. This space includes:

- ASPIRE classrooms
- ASPIRE Academic Learning Centre lead tutor
- ASPIRE staff offices
- Student lounge and study areas

### Waldron Building, 290 Vaughan Street

Booth UC's Waldron Building at 290 Vaughan Street houses the:

- [John Fairbank Memorial Library](#) – 3<sup>rd</sup> floor
  - Library staff can assist with finding scholarly resources, learning how to research, citing sources, and more.
- Student Services Information Desk – 1<sup>st</sup> floor reception
  - Staff at the Student Services Information Desk can take payments for fees and provide information on campus events, course schedules, bus passes, and more.
- Student Services staff offices – 2<sup>nd</sup> floor
- Faculty offices – 2<sup>nd</sup> floor
- [Booth Bistro](#)
  - The Booth Bistro is open 9:00 a.m. – 4:00 p.m. Monday to Friday. [Meals and snacks](#) are available throughout the day.

## Building Access

Students can access the ASPIRE Union Station location at 123 Main Street during Booth UC general business hours. Students will be given a 3-digit code to access the third floor of the south wing of the Union Station building. Students are required to keep this code confidential and are not to give it to anyone who is not a Booth UC registered student, staff, or faculty member.

A fob (small electronic device) is issued to each student to access Waldron Building (290 Vaughan Street) during general business hours. Maintaining the safety and security of all persons on the Booth UC campus is of utmost importance. Therefore, students are not permitted to give their fobs to anyone else. Students must return their fobs at the end of their program. There is a \$30 fee for lost fobs.

Additionally, students are not to permit anyone into Waldron Building who is not a student, staff, or faculty member of Booth UC. If a student notices a person entering the building without having their

personal fob, they should direct them to the first floor reception desk for assistance. Reception will alert the Facilities Manager for a possible security breach.

At no time should a student or staff member approach a situation in which they experience uneasiness. If you encounter an individual you suspect should not be in the area, inform the reception desk staff on the first floor of Waldron Building or the ASPIRE Administrative Coordinator at Union Station.

### Personal Property

Booth UC cannot assume responsibility for the loss of money, valuables, or other personal property on campus. Students are encouraged to purchase private property insurance.

Personal property left on campus or property owned by Booth UC is not to be used without official permission of the individual owner or Booth UC. Please report all losses to the Student Services Information Desk on the first floor of Waldron Building (290 Vaughan Street) or the ASPIRE Administrative Coordinator at Union Station (123 Main Street).

## Degree Programs

### Associate of Arts (AA)

60 credit hours

Graduation requires a CGPA of 2.0 or higher

#### Courses

- ENG100 University Writing (3 credit hours)
- ENG107A/B Representative Literary Works (6 credit hours)
- REL101 Introduction to Christianity I (3 credit hours)
- REL102 Introduction to Christianity II (3 credit hours)
- REL270 World Religions (3 credit hours)
- REL at 200 level or higher in the Christian tradition (3 credit hours)
- 6 credit hours in social sciences
- 6 credit hours in math and science
- 3 credit hours in fine arts, film, or philosophy
- 24 credit hours in humanities and social sciences at the 200 level or higher

### Associate of Business Administration (ABA)

60 credit hours

Graduation requires a CGPA of 2.0 or higher and a grade of C (2.0) or higher in all required business courses

#### Courses

- ENG100 University Writing (3 credit hours)

- REL101 Introduction to Christianity I (3 credit hours)
- REL102 Introduction to Christianity II (3 credit hours)
- REL270 World Religions (3 credit hours)
- 6 credit hours in social sciences
- 3 credit hours in project-based learning
- 3 credit hours in math and science
- 3 credit hours in arts or science
  
- Required Business Courses (3 credit hours each; total 33 credit hours)
  - BUS110 Introduction to Financial Accounting
  - BUS190 Business Essentials
  - BUS221 Finance Essentials
  - BUS230 Marketing
  - BUS240 Human Resource Management
  - BUS250 Organizational Behaviour
  - BUS260 Production Operations
  - BUS270 Business Information Systems
  - Business course at the 300 level or higher
  - ECO110 Introduction to Microeconomics
  - ECO120 Introduction to Macroeconomics

## Course Schedules

The 2024-2025 year consists of six terms from May 6, 2024 to May 1, 2025.

The term schedules below include courses for all ASPIRE cohorts. Find the courses for your cohort. When a cohort includes “(AA),” that course is for students in the Associate of Arts, and when a cohort includes “(ABA),” that course is for students in the Associate of Business Administration.

All classes are located at Union Station (123 Main Street) except for FLM120 Introduction to Film History, which is located in Waldron Building (290 Vaughan Street).

These schedules are subject to change. Students will be notified of changes.

<b>2024-2025: ASPIRE September Term</b>				
<b>September 3 to October 25, 2024</b>				
Registration Revision Deadline Sept. 10/24; VW Deadline Oct. 11/24				
No classes Sept. 30/24 (National Day for Truth and Reconciliation) or Oct. 14/24 (Thanksgiving)				
Classes on Friday, Oct. 25/24 for M/W courses to make up for holidays				
Time	Course	Cohort	Instructor	Location
M/W 9 am-12 pm	BUS190 Business Essentials	A (ABA)	Nathan Siebenga	Classroom C
M/W 9 am-12 pm	ENG100 University Writing	C	Zane Zalis	Classroom B
M/W 1 pm-4 pm	FLM120 Introduction to Film History	A (AA)	Tim Penner	Waldron - 203
M/W 1 pm-4 pm	PSY120 Introduction to Psychology I	B	Stephan Bonfield	Classroom D
T/Th 9 am-12 pm	AWW101 Academic Writing Workshop	A	Anna Tarasenko	Classroom D
T/Th 9 am-12 pm	REL270 World Religions	A and C	Nikayla Reize	Classroom B
T/Th 1 pm-4 pm	REL102 Introduction to Christianity II	B	Nikayla Reize	Classroom D

<b>2024-2025: ASPIRE November Term</b>				
<b>October 30 to December 23, 2024</b>				
Registration Revision Deadline Nov. 6/24; VW Deadline Dec. 9/24				
No classes Nov. 11/24 (Remembrance Day) or Dec. 24/24 (Christmas Eve)				
Classes on Friday, Oct. 25/25 for M/W courses to make up for Nov. 11 holiday				
Classes on Friday, Dec. 20/24 for T/Th courses to make up for Dec. 24 holiday				
Time	Course	Cohort	Instructor	Location
M/W 9 am-12 pm	BUS190 Business Essentials	B (ABA)		
M/W 9 am-12 pm	ENG100 University Writing	D		
M/W 9 am-12 pm	PSY121 Introduction to Psychology II	A		
M/W 1 pm-4 pm	BUS110 Introduction to Financial Accounting	A (ABA)		
M/W 1 pm-4 pm	ENG107A Representative Literary Works - Part A	A (AA)		
M/W 1 pm-4 pm	FLM120 Introduction to Film History	B (AA)		
M/W 1 pm-4 pm	PSY120 Introduction to Psychology I	C		
T/Th 9 am-12 pm	REL101 Introduction to Christianity I	C		
T/Th 9 am-12 pm	REL270 World Religions	B and D		
T/Th 1 pm-4 pm	No courses T/Th afternoons			

<b>2024-2025: ASPIRE January Term</b>				
<b>January 6 to February 27, 2025</b>				
Registration Revision Deadline Jan. 13/25; VW Deadline Feb. 13/25				
No classes Feb. 17/25 (Louis Riel Day)				
Classes on Friday, Feb. 21/24 for M/W courses to make up for holiday				
<b>Time</b>	<b>Course</b>	<b>Cohort</b>	<b>Instructor</b>	<b>Location</b>
M/W 9 am-12 pm	BUS190 Business Essentials	C (ABA)		
M/W 9 am-12 pm	ENG100 University Writing	E		
M/W 9 am-12 pm	MAT1XX	A (AA)		
M/W 9 am-12 pm	MIS175 Cybersecurity	A (ABA)		
M/W 9 am-12 pm	PSY121 Introduction to Psychology II	B		
M/W 1 pm-4 pm	ECO110 Introduction to Microeconomics	A (ABA)		
M/W 1 pm-4 pm	ENG107B Representative Literary Works - Part B	A (AA)		
M/W 1 pm-4 pm	PSY120 Introduction to Psychology I	D		
T/Th 9 am-12 pm	BUS110 Introduction to Financial Accounting	B (ABA)		
T/Th 9 am-12 pm	ENG107A Representative Literary Works - Part A	B (AA)		
T/Th 9 am-12 pm	REL101 Introduction to Christianity I	D		
T/Th 9 am-12 pm	REL102 Introduction to Christianity II	C		
T/Th 9 am-12 pm	REL270 World Religions	E		
T/Th 1 pm-4 pm	FLM120 Introduction to Film History	C (AA)		

<b>2024-2025: ASPIRE March Term</b>				
<b>March 3 to May 1, 2025</b>				
Registration Revision Deadline Mar. 10/25; VW Deadline Apr. 17/25				
SPRING (EASTER) BREAK: April 18-25, 2025 (no classes)				
<b>Time</b>	<b>Course</b>	<b>Cohort</b>	<b>Instructor</b>	<b>Location</b>
M/W 9 am-12 pm	BUS190 Business Essentials	D (ABA)		
M/W 9 am-12 pm	ECO120 Introduction to Macroeconomics	A (ABA)		
M/W 9 am-12 pm	ENG100 University Writing	F		
M/W 9 am-12 pm	MAT/SCI2XX Elective	A (AA)		
M/W 9 am-12 pm	PSY121 Introduction to Psychology II	C		
M/W 1 pm-4 pm	HIS/SS2XX Elective	A (ABA)		
M/W 1 pm-4 pm	PSY120 Introduction to Psychology I	E		
M/W 1 pm-4 pm	REL2XX Elective	A (AA)		
T/Th 9 am-12 pm	BUS110 Introduction to Financial Accounting	C (ABA)		
T/Th 9 am-12 pm	ENG107A Representative Literary Works - Part A	C (AA)		
T/Th 9 am-12 pm	MAT1XX	B (AA)		
T/Th 9 am-12 pm	MIS175 Cybersecurity	B (ABA)		
T/Th 9 am-12 pm	REL101 Introduction to Christianity I	E		
T/Th 9 am-12 pm	REL102 Introduction to Christianity II	D		
T/Th 9 am-12 pm	REL270 World Religions	F		
T/Th 1 pm-4 pm	ECO110 Introduction to Microeconomics	B (ABA)		
T/Th 1 pm-4 pm	ENG107B Representative Literary Works - Part B	B (AA)		
T/Th 1 pm-4 pm	FLM120 Introduction to Film History	D (AA)		

## Important Dates

DATES	COHORT	NOTES
May 2-3, 2024	A	Orientation for New Students (MANDATORY)
<b>May 6 – June 28, 2024</b>	<b>A</b>	<b>May Term</b>
May 13, 2024	A	Registration Revision Deadline
May 20, 2024		Victoria Day – No Classes
June 29 – July 1, 2024		Term Break – Canada Day (Jul. 1)
June 27-28, 2024	B	Orientation for New Students (MANDATORY)
<b>July 2 – August 28, 2024</b>	<b>A, B</b>	<b>July Term</b>
July 9, 2024	A, B	Registration Revision Deadline
August 5, 2024		Civic Holiday – No Classes
August 29 – September 2, 2024		Term Break – Labour Day (Sept. 2)
August 29-30, 2024	C	Orientation for New Students (MANDATORY)
<b>September 3 – October 25, 2024</b>	<b>A, B, C</b>	<b>September Term</b>
September 10, 2024	A, B, C	Registration Revision Deadline
September 30, 2024		National Day for Truth and Reconciliation – No Classes
October 11, 2024	A, B, C	Voluntary Withdrawal (VW) Deadline
October 14, 2024		Thanksgiving Day – No Classes
October 28 – 29, 2024		Term Break
October 28-29, 2024	D	Orientation for New Students (MANDATORY)
<b>October 30 – December 23, 2024</b>	<b>A, B, C, D</b>	<b>November Term</b>
November 6, 2024	A, B, C, D	Registration Revision Deadline
November 11, 2024		Remembrance Day – No Classes
December 9, 2024	A, B, C, D	Voluntary Withdrawal (VW) Deadline
December 25, 2024 – January 5, 2025		Winter Break (Christmas and New Years)
January 2-3, 2025	E	Orientation for New Students (MANDATORY)
<b>January 6 – February 27, 2025</b>	<b>A,B,C,D,E</b>	<b>January Term</b>
January 13, 2025	A,B,C,D,E	Registration Revision Deadline
February 13, 2025	A,B,C,D,E	Voluntary Withdrawal (VW) Deadline
February 17, 2025		Louis Riel Day – No Classes
February 28, 2025		Term Break
February 27-28, 2025	F	Orientation for New Students (MANDATORY)
<b>March 3 – May 1, 2025</b>	<b>A,B,C,D,E,F</b>	<b>March Term</b>
March 10, 2025	A,B,C,D,E,F	Registration Revision Deadline

April 17, 2025	A,B,C,D,E,F	Voluntary Withdrawal (VW) Deadline
April 18-25, 2025		Spring Break (Easter) – No Classes

## Communication with Students

Staying informed of important student-related notices and communication within Booth UC is a shared responsibility between the institution and the student. Booth UC has developed the following ways of communicating with students, and students are responsible to access, respond to and use the information communicated appropriately. The following lists the general expectations, procedures, and general guidelines for how Booth UC communicates with its student body.

### Booth UC Website ([boothuc.ca](http://boothuc.ca))

The Booth UC website ([boothuc.ca](http://boothuc.ca)) is an important resource for general community information. It is expected that all students will access Booth UC's website on a regular and/or as-needed basis to seek the information they need.

### Populi

[Populi](#) is an online student information system, and this is where students view general Booth UC announcements, courses, grades, transcripts, financial information, and more. Students can also find information on job postings, financial aid, housing, and special interest areas by joining groups in Populi. Be sure to log in to Populi regularly to stay informed on what's happening at Booth UC.

### Student Emails

Booth UC will provide information concerning school events, news updates, and notices to the general student body using the student email given to each student at the time of registration.

Generally, this student email will consist of StudentFirstname.StudentLastname@myBoothUC.ca. It is the student's responsibility to check their email account ensure that Booth UC emails are not blocked from their inbox, and stay informed of campus notifications.

### Social Media

Booth UC maintains several social media accounts, including Facebook, Instagram, and X. Students are encouraged to visit these sites for up-to-date information on Booth UC events and activities. All postings to Booth UC social media sites are subject to the institution's [Social Media Policy](#).

### Class Cancellations and Emergencies

Booth UC provides information to students largely through Populi, the Booth UC website, and email. Campus closures due to inclement weather will be announced on CJOB - 680 AM.

Emergency information may also be communicated via text messages. For students to receive emergency communication via text messaging, they must ensure their student record in Populi has the correct email and cellphone information and that the texting number is verified. Contact the Registrar's Office with any questions: [Registrar@BoothUC.ca](mailto:Registrar@BoothUC.ca).

## Privacy

In keeping with federal privacy laws, personal information collected will be used for the purposes of supporting students through various services and programs, communicating with students about relevant events and activities, and maintaining accurate information necessary for the functioning of Booth UC. Personal contact information will be used in case of emergency.

Booth UC will not share any information regarding an adult student (including addresses or telephone numbers of current or former students) that is not part of public record (e.g. enrollment dates, degrees received). This applies to any inquiries from outside Booth UC, including a student's family and/or friends.

If a student desires to have such information released, the student is required to fill out an "[Authorization for Personal Information Disclosure](#)" form and submit either in person at the Student Services Information Desk (Waldron Building 1<sup>st</sup> floor) or by email to [Registrar@BoothUC.ca](mailto:Registrar@BoothUC.ca). Such requests grant permission by the student to release academic and/or financial information to specified individuals. Forms are kept on file for three years following the last date of enrolment or until the student has withdrawn the request, whichever comes first.

If students have any concerns about this, wish to opt out, or would like more information on our [privacy policy](#), they should contact the Student Services Information Desk.

## Student Services

Student Services serves students' needs in many ways to ensure that you are supported and prepared for success in your Booth UC study program. This includes keeping you connected to school news and services, building your academic skills, supporting your health and mental health, caring for you spiritually, and connecting you in community.

### Student Services Information Desk

The Student Services Information Desk is the reception desk on the first floor of Waldron Building (290 Vaughan Street). Staff at the desk can provide information on campus events, course schedules, classroom locations, bus passes, and more. Staff at the desk also distribute fobs to access Waldron Building.

The Student Services Information Desk is also a central location for making purchases and payments for various items, including:

- Tuition and student fees
- Fees for transcript requests
- Booth UC merchandise
- Winnipeg Transit peggo bus cards
- Photocopy and printing

## Academic Learning Centre

The [Academic Learning Centre](#) (ALC) is designed to assist students with attaining and strengthening academic skills and strategies necessary to achieve academic success in their post-secondary education. The coordinator and/or peer tutors are available for meeting with students one-on-one as well as leading group sessions or workshops. The ALC Lead Tutor (ASPIRE Program) will be based at the Union Station location for 20 hours per week during the academic term.

The services of the ALC are free to all students at any level who wish to improve their academic skills and ability to learn, thereby maximizing their academic experience and allowing them to achieve greater academic performance and personal fulfillment.

Students are encouraged to book appointments online through the Booth UC website or in person. ALC staff are available only within their set hours of operation. Please direct any questions or requests for support to the ALC Lead Tutor (ASPIRE Program) or the ALC Coordinator.

Academic support may include:

### Basic Editing and Organization of Assignments

Sometimes you need a second set of eyes to find those basic typos! However, we are not an editing service, and we will not catch or identify all your errors. We can guide you to edit your own paper and help you figure out when sentences don't make sense or you've made simple mistakes. We will also try to help you understand how to fix repeated grammatical errors so that your writing skills improve.

### Preparation and Planning of Assignments

Before you begin your essay or project, you need to make sure you understand the requirements and create a plan for a well-organized and well-supported paper. We can help! Come early to take advantage of our full support and make sure you start off on the right track!

### APA, MLA, and Chicago Formatting, Citations, and References

Different courses and subject fields have different requirements when it comes to following style guides. We can help you find the correct guide and navigate the, sometimes very confusing, rules for formatting, citations, and reference pages.

### Content-Specific Support and Study Groups

If you are having difficulty understanding your class materials, peer tutors will help you work through them to make sure you leave with a better grasp of the information being presented to you. Stressed out by a big test? Let us help! We can help you come up with a strategy to study both efficiently and effectively. We can also schedule and guide group study sessions as needed.

### Skills Workshops for Writing, Editing, Reading, Time Management, and More

Watch your email inbox and the Populi dashboard for announcements on upcoming workshops and/or check the online scheduler to register for skills and strategies workshops.

## Accessibility Services

Booth UC is committed to helping students succeed academically. Through this commitment, Booth UC affirms its responsibility under the Human Rights Code of Manitoba **to provide reasonable accommodations for students with documented disabilities** in accordance with the standards indicated in the Accessibility for Manitobans Act. Approved academic accommodations refer to alteration(s) to the delivery of academic services and requirements to enable equitable participation of students with disabilities in the learning environment. An accommodation must not result in undue hardship to Booth UC and must not compromise a bona fide academic requirement (BFAR) of a course or academic program. In order to receive academic accommodation, students with disabilities must identify themselves to the Dean of Students and must satisfy requirements for registration in the [Accessibility Services](#) program.

Academic accommodation requires a partnership between the persons requiring the accommodation and the faculty and staff of Booth UC. All concerned are responsible for respecting the dignity and confidentiality of the persons requesting accommodation.

Details concerning the definition of terms; procedures for the provision of academic accommodations; and the rights and shared responsibilities of students, instructors, and support staff are described in the [Accessibility and Academic Accommodations Procedures](#) document.

Examples of standard academic accommodations provided to students registered with Accessibility Services at Booth UC are:

- Extra time to complete assignments
- Access to volunteer note takers
- Ability to record lectures
- Alternative format textbooks
- Extra time to complete exams
- Laptops with speech to text software
- Separate, quiet room for tests and exams
- Extended Learning Centre supports

Additional accommodations and supports are also available for students, depending on their specific needs.

Booth UC is responsible for maintaining the confidentiality of disability-related information, including limiting the distribution of that information to only those parties that require the information throughout the accommodation process.

## Student Mental Health Supports

We know that your mental health is a key part of your success at Booth UC. Booth UC offers free access to real-time virtual counselling as well as connections to various local mental health supports. Our students also have health insurance benefits that supplement public health care coverage. International students are covered by a health insurance plan that mimics public health insurance provided to domestic students. See more details in the [Health Insurance](#) section.

## TELUS Health

Booth UC is partnering with TELUS Health Student Support to provide students with 24/7 access to professional Student Support Counsellors any time, any day of the year, from anywhere.

The Student Support Counsellors can help with many common issues ranging from everyday stresses to significant crises, such as:

- stress and anxiety
- adapting to a new environment, culture, or learning style
- homesickness, sadness, or loneliness
- relationships with friends and family
- being successful in school
- balancing everyday issues while studying
- significant personal or family crisis
- and lots more!

Support is available 24/7 through the app, website, and phone:

- Download the free “TELUS Health Student Support” app from your device’s app store (available on Apple and Android devices) to call or chat with a counsellor or access health and wellness resources
- Visit the [Student Support website](#) to access health and wellness resources
- Dial 1-855-649-8641 to speak to a counsellor over the phone

Real-time call and chat services are available in English, French, Mandarin, Cantonese, and Spanish. Students can call 1-855-649-8641 to ask for support in another language. TELUS Health Student Support will do their best to provide additional language support, which is usually through scheduled phone and video sessions.

TELUS Health Student Support is confidential within the limits of the law.

## Student Support Community

Booth UC’s partnership with TELUS Health also includes the Student Support Community program. Booth UC students have opportunity to link into a global network of other post-secondary students to engage in online conversations around mental health concerns they are facing. These peer supports are closely monitored to ensure your safety and confidentiality, while instantly linking you to peers and professionals who understand what you’re going through. Conversations are available in 26 different languages, and you can customize your feed by joining groups that focus on areas of interest that are important to you.

## My Wellness Plan

As part of your Booth UC supplemental health and dental plan, you also have access to mental health assessments (free), online counselling (fees paid by plan), and local resources, including counselling agencies and crisis line supports. Visit [mywellnessplan](#) for details.

## Counselling Referrals and Providence UC Counselling Interns

Students who would like to meet in person with a professional counsellor in Winnipeg are invited to contact the Dean of Students or the Student Services Coordinator, who can provide a list of off-campus professional counsellors. See the section on [local health care services and support](#) for a list of available services in Winnipeg.

Additionally, Booth UC and Providence UC have signed a cooperation agreement through which graduate students in the Providence Master of Arts in Counselling and Master of Arts in Counselling Psychology programs are available to provide counselling services to Booth UC students. This service is provided free of charge in a confidential environment (either in person or virtual) under the supervision of the Providence Practicum Coordinator.

Booth UC students who would like to connect with a Providence Counselling Intern should contact:

Stephanie Penner, MA  
Practicum Coordinator, Counselling Department  
Providence University College & Theological Seminary  
10 College Crescent Otterburne MB R0A 1G0  
Tel: 431-815-4305 | Cell: 204-326-5124  
Email: [Stephanie.Penner@prov.ca](mailto:Stephanie.Penner@prov.ca)

## Spiritual Care and Support

Booth UC is a Christian higher education institution where faith is foundational to our outlook on learning, lifestyle, and spiritual care. We are also an open access university where students from multiple faith backgrounds or no faith background come together for learning and growth. Our spiritual care services are provided for students of any faith background and offer a safe, welcoming environment to talk about concerns in a faith-centred context. These services are offered to all students free of charge. To learn more, please contact the Student Services Coordinator.

## Booth UC Chapels

Gathering together to worship and encourage each other is important for those in the Christian faith community.

## Bible Studies

For those looking to explore scripture and engage with fellow students, Booth UC has access to a variety of studies through RightNow Media and is coordinating study groups. If you are interested in joining a study group, please contact the Student Services Coordinator.

### UpLift! Community Group

We all have experiences, ideas, and inspiration to share with each other from time to time. Subscribe to the UpLift! group in Populi to give and receive encouraging support with others in the Booth UC community.

### Worship Events

For those who value the power of music to bring people together, there are opportunities at Booth UC to play, sing, and help coordinate worship nights during the year. Contact the Student Services Coordinator to find out how to be involved.

### Chaplaincy Support

Please contact the Dean of Students to connect with chaplaincy support.

### Booth UC Community Connections

Coming together in community is one of the most important ways we build healthy relationships and address common concerns. Booth UC provides a variety of opportunities for developing relationships by working with others to create a campus culture that inspires and encourages all of us.

If you are interested in being involved with any of these initiatives, please contact [StudentServices@BoothUC.ca](mailto:StudentServices@BoothUC.ca).

### Booth UC Awareness Weeks

There are a number of topics of common concern that profoundly impact us as individuals and as a community. These topics provide opportunities for us to gather together, build our understanding, and move forward collectively towards a new set of goals. You are warmly invited to volunteer your time in planning one or more awareness weeks during the school year. This provides a great way to get to know other students, faculty, and staff in new ways. Each year, Booth UC sets aside time to observe:

- September—Preventing Sexual Violence
- November—Disability Dialogue Week
- February—Heritage Days (Celebrating Booth UC in The Salvation Army)
- March—Indigenous Perspectives Week

### Special Events, Celebrations, Social Activities, and More

Throughout the academic year, Student Services staff, often in cooperation with the Student Council, will plan social and recreational events for the Booth UC student body. Student Services also cooperates with other Booth UC departments and community groups to co-sponsors special events and activities. Notices for Student Services events and activities are sent via email (see section on [student emails](#)) and communicated within Populi—through the newsfeed, groups, and direct communication. Students are asked to stay informed of events throughout the year and are invited to participate.

## Student Council

[The Booth UC Student Council](#) exists to foster a vibrant, engaged, and connected Booth UC student community. The Student Council consists of twelve positions: four executive members, seven representative members, and a secretary.

The executive and representative positions are elected by the Booth UC student body, and the secretary is appointed by the President of the BUCSC. The BUCSC is active through the academic year, planning student events and initiatives that build community engagement, supporting student needs and interests, and contributing a student perspective to institutional programs and committees. The BUCSC also selects two students to recommend to the Booth UC Senate and Board of Trustees.

The BUCSC Executive consists of the President, VP Activities, VP Communications, and VP Operations. BUCSC representatives are elected for international, Indigenous, Salvation Army, graduating, and first year (2) students. Any student who is enrolled in courses at Booth UC and has paid the Student Services fee is eligible to participate in the BUCSC elections and other co-curricular activities, provided they are not on probation.

Be sure to follow the BUCSC on Facebook and Instagram to stay informed of student council activities throughout the year.

## Health Insurance

### Supplemental Health and Dental Plan

To help students pay for the health services they need, students are automatically enrolled in a supplemental group health and dental plan. This group plan helps fill the gaps in provincial health care while offering coverage that is competitively priced. Coverage includes health, dental, vision, and travel benefits. Students can purchase spousal or family benefits within 30 days of the start of their program. For a list of the benefits, opt-out information, and details on purchasing family benefits, visit [mystudentplan](#).

Questions about the supplemental group health and dental plan can be emailed to the Benefits Plan Coordinator at Gallivan: [Boothplan@mystudentplan.ca](mailto:Boothplan@mystudentplan.ca).

### International Student Emergency Health Insurance

International students are automatically enrolled for additional insurance that covers primary health care needs while living in Canada, as well as repatriation costs in critical situations.

### My Virtual Doctor

My Virtual Doctor provides students and their dependents with unlimited 24/7 access to virtual health care services anywhere in Canada. Students are guaranteed to be able to speak with a medical professional to address their needs and be provided the appropriate care.

This service provides virtual health-care services to our members through the Telus Health platform, which is available via the web or through a mobile application that students can download.

Unlimited access to the following is available:

- Access to health care professionals in 30+ languages
- Fast access to medical professionals via chat, video, or phone
- Consultations for family members at no additional cost
- Diagnosis, labs, imaging, and referrals
- Prescription delivery service
- Specialist appointments
- Safe and secure transfer of medical records to primary care physician

## Fees

Health insurance fees are not included with tuition fees. Annual fees for insurance are charged over and above tuition:

- Supplemental health and dental plan: \$785 CAD
- International student emergency health insurance: \$290 CAD
- My Virtual Doctor: \$45 CAD

## Opting Out

You may choose to opt out of the Booth UC student health insurance plans, according to the following criteria:

- Supplement Health and Dental: (i) Opt out in the first two weeks of your entry into the ASPIRE program; (ii) Provide proof of comparable extended health insurance coverage with a different carrier.
- International Health Insurance: (i) Opt out in the first two weeks of your entry into the ASPIRE program; (ii) Provide proof of Manitoba Public Health Insurance coverage.
- My Virtual Doctor: (i) Opt out in the first two weeks of your entry into the ASPIRE program; nothing else is required.

Complete the relevant [opt-out application form\(s\)](#) on the mystudentplan website.

## Questions

If you have questions about health insurance, please contact the Student Services Coordinator.

## Registrar's Office

The Registrar's Office is available to help students with any registration-related questions. It is also the first point of contact for information about a student's financial status at the institution.

## Course Registration

Courses in the ASPIRE program follow a set schedule. Before each term, the Registrar enrolls students in their courses for that term. Students can view their registration in Populi in *My Profile, Student*. Students can contact their academic advisor for questions on which courses they will take.

## Tuition and Fee Payment

Below is the fee payment schedule for the Associate of Arts (60 credit hours) and Associate of Business Administration (60 credit hours) in the ASPIRE program. For details on health insurance, see the [Health Insurance](#) section.

### YEAR 1

Tuition: \$16,000 CAD for 30 credit hours over 5 terms

Student Services Fees: \$600 CAD for 30 credit hours over 5 terms

Health Insurance: \$1,120 CAD covers 365 days (1 year)

*On-shore students*: \$8,000 CAD tuition deposit prior to offer of acceptance. Balance of \$8,000 CAD for tuition, \$600 CAD for Student Services fees, and \$1,120 CAD for health insurance is due one week (seven days) before start of first-year courses.

*Off-shore students*: \$16,000 CAD tuition deposit prior to offer of acceptance. Balance of \$600 CAD for Student Services fees and \$1,120 for health insurance is due one week (seven days) before start of first-year courses.

### YEAR 2

Tuition, Student Service Fees, and Health Insurance are the same as year 1.

All amounts are due one week (seven days) before start of second-year courses.

Invoices showing the fees owing can be found in Populi in *My Profile, Financial*. Payments can be made in person by cheque, cash, debit card, or credit card at the Student Services Information Desk. Payment can also be made via credit card in Populi in the *Financial* section. International students can also make payment in their home currency via Flywire. Students can contact the Registrar for more information. If payment is not made by the fee payment deadline, the student will be removed from the course.

## Refund Policy

The ASPIRE program has a limited intake per term, and the student demand is greater than the intake limit. This means that students who pay the tuition deposit and sign the offer of acceptance are committing to completing the program. Therefore, all payments to Booth UC (including tuition deposits, pre-payments, fees, etc.) are non-refundable, **except in the event of visa refusal**.

If a refund is granted, it will be issued exclusively to the original payment source and cannot be transferred to alternative bank accounts or other educational institutions.

## Textbooks

Students are responsible for purchasing textbooks for each course. Required textbooks are listed in the course syllabi in Populi, along with instructions for purchase. Most textbooks are available as e-texts and may be purchased directly from the publisher and downloaded immediately. Students may choose to purchase hard copies, but these take longer to obtain. It is recommended that students budget up to \$300 CAD per term to purchase textbooks for their courses.

## Course Changes

**Course changes are not recommended in the ASPIRE program** since a course change will result in a change of the student's cohort.

However, **a student may defer ONE course – one time – and take it in a subsequent offering.** There is no refund for deferring a course, but it can be taken later without additional cost. **A course deferral must be made during the registration revision period.** This period is the first week of the term plus one business day. In other words, the registration revision deadline is 4:00 p.m. on the first day of the second week of the term. To defer a course, consult with your academic advisor.

A student can also request a voluntary withdrawal (VW) from a course, though this is discouraged. A VW is recorded on official transcripts and student records. When a VW is entered, no hours are credited, nor are grade points calculated. Students will not be permitted to VW from a course that they failed due to a breach of academic integrity or if they are under investigation for plagiarism in that course. There is no refund for voluntarily withdrawing from a course, and tuition and Student Services fees of \$1,659.99 CAD must be paid to retake the course. A VW must be made by the VW deadline, which is two weeks before the end of the term. To VW from a course, consult with your academic advisor.

A student may repeat one failed course upon approval of the student's academic advisor. There is no refund for a failed course, and tuition and Student Services fees of \$1,659.99 CAD must be paid to retake the course.

See [Important Dates](#) for the registration revision deadlines and VW deadlines for each term.

## Certificate Of Enrolment

There are two basic formats for the certificate of enrolment (CoE). One format is simply a statement of the student's full-time or part-time status. This format is typically used for immigration or insurance. A full/part-time status CoE can typically be requested and received on the same day. The second format is a detailed breakdown of the student's courses. This format is typically used by sponsors or banks. A detailed CoE might take a day or two to receive, so students should plan ahead. Either format can be requested through the Registrar's Office.

## Ordering Transcripts

A transcript is a complete record of a student's academic performance while at Booth UC. In *My Profile, Student* in Populi, students can access an unofficial transcript or request an official transcript. There is a nominal fee for each official transcript.

## Making Changes to Your Student Record

The Registrar's Office keeps track of all the details of your student record. You can change some things in Populi yourself through *My Profile, Info*, such as your email, address, or phone number. name, preferred name, self-declaration of Indigenous ancestry, Salvation Army affiliation, gender, preferred pronoun, or country of citizenship or permanent residence, submit a "Personal Update Form," found in Populi in *Files, Shared*, [Forms - Registrar's Office](#). Some of these changes may require proof of appropriate legal documentation.

## Registrar's Office Forms

Registrar's Office forms can be found in Populi under *Files, Shared*, [Forms - Registrar's Office](#).

## Community Life Standards

Booth UC is a diverse community of people from a variety of backgrounds, faith experiences, and interests. Booth UC implements what we call community life standards to foster a friendly, supportive, and safe environment for all members of our community. Community life standards include our policies on accessibility; respectful work and learning environments; health and safety; and community accountability, discipline, and restorative justice.

## Accessibility Policies

In compliance and support of the Accessibility for Manitobans Act, Booth UC has several policies that reflect our commitment to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity and are committed to uphold the duty to reasonably accommodate individual needs as defined by The Human Rights Code (Manitoba) in a timely manner by preventing and removing barriers to accessibility and meeting accessibility requirements. These policies are:

### Academic Accommodations Policy

Students with disabilities may register with the Accessibility Services program to receive academic accommodations for their courses. Accommodations cover a variety of needs including standard accommodations such as time extensions, note taker assistance, and alternate format texts. Students may also request special accommodations tailored to support their unique needs. Students who wish to register with the Accessibility Services program should contact Student Services.

### Accessible Customer Service

Booth UC strives to ensure that its facilities and services are accessible to all students, employees, and guests. We welcome people to bring assistive devices, service animals, or support people to campus. We

also welcome feedback on how we can serve people with disabilities better. Feedback forms are available from the Student Services Information Desk.

### Accessible Employment Policy

At Booth UC, we aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

### Accessible Information and Communication Policy

Booth UC aims to provide a barrier-free work and learning environment in which students, staff, and faculty with disabilities may access information and communication conveyed digitally, in print, or through interactions with technology or people.

### Full Accessibility Policies

Full text of the Booth UC policies below is available in Populi under *Files, Shared, [Policies for Students](#)*.

- Accessibility and Academic Accommodations Policy
- Accessible Customer Service Policy
- Accessible Information and Communication Policy and Procedures

### Respectful Work and Learning Environment Policies

Booth UC is committed to maintaining a respectful work and learning environment that is free from harassment and discrimination and where all members of the Booth UC community are treated with dignity and respect. Booth UC does not condone behaviour that is likely to undermine the dignity, self-esteem, or productivity of any of its members. Several key terms and behaviours are described in this policy to ensure a respectful work and learning environment for all. These include:

#### Bullying/Cyber Bullying

All forms of bullying and cyber bullying are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to discipline. Students who have been bullied or cyber bullied are encouraged to report such incidents to the Dean of Students. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

Cyber bullying includes, but is not limited to, the following intentions and misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, Facebook posts or messages, text messages, digital pictures or images, website postings (including blogs), or any type of social media content or messages.

#### Conflict Resolution

When there is an interpersonal conflict, students are encouraged to deal directly with the individuals involved in the conflict. If a resolution to the conflict cannot be found, assistance may be sought from the Dean of Students or the Student Services Coordinator. If an interpersonal conflict has detrimental

effects on the life of the Booth UC community, Booth UC may intervene in the situation to arrive at a resolution of the conflict.

### Discrimination

Booth UC subscribes to the equal rights of all to pursue excellence in their lives, without limitations. Discrimination in any form is not tolerated under the Manitoba Human Rights Code and is not acceptable at Booth UC.

Any physical, verbal, or other form of discrimination, harassment, or violence based on factors including, but not limited to, gender, race, culture, religion, and/or sexual orientation is prohibited.

### Harassment

Harassment includes, but is not limited to, sexual, personal, and racial harassment. Abuse and harassment include any behaviour that is physically, psychologically, sexually, emotionally, or otherwise abusive. Personal attacks and abuse on computer or social networking which includes any form of messaging via email, Facebook, texting, etc., will not be tolerated and will be dealt with in accordance with the Booth UC harassment policy. Students who experience harassment, or are witness to the harassment of others, are encouraged to contact the Dean of Students.

### Offensive Language

Any language that is deemed offensive due to discriminatory, harassing, or inappropriate content is prohibited. Posters, signs, door or wall ornamentation, etc. may not use offensive or discriminatory language or imagery.

### Sexual Violence Policy

Booth UC is committed to promoting an environment that is free from sexual violence and to promoting a safe working and learning environment. However, Booth UC may have more limited means of imposing restrictions, discipline, or other measures if any of the parties are not members of Booth UC.

Booth UC supports a safe environment for anyone making a report in good faith about sexual violence that he or she has experienced or witnessed. All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process.

Booth UC may investigate any incident of sexual violence which it becomes aware of, whether this occurs on or off Booth UC property, or whether it occurs on any social media platforms, that may pose a risk to the safety of those at Booth UC and shall take all reasonable steps to ensure the safety of those to whom this policy applies.

A complainant has the right to withdraw a complaint at any stage of the process; however, Booth UC may continue to act on the issue identified in the complaint in order to comply with its obligation under this policy and/or its legal obligations.

Booth UC recognizes that some individuals may be hesitant to disclose or report sexual violence in cases where they have been using alcohol or drugs at the time the sexual violence took place. Individuals

disclosing or reporting incidents of sexual violence will not be subject to actions for violations of Booth UC's policies related to alcohol or drug use at the time the sexual violence took place.

The response of Booth UC to incidents of sexual violence has the following key objectives:

1. to provide appropriate assistance and support to those who are impacted by sexual violence
2. to take reasonable steps to mitigate the safety risk
3. to ensure that on-campus investigation procedures are available in the case of sexual violence even when the individual chooses not to make a report to the police
4. to provide appropriate guidelines and education about responding to the disclosure of sexual violence
5. to treat individuals who disclose sexual violence with compassion, recognizing that they are the final decision-makers about their own best interests.

### **Reporting Sexual Violence and Assault**

An individual who has experienced sexual violence may speak with any staff or faculty member of Booth UC about the incident. Staff and faculty receive training regarding sexual violence disclosures and will be able to direct the individual appropriately.

Formal complaints from students should be made to the Dean of Students by completing the "[Sexual Violence Report Form](#)." Should the Dean of Students be the object of the complaint, the complaint should be made to the Vice President Administration.

Booth UC reserves the right to initiate an investigation in accordance with this policy and/or to report the incident to local police services, even without the consent of the complainant, if it believes that the safety of those at Booth UC is at risk or if the reporting is required by law.

### **Alternative Confidential Reporting for Sexual Violence and Assault—REES Online Reporting**

Booth UC has partnered with REES (Respect, Educate, Empower Survivors), a Winnipeg-based organization dedicated to supporting post-secondary students by offering an alternative way of reporting sexual violence on campus through a confidential online portal.

Students who have experienced any form of sexual violence or assault may create a record of the incident and choose from multiple reporting options: Anonymous Report, Connect to My Campus, Report to Police, or Repeat Perpetrator Identification (RPI). REES provides information about campus and community-based resources such as sexual assault centres, healthcare, and support services.

REES can be accessed online anywhere, anytime. It will store information about the incident in a secure and confidential place to be accessed by the user whenever they wish to do so. The user chooses if and when they wish to release their information, how much information is released, and to whom the report is sent. Go to [REES](#) and select "Booth University College" from the drop-down list.

## Transgender Persons

Booth UC is committed to providing a welcoming and inclusive environment for its students, staff, and faculty. Transgender students are accommodated according to the gender they identify with and are supported in that identity. Booth UC recognizes that all situations will be unique and that the implementation of this policy will require collaboration between the student and Booth UC. Faculty and staff will use the preferred name and pronoun that was specified by the student as represented in their profile on the Booth UC student information system and keep the person's transgender status confidential. Booth UC has zero tolerance for harassment, bullying, discriminatory language, violence, sexual assault, and any other behaviours that undermine transgender students' feelings of safety and dignity within Booth UC.

## Full Respectful Work and Learning Environment Policies

Full text of the Booth UC policies below is available in Populi under *Files, Shared*, [Policies for Students](#).

- Kirpan Policy
- Respectful Work and Learning Environment Policy and Procedures
- Sexual Violence Policy
- Social Media Policy & Guidelines
- Transgender Policy

## Health and Safety Policies

Students are asked to remember that they are a part of a community and that their actions and appearance impact those around them.

### Alcohol and Marijuana

Booth UC has zero tolerance for consumption or possession of alcoholic beverages (this includes empty bottles and cans) on campus or at any Booth UC sanctioned activity. The presence of containers, including cans and bottles, will be regarded as possession.

Similarly, Booth UC does not permit the consumption or possession of marijuana (cannabis) for recreational purposes on campus or at any Booth UC sanctioned activity. Marijuana that is prescribed for medical purposes must be disclosed to the Dean of Students and may not be consumed by smoking. The presence of any form of marijuana (cannabis) will be regarded as possession.

Students who choose to consume alcohol or marijuana off campus are encouraged to be healthy and responsible in their conduct. Those who come to campus intoxicated, "high," or exhibiting signs of being under the influence of either alcohol or marijuana are subject to disciplinary action. If a student causes a disturbance while under the influence of an intoxicating substance, the police will be contacted.

### Appearance/Hygiene

Appropriate attire is always expected on campus. The following examples of inappropriate clothing will be subject to correction or disciplinary action:

- Sleepwear/pajamas
- Improper, immodest, or offensive clothing
- Clothing that does not reflect a reasonable expectation of cleanliness

### Dangerous or Violent Behaviour

Participating in potentially destructive or endangering activities will not be tolerated. This includes, but is not limited to:

- Activities that could bring harm to oneself or others
- Improper use of Booth UC equipment, furniture, etc.
- Destruction of Booth UC equipment, furniture, etc.

### Illegal Drugs

Possession, use, or distribution of [controlled and illegal drugs](#) is a criminal offense under the Controlled Drug and Substance Act. More information, including penalties, can be found in the [Controlled Drug and Substance Act](#). Booth UC prohibits the possession, use, or distribution of all illegal drugs on campus and at all Booth UC events. Students who breach this policy will be evicted and subsequently banned from Booth UC property, and when appropriate, the police will be notified. Offending students will also be subject to disciplinary action.

If a student has questions or concerns regarding alcohol, marijuana, or drugs, there are numerous resources available to them for assistance. Students are encouraged to speak with the Dean of Students. The following is a list of some of the agencies in Manitoba that can help:

- [Addictions Recovery Inc.](#) (ARI)
- [Addictions Unit, Health Sciences Centre](#)
- [Esther House](#)
- [Heartwood Healing Centre](#)
- [Main Street Project](#) (MSP)
- [Native Addictions Council of Manitoba](#)
- [Rosaire House Addictions Centre](#), The Pas, MB
- [St. Raphael Wellness Centre](#) (SRWC)
- [Tamarack Recovery Centre](#)
- [The Salvation Army Addictions Services](#)
- [Two Ten Recovery Inc.](#)

### Scent-Free Environment

Booth UC endeavors to provide a scent-free environment for all students, staff, and faculty. Exposure to perfumes and other scented products can trigger health reactions in persons with asthma, allergies, migraines, and chemical sensitivities. Individuals should be mindful of the needs of students, staff, and faculty when using any scented products.

### Smoking and Vaping

Booth UC is a smoke-free environment. Neither smoking nor vaping are permitted on Booth UC property or at any Booth UC event taking place either on or off campus.

### Weapons/Dangerous Items

Absolutely no weapons will be allowed on campus or at any Booth UC event. This includes, but is not limited to, side-arms, shotguns, rifles, ammunition, knives, paint ball guns, splat ball guns, airsoft guns, pellet or BB guns, hunting equipment, or any like object with the potential to cause harm to property or other persons.

Firecrackers, fireworks, and flammable substances may not be brought onto or used on Booth UC property. Any use and/or possession of these items will be subject to disciplinary action.

### Confidentiality and Need to Disclose

It is the responsibility of Booth UC to ensure a safe and respectful working and learning environment for its students, staff, and faculty. Therefore, if a student discloses a situation or plan which may jeopardize their safety or the safety of others, or which is required by law to be reported to the authorities, the information will be disclosed to appropriate officials of Booth UC and/or the authorities.

### Discipline for Health and Safety Issues

Booth UC will address any actions which are deemed to be harmful to other persons, that are detrimental to the health of the Booth UC community, or that are harmful to the educational mission of the institution. These actions include, but are not limited to, disturbing the peace; physically assaulting another person; fighting; vandalism; theft; or emotional, physical, or verbal abuse of another person. Such conduct will be subject to discipline as determined by Booth UC. If appropriate, such behaviour may also be reported to the police.

Conviction of a criminal offence may be grounds for dismissal from Booth UC. Being charged with a criminal offence may result in disciplinary action if, in the sole discretion of Booth UC, the alleged offence is deemed to pose a threat to the safety of Booth UC or any member of the Booth UC community.

### Full Health and Safety Policies

Full text of the Booth UC policies below is available in Populi under *Files, Shared, [Policies for Students](#)*.

- Alcohol, Marijuana, and Drugs Policy
- Scent-Free Policy

### Community Accountability, Discipline, and Restorative Justice

Booth UC embraces the role of being a community learning environment. Learning in community requires the cooperation of all students, staff, and faculty to create a welcoming and respectful environment that fosters intellectual, emotional, social, and spiritual growth. It is for these reasons that

Booth UC requires all of its students to agree to act in a manner that is consistent with the Christian ethos of the institution, including abiding by the policies outlined in this student handbook.

### Goals of Disciplinary Actions

Booth UC upholds a strong commitment to the Christian ethos of restorative justice as it is found in Scripture (Micah 6:8). As such, our disciplinary practices seek first to mend broken relationships and restore respect and harmony to the community. We strive to practice empathy, patience, compassion, and forgiveness in a way that brings healing and provides for the safety of our students and the broader Booth UC community.

### Objectives of Enforcement

Breaches of this student handbook are dealt with through a variety of mechanisms depending on the severity of the incident. Any sanction that is applied against an individual is applied for several purposes, including, but not limited to, changing behaviour, restitution for damages or cleaning, reparation of harm to the community, and protecting the safety of the individual or others.

Considerable care is taken to ensure that any student who has been accused of a violation is treated in a fair and just manner. Accordingly, the disciplinary system is designed to be both flexible and accountable.

### Discipline Process

When a community life standard is violated, the incident should be brought to the attention of the Dean of Students, who will initiate an appropriate investigation of the incident. These investigations will include contact with the individual(s) involved to set up a meeting and discuss details of the alleged incident, and witness statements may also be taken. If the individual(s) does not respond to a meeting request with the Dean of Students within five (5) business days of being contacted, their right to provide testimony relating to the incident may be forfeited at the discretion of Booth UC. A written incident report will be completed, and the individual(s) will receive a copy of relevant incident materials to accompany a written statement of any disciplinary decision that has been made.

NOTE: This time frame may be reduced or eliminated at the discretion of Booth UC in cases where the safety and wellbeing of others is at risk.

### Violation Levels and Disciplinary Actions

Repeat offences at any level may be considered at an increased level of violation and may incur more serious disciplinary action as a result.

#### **Level 1 Violations: Informal Warning**

Level 1 violations are the least dangerous and least severe violations. They commonly apply to actions that interfere with the rights of another as it regards the peaceful use of common spaces.

Level 1 violations are normally handled by the Dean of Students, who may issue a verbal or unofficial written warning. Disciplinary actions imposed may require an apology from the perpetrator, community

service, payment for damaged property, fines, or other similar level of action determined by the Dean of Students.

### **Level 2 Violations: Formal Warning**

Level 2 violations are an increased level of severity in comparison with a level 1 violation. They pose risks to the safety and security of students and their property. Level 2 violations are normally brought to the attention of the Dean of Students, who will meet with the individual(s) involved to review relevant policies stated in the student handbook, and who may issue an official written warning. An official written warning may include notice that future violations could result in probation, suspension, or possible expulsion from Booth UC. There may or may not be additional consequences to the official warning.

### **Level 3 Violations: Probation**

Level 3 violations are those violations that compromise the integrity and wellbeing of Booth UC or its student community; contravene Booth UC policy; or indicate repeated, willful continuation of a previous level 1 or 2 violation.

Level 3 violations are normally handled by the Dean of Students, who will review the case and may take steps to place the student on probation. While on probation, the student remains enrolled with the understanding that further violations of the student handbook standards would likely result in suspension. Probationary status does not allow a student to participate in Booth UC extra-curricular activities or in student leadership positions. Probationary status may extend for one or two terms.

### **Level 4 Violations: Suspension**

Level 4 violations are those violations that compromise the safety and security of self or others; compromise others' personal property or the property of Booth UC; attack the dignity and/or integrity of others; or violate municipal, provincial, and/or federal laws.

Level 4 violations are normally handled by the Dean of Students, who will document the case and seek approval from Booth UC administration to suspend the student for a specified length of time. While suspended, the student remains enrolled at Booth UC and will be responsible for completing course requirements, pending the outcome of the decision to continue enrollment. The student must prepare a case in writing and meet with a committee established by Booth UC administration to demonstrate resolution to refrain from further violations of the Booth UC student handbook.

### **Level 5 Violations: Expulsion**

Level 5 violations are the most severe discipline category, representing actions that directly threaten the personal health and safety of others within the Booth UC community; cause irreparable damage to Booth UC's reputation; or violate municipal, provincial and/or federal laws.

Level 5 violations are normally handled by Booth UC senior administration. Upon receiving a documented case that has been investigated to the satisfaction of Booth UC administration, action may be taken to expel the student permanently from Booth UC.

**NOTE:** In some situations, it may be necessary to suspend or expel a student without following the procedures outlined here. This decision is within the sole discretion of the President (or designate).

### **Discipline Levels Applied to the Student Handbook**

Violation levels for non-academic misconduct are as follows:

- Alcohol and marijuana (Level 1-5)
- Substance abuse and illegal drugs (Level 1-5)
- Smoking and vaping (Level 1-3)
- Discrimination, harassment, and bullying (Level 1-5)
- Dangerous materials and weapons (Level 4-5)
- Dangerous or violent behaviour (Level 4-5)
- Pornography, graphic material, and other sexual misconduct (Level 3-5)

### **Appeals Process**

While every effort is made to ensure that any student who has been accused of a violation is treated in a fair and just manner throughout the disciplinary process, a student may wish to appeal a decision made for reasons of non-academic misconduct. Appeals for non-academic misconduct violations are handled according to the following process.

### **Reasons for Appeal**

The reason for submitting an appeal should be based on one or more of the following grounds:

- Bias or unfair treatment
- Procedural error
- The sanction is not a logical consequence of the violation
- New information or evidence has been found

### **First Appeal**

If a student believes that disciplinary action for a violation of the student handbook is unwarranted, the student should first raise their concern in person with the Dean of Students and discuss their reasons for wishing to appeal the decision. This must be done within 10 business days of the date stated on the notice of disciplinary action issued from Booth UC. In the event that an in-person meeting cannot be arranged, a virtual meeting may be scheduled at the discretion of the Dean of Students. The student should bring any documentation available which supports their position. If the student is not satisfied with the outcome of the meeting with the Dean of Students, they may file a second, formal appeal to the President or designate of Booth UC.

### **Second Appeal**

Students wishing to proceed with a second, formal appeal of a disciplinary action decision for non-academic misconduct must do so in writing within six weeks of the date stated on the notice of disciplinary action issued from Booth UC. A written notice of appeal must be submitted to the President or designate of Booth UC. The notice of appeal must include:

- A letter from the student issuing the appeal containing current contact information
- A clear rationale outlining the reason for the appeal
- A detailed account of the misconduct incident from the student's perspective along with supporting documentation
- A listing of any resource persons or witnesses that the student wishes to be present at the appeal hearing, along with their contact information

The President, or designate, will review the notice of appeal and determine if an appeal hearing is warranted. Communication will be sent to the student about the President's decision to convene an appeal hearing within 10 business days of receipt of the notice of appeal. Instructions for the appeal hearing will be sent at this time.

The decision of the Appeal Hearing Committee will be communicated to the student in writing within 20 business days of the hearing. The decision of the Appeal Hearing Committee is final.

## Emergency Information

The emergency procedures below are excerpted from Booth UC's [Emergency Preparedness Plan](#) and Emergency Response Plan – Union Station.

### Medical Emergencies

In case of an emergency on campus that requires outside help from medical or para-medical personnel, please keep the following in mind:

- During business hours, contact the ASPIRE staff, who will notify appropriate Booth UC personnel.
- If an ambulance is required (medical emergency), dial 911 and ask for an ambulance. Please be aware that ambulance services are not covered by Manitoba Public Health Insurance and will be subject to additional charge. Booth UC students enrolled in the student health insurance plan do have coverage for ambulance services. The base subsidized rate for Emergency Medical Services is set by the Manitoba government. The fee for ambulance service for Manitoba residents as of April 1, 2024 is \$250.00, which is billed to the person receiving treatment.
- After hours it is important to notify the on-call staff member of the emergency. If the on-call staff member is not available on site, please ensure that emergency personnel can enter the campus building. Number for on-call staff is posted on all building entrances.
- First aid kits are available on every floor, and automated external defibrillators (AEDs) are located on the second floor of Waldron Building.

### Fire Emergencies

#### Fire Procedure

Fire alarm pull stations are located throughout Waldron Building and Union Station. If fire is discovered:

1. Turn off room lights
2. Close the door
3. If alarm is not already sounding, pull fire alarm and then proceed to exit the building
4. Exit the building

It is each person's duty and responsibility to be familiar with the following:

1. Fire procedures
2. Evacuation procedures
3. Location of annunciation fire panel – in front entrance vestibule
4. Location of the pull stations
5. Operations of fire extinguishers
6. Location of telephones
7. Location of exits
8. Location of stairways
9. Elevators are not to be used during emergency
10. The number of doors your room is from the exit

Everyone is required to leave the building during a fire alarm and meet at the external assembly location. For Waldron Building (290 Vaughan Street), this is in the parking lot behind the building at the Booth UC sign on Colony Street. For Union Station (123 Main Street), this is in the parking lot behind the building between Union Station and The Forks Market. If needed, a safe indoor assembly location is inside the northwest door of The Forks Market (by Fergie's Fish 'n Chips).

If a student is not evacuated, the instructor must inform the on-call staff member or the fire department personnel so that fire and emergency responders can be notified.

If a person is unable to use stairs (e.g. wheelchair, limited mobility), they are to advise the instructor or fire warden; proceed to the nearest stairwell landing; and wait for the fire department for assistance. The individual informed is responsible to advise the fire department personnel of the person's location.

Booth UC has designated fire wardens who have the responsibility to inform people on their floor of a crisis that requires building evacuation. The fire wardens are assigned by the Human Resources Generalist in collaboration with the Facilities Manager.

### External Assembly Location

For Waldron Building (290 Vaughan Street), this is in the parking lot behind the building at the Booth UC sign on Colony Street. For Union Station (123 Main Street), this is in the parking lot behind the building between Union Station and The Forks Market. If needed, a safe indoor assembly location is inside the northwest door of The Forks Market (by Fergie's Fish 'n Chips).

### Emergency Fire Equipment

Hanging items from, or tampering with, the fire prevention systems is not permitted. Non-emergency use of fire equipment and/or the alarm system may result in a fine, in addition to other disciplinary measures.

### Physical Threat

IF THERE IS A PHYSICAL THREAT THAT OCCURS INSIDE A CAMPUS BUILDING, DO NOT USE THE ELEVATORS, AND REMAIN CALM.

Upon discovery of a violent criminal offence or armed intruder:

- If safe to do so, leave the area immediately via the nearest exit
- Do not carry anything in your hands (e.g. cell phone)
- Take as many people with you as possible
- Close and latch all doors behind you – do not lock
- If not safe to evacuate, shelter in place
- When safe to do so, call 911

Upon being notified to evacuate:

- Leave the building immediately via nearest exit
- Do not carry anything in your hands (e.g. cellular telephone)
- Take as many people with you as possible
- Take your keys
- Close and latch doors behind you – do not lock
- When safe to do so, call 911

### Emergency Lockdown/Shelter in Place

If you are already in an office or room, follow these instructions:

- Close and lock doors
- Close windows and curtains
- Cover glass in the door, if possible
- Turn off the lights
- Turn off computer monitor
- Crouch down in areas that are out of sight from the door(s) and window(s)

- Remain quiet and do not enter the hallways
- When safe to do so, call 911
- If the fire alarm sounds, stay where you are unless you smell smoke or are advised to leave by the police

If you are in a hallway or other gathering area:

- Seek shelter in the nearest office/room and follow the above instructions

If you are in an outdoor area:

- DO NOT enter Booth UC.
- Depart the area
- Do not carry anything in your hands (e.g. cellular telephone)

## Winnipeg Health Services

Booth UC is not equipped with health service professionals. Below is information on some of the health services available in Winnipeg.

[Health Links](#) is a 24-hour, 7-days a week telephone information service. Registered nurses provide assessment, triage, and health-care advice. Interpreters are available in more than 200 languages. Call 204-788-8200 or 1-888-315-9257.

The [Winnipeg Regional Health Authority](#) provides information on the right place to go for health care (emergency, urgent care, clinic or doctor, or mental health services) and wait times for various health care centres.

[9-8-8 Suicide Crisis Helpline](#): call or text 24/7 anywhere in Canada for suicidal thoughts or concern about someone else: 9-8-8

[Alcoholics Anonymous in Manitoba](#): in-person and online meetings for those who desire to stop drinking alcohol: (204) 942-0126

[Anxiety Disorders Association of Manitoba](#): peer support and education for anxiety disorders: (204) 925-0600

[Canadian Mental Health Association](#): Service Navigation Hub for navigating Manitoba's mental health and addictions systems, education, and more: (204) 982-6100

[Crisis Response Centre](#): 24/7 in-person and phone support for mental health crisis: (204)-940-1781

[Family Support Centre](#): counselling for pregnancy, parenting, family, infant loss, grief, relationships, and more: 1-800-665-0570

[Klinic In-Person Counselling](#): drop-in counselling, family violence counselling, trauma counselling: (204) 784-4059

[Klinic Sexual Assault Crisis Program](#): 24/7 sexual assault crisis line, counselling: (204) 786-8631

[Manitoba Suicide Prevention & Support Line](#): 24/7 support line for suicidal thoughts, concern about someone else, suicide loss, or suicide attempt: 1-877-435-7170

[Mood Disorders Association of Manitoba](#): peer support and programming for mental health illnesses: (204) 786-0987

[Rainbow Resource Centre](#): 2SLGBTQ+ counselling, education, and programming: (204) 474-0212

[Willow Place](#): family violence prevention services for women and men, shelter services for women and children: 1-877-977-0007

## Academic Policies

All ASPIRE students should be familiar with Booth UC's academic policies, which are included below. These policies are from the Booth UC Academic Calendar 2024-2025.

These policies were in effect at the time of publication. Booth UC reserves the right to change them without notice.

### Academic Advising

The mission of academic advising is to help students fulfil their educational goals, graduate in a timely fashion and, more broadly, to attain established college outcomes. Faculty advisors seek to create vital links between the University College community and the students, articulate the institution's academic purposes, and help students understand and negotiate the institution's rules, regulations, curricula and requirements. The Booth University College academic advising program is based on relationships of shared understanding and shared responsibility. It focuses on student development and student success. Students are in charge of reaching these goals, but Faculty Advisors will help in whatever way possible.

Advisors encourage students to consider larger questions about educational goals and help students plan their courses of study. Shared responsibility is important at the institutional level since forging connections between academic matters, student matters, and support services encourages students to become involved in university college life and be enthusiastic members of the student community. To fulfil this mission, advisors are committed to the following goals:

1. To provide timely and accurate academic advising and information in a supportive environment, where students and advisors share the responsibility for academic progress;
2. To support and enhance student learning and achievement;

3. To develop links to ensure seamless navigation of the Booth educational program from admission to graduation.

Academic advising is the process by which students and advisors work together to set goals for their academic life. This is a collaborative process, but, ultimately, students are responsible for their educational program and experience at Booth University College. As students pursue a degree at Booth University College they will develop key skills that will assist in the development of lifetime learning. Advisors do not “prescribe” answers or programs for students, but encourage them to engage in academic studies that they enjoy and in which they can do well.

- During the first week of the academic year (or term) advisors will be available for meetings with each of their advisees. Advisors review students’ degree audit (stored electronically) and help establish goals for the first term with students. Students will be assigned to Faculty Advisors familiar with their indicated program of study.
- Students may make an appointment at any time during the term if they require or desire advice. Students should meet with their advisors when making course and program changes, at the end of each term or when making choices for courses for subsequent terms. Students should clearly explain questions or requests.

#### **Students Should...**

- be familiar with the Booth University College student information system;
- schedule regular appointments and/or contacts during each term;
- be on time for scheduled appointments;
- come to appointments prepared with questions and/or topics for discussion;
- accept responsibility for decisions and actions;
- be open to developing and clarifying personal values and goals;
- be knowledgeable about university college programs, policies, procedures, and opportunities as appropriate;
- keep a record of academic progress and goals;
- be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary);
- be active learners by participating fully in the advising experience;
- gather all relevant decision-making information;
- organise official records and make them accessible to advisors;
- be familiar with the academic calendar and be aware of deadline dates;
- seek help when needed and use appropriate campus resources.

When students are meeting advisors for course selection, they should bring a list of possible courses to the session. Planning ahead will make time with advisors more productive.

## Academic Appeals

The purpose of the Academic Appeals process is to ensure fair and equitable treatment of students in a decision of academic matters such as the dispute of an assignment or final grade, program discontinuance, probation, plagiarism or academic discipline.

### A. Appeal Categories

#### Appeal of assignment grades

- If a student thinks that a grade assignment is unwarranted, he/she must first discuss the matter with the professor. If not satisfied, the student must then discuss the situation with the Academic Dean or designate within **10 business days** of *receiving the assignment grade*. The Academic Dean or designate will mediate a solution. If no acceptable solution can be found the Academic Dean or designate will render a decision based on the available data. The student and instructor will be notified of the Academic Dean or designates decision in writing within **five business days**. If the student believes an error in process, procedure or application of policy has occurred, the student may initiate an appeal to the Senate Committee on Academic Appeals through the President or designate. Appeals regarding an assignment grade must be filed within **five business days** of *receiving a decision from the Academic Dean or designate*.

#### Appeal of final course grades

- Once submitted to the Registrar's Office, final grades may be changed only by the Academic Dean. Appeals regarding a final course grade must be filed within **six weeks** of *the distribution of final grades for the course*. If a student thinks that a final course grade is unwarranted, he/she must first discuss the matter with the professor. If not satisfied, the student must then discuss the situation with the Academic Dean or designate who will mediate a solution. If no acceptable solution can be found the Academic Dean or designate will render a decision based on the available data. The student and instructor will be notified of the Academic Dean or designate's decision in writing within **five business days**. A copy of the decision will be sent to the Registrar, the School Director of the student, the School Director of the course, and the President. If the student believes an error in process, procedure or application of policy has occurred, the student may initiate an appeal to the Senate Committee on Academic Appeals through the President or designate. Appeals to the Academic Dean regarding decisions of final course grades must be filed within **six weeks** of *receiving a decision from the Academic Dean or designate*.

#### Appeal of decisions regarding program discontinuance

- If a student thinks that a decision regarding program discontinuance is unwarranted, he/she must first discuss the matter with the School Director. If not satisfied, the student must then discuss the situation with the Academic Dean or designate within **three weeks** of *receiving written notification of program discontinuance by email or signed for mail*. The Academic Dean or designate will review the facts and render a decision based on the available data. The student

and the School Director will be notified of the Academic Dean or designates decision in writing. A copy of the decision will be sent to the Registrar and President. If the student believes an error in process, procedure or the application of policy has occurred, the student may initiate an appeal to the Senate Committee on Academic Appeals through the President or designate. Appeals regarding decisions of program discontinuance must be filed within six weeks of *receiving a decision from the Academic Dean or designate*.

#### Appeal of decisions regarding probation or dismissal from the University College

- If a student thinks that a decision regarding probation or dismissal from the University College is unwarranted, he/she must first discuss the matter with the Academic Dean or designate. If the student believes an error in process, procedure or the application of policy has occurred, the student may initiate an appeal to the Senate Committee on Academic Appeals through the President or designate. Appeals regarding decisions of probation or dismissal from the University College must be filed within **six weeks** of *receiving written notification from the University College*.

Appeal of decisions regarding a finding of a breach of academic integrity or the application of academic discipline

*(Note: issues related to violation of academic integrity are addressed in the Academic Integrity policy)*

- If a student thinks that a finding that academic integrity was breached is unwarranted, and/or that imposed academic discipline is unwarranted, he/she may initiate an appeal to the Senate Committee on Academic Appeals through the President or designate. Appeals regarding the finding of academic dishonesty or the application of academic discipline must be filed within **five business days** of *receiving a decision from the Academic Dean or designate*.

#### **B. Appeal to the Senate Committee on Academic Appeals**

Appeals to the Senate Committee on Academic Appeals must be submitted in writing to the President or designate and must state explicitly the prima facie grounds of the appeal (i.e., must identify an error in the application of policy, process, procedure, discipline or the finding of academic dishonesty). Simply disagreeing with the decision and/or disciplinary action is not a ground for an appeal. Appeals must be accompanied by a \$75 fee paid to the Office of the Registrar, which is refundable if the appeal is successful. The fee must be paid before the President or designate receives the appeal letter.

Upon receipt of the appeal and proof of payment from the Office of the Registrar, the President or designate will review the written submission to determine whether a clear ground of appeal has been stated. In the absence of a specific and prima facie ground for appeal, the President or designate will advise the student in writing that the appeal will not be heard. This notice will be given within **five** business days of receiving the submission. If a specific and prima facie ground for appeal has been stated in the written submission, the President or designate will convene the Senate Committee on Academic Appeals to render a decision on the appeal. Once convened, the Chair of the Committee will

contact the student to explain the Committee's role, outline the appeal process, schedule a date for the appeal to be heard and confirm other details as needed.

The decision of the Senate Committee on Academic Appeals is final and will be communicated in writing to the President or designate, student, faculty member (if appropriate), the School Director, Registrar and Vice President Academic within 20 business days of the written appeal being accepted by the President or designate.

### Academic Evaluation

Instructors have primary responsibility for the evaluation of students' academic performance in courses and for the maintenance of a healthy learning environment in the classroom. Cordial and intellectually positive relationships between students and instructors are to be sought and supported. When a dispute arises regarding academic performance, the aim of the University College is always to encourage resolution in a way that promotes positive attitudes toward learning, and respect for the expertise and authority of the instructor. In what follows, these principles are to be recognized and preserved.

Instructors have responsibility for evaluating students' achievement in a course. An instructor may refuse to accept late assignments, or impose a grade penalty for lateness. An instructor may deny students the opportunity to rewrite tests and assignments. Failure to abide by the attendance and preparation expectations articulated in course syllabi may lead to a loss of part or all of the marks for a course. Instructors have responsibility for maintaining quality learning environments in the classroom. If student behaviour interferes, the instructor will counsel the student in order to seek a behavioural change.

Students who believe they have been treated unjustly in connection with the above should first seek to have the dispute resolved by appealing directly to the instructor. If the dispute is not resolved after direct appeal to the instructor, students have the right to appeal to the Academic Dean.

### Academic Integrity and Academic Misconduct

*Integrity* means honoring the same values in public and in private so that one's character, rather than circumstances, determines one's behavior. *Academic* integrity means honoring the values of formation, honesty, learning, professionalism, and scholarship in all of one's work and studies. Such integrity safeguards the essential purposes of education. At Booth University College, faculty and students uphold the highest level of academic integrity. They must exhibit such integrity in all learning activities—writing assignments, class exercises, tests, presentations, in-person and online discussion forums, and so forth. Breaches of academic integrity—also known as academic dishonesty, academic fraud, or academic misconduct—are taken seriously.

To support students in successfully adhering to high standards of academic integrity, Booth University College has established several provisions. First, at the beginning of their program of study, all students are required to complete the prescribed tutorial regarding academic integrity and various forms of plagiarism. Second, required courses (e.g., ENG100) address issues related to academic integrity, how to

cite sources, and so forth. Third, the Academic Learning Center (ALC) provides personal tutoring and additional advice as needed. Booth University College also provides periodic workshops and other supports. Fourth, when a student has engaged in academic misconduct, Booth implements a progressive disciplinary process.

Academic fraud causes several negative outcomes: It prevents the student from learning and hinders progress in a course. It casts a shadow over the student's character and diminishes community transparency. It denies authors credit for their words and ideas and stifles the beneficial sharing of ideas. It is especially grievous when the originator of the idea is already marginalized in some way. Further, it expends the valuable time of students, faculty, and staff. Understanding the basic types of academic dishonesty helps students know what behaviors to avoid.

*Plagiarism*—To plagiarize is to use someone's words or ideas without proper acknowledgement. While it is not necessary to state the source of well-known or easily verifiable facts, students must properly cite the sources of concepts and expressions used in their written work, whether quoted or paraphrased. Students must indicate their sources for information and ideas with accuracy, clarity, and precision. This includes any written, oral, or visual materials and internet sources. Lack of proper acknowledgement constitutes plagiarism. Quotations must be introduced clearly and punctuated properly. It is not always easy to detect whether plagiarism occurred due to dishonesty or due to hasty, lazy, or sloppy writing. The results look the same. Developing skills in research, organization, citation, and writing empowers students to avoid plagiarism.

*Resubmission of Previous Course Work*—Work that a student has submitted previously (whether earning credit or not) cannot be resubmitted to fulfill requirements either for another course or for the same course in another term without the instructor's express permission. To attempt to pass off previous work as though it were new is a form of academic dishonesty sometimes called "self-plagiarism." While it is reasonable and appropriate to incorporate previous learning with new learning, when done with honesty and transparency, work must not be resubmitted in whole or in part without the instructor's permission.

*Inappropriate Use of Artificial Intelligence*—Presenting text generated by an artificial intelligence (AI) system as one's own constitutes academic fraud. Generative AI may have valid uses in academia, but using it to provide text or wording for a writing assignment of any size is a form of plagiarism. The ALC and faculty offer instruction, dialogue, and workshops on the beneficial use of AI in scholarship; but using AI in the creation, development, and/or production of an assignment is prohibited unless explicitly permitted by the instructor.

*Consequences and Penalties*—Some natural consequences of plagiarism are noted above (e.g., learning loss, time waste), but engaging in plagiarism also triggers a progressive discipline process aimed at curbing further academic misconduct and restoring the student to good standing. Academic fraud is subject to serious academic penalty that may include, but is not limited to, grade loss or reduction, course failure, and dismissal from the University College. Work submitted for credit that exhibits

plagiarism, whether deliberate or sloppy, may receive a failing grade and resubmission might not be permitted. More egregious acts of plagiarism are treated more severely, and subsequent misconduct will escalate the penalties—e.g., from failing an assignment, to failing a course, to suspension, and even dismissal. The academic office will keep all actions regarding breaches of academic integrity in the student's confidential record. Failure of a course due to academic fraud may appear on the student's official transcript.

An instructor who has evidence that a student has breached academic integrity must not assign a grade to the student's work until the matter has been resolved. Instructors are required to report all allegations of plagiarism or cheating to their School Director and submit the original assignment and related documentation in an email. The School Director will ascertain whether it is a first, second, or third offense or greater, and a meeting will then be held with the student accordingly. The goal of the meeting is to ensure that the student is fully aware of the academic integrity policy and its various provisions, to discuss the specifics of the assignment that raised concern, to give the student an opportunity to explain, and to assure the student that Booth faculty are committed to their learning and achievement.

If it is a first infraction, the student meets with the instructor. If it is a second infraction, the School Director must be present. If it is a third or higher infraction, the Academic Dean must be involved. Cases that appear especially gratuitous or difficult may be escalated immediately. So, an instructor may request the School Director to be present, even in the case of a first infraction, and the School Director may request the Academic Dean to be present, even in the case of a first or second infraction. The student has the right to bring an advocate to any or all of the above meetings. After the meeting, the faculty will determine whether plagiarism or academic fraud has occurred and will prescribe appropriate disciplinary measures. These measures must be approved by the School Director, for a first or second instance, or the Academic Dean, for a third or greater instance. The student will be confidentially notified of the decision in writing, and copies will be held securely by the School Director and Academic Services. The student has the right to appeal the decision. See Academic Appeals section for details.

### Academic Learning Centre (ALC)

The ALC Coordinator and Tutors are available to help students improve their academic skills through assignment planning/outlining, feedback on assignment drafts, academic goal setting, time-management, reading strategies, study skills, and more! ALC appointments are free and available over Zoom, through email, over the phone, or in-person meetings. The ALC also offers study groups, skills & strategies workshops, and course-specific tutoring as needed upon request by students and/or faculty. Students can book appointments or sign-up for groups & workshops using the link posted in Populi (under the ALC Group or on the Links page), or on the Booth UC Website under Student Life / Academic Support.

## Academic Load

Students must be enrolled for a minimum of 9 credit hours per term in order to be classified as full-time. The normal full-time academic load is 15 credit hours (up to 18 credit hours for practicum students) per term. Students desiring to enroll for more than 15 credit hours (or 18 credit hours for practicum students) in a term must have a CGPA of 3.5 or higher and approval of the School Director and Academic Dean.

## Academic Probation

The academic progress and continuance of students is reviewed at the end of each academic session/term. Students whose CGPA falls below 2.00 will be placed on Academic Probation and informed so by the Registrar. Those who do not raise their CGPA to a passing level after having been placed on Academic Probation will be subject to suspension for a minimum of one term. Reapplication to the University College must be made in writing to the Academic Dean. Students with a CGPA of 1.49 or lower may be dismissed at the end of any term from the University College.

While on academic probation, students are required to meet regularly with their academic advisor and seek remedial help available at the University College. Students on academic probation may be required to register for a limited number of credit hours; students with a CGPA of 1.49 or lower will be permitted to register for a maximum of 12 credit hours per term until their CGPA has risen to 2.00.

Students on academic probation are not allowed to serve in student leadership positions or participate in extracurricular clubs and activities. Students on Academic Probation are encouraged to seek assistance from the Academic Learning Centre.

## Advanced Placement (AP) or International Baccalaureate (IB)

Booth University College recognizes the Advanced Placement (AP) or International Baccalaureate (IB) programs for transfer credit. While some departments may stipulate a higher minimum score, the standard minimum result for AP is 3 and for IB is 4. Grades will be assigned using the following scales:

AP (3=B, 4=B+, 5=A)      IB (4=B, 5=B+, 6=A, 7=A+)

The first step for a student to request these voluntary transfer credits is to have an official copy of their results forwarded to the Registrar's Office. (Collegeboard code = 3194. IB registration number = 035666).

## Assignment Deadlines

Assignment deadlines help students to achieve course outcomes at a pace intended to optimize health and success. Students must take responsibility for their learning while partnering with instructors and others to enhance time management and communication. All academic course requirements must be completed within the time specified by the instructor in the course syllabus, unless extensions are granted, or alternate arrangements have been made. If students encounter difficulty, they should begin problem-solving in partnership with the instructor whose job it is to work together with the student to achieve the course requirements.

Instructors may impose a grade penalty for late submissions or refuse to accept late assignments. At the beginning of courses, instructors will indicate policies regarding extensions, make-up tests, and late assignments in writing (*see incomplete grade section*). It must be understood that failure to submit assignments on a timely basis risks failing a course. No assignments will be received after the last day of the exam period for regular session courses or after the published term end date for School for Continuing Studies courses unless a formal incomplete Grade/Time Extension Request has been submitted by the student and granted by the instructor. Supplemental work to improve a student's grade may be possible at the discretion of the instructor, prior to the submission of the final grade to the Registrar's Office. Supplemental work after the submission of the final grade is not allowed.

### Approved Academic Accommodations for Students with Disabilities

Booth University College is committed to helping students succeed academically. Through this commitment, Booth University College affirms its responsibility under the *Human Rights Code of Manitoba* to provide reasonable accommodations for students with documented disabilities in accordance with the standards indicated in the *Accessibility for Manitobans Act*.

Approved academic accommodations refer to alteration(s) to the delivery of academic services and requirements to enable equitable participation of students with disabilities in the learning environment. An accommodation must not result in undue hardship to the University, and must not compromise a Bona Fide Academic Requirement (BFAR) of a course or academic program.

In order to receive academic accommodation, students with disabilities must identify themselves to the Dean of Students and must satisfy requirements for registration in the Accessibility Services program.

Academic accommodation requires a partnership between the persons requiring the accommodation and the faculty and staff of the University College. All concerned are responsible for respecting the dignity and confidentiality of the persons requesting accommodation.

Details concerning the definition of terms, procedures for the provision of academic accommodations, as well as the rights and shared responsibilities of students, instructors and support staff are described in the Accessibility and Academic Accommodations Procedures document.

Booth University College keeps all records regarding any student's disability confidential in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Act*.

### Auditing

An instructor may permit a limited number of students to audit a course. An auditing student may attend and participate in the lecture and discussion portions of a course but will not receive academic credit for it. Students who audit courses are expected to attend classes regularly but are not permitted to submit assignments or sit for examinations. If students pay the required fees and attend a minimum of 70% of classes, the letters AUD will appear on transcripts and permanent records as an indication that a course has been audited. Students who do not meet the attendance requirements for a course will not receive the AUD designation on transcripts and permanent records. No record of the course will be

made on transcripts and permanent records.

Students may not change their status in a course from credit to audit or from audit to credit after the Registration Revision Period. Booth University College students who take 15 credit hours per term may audit one additional course per term. The audit fee for persons in other classifications is noted under Financial Information.

## Course Grading

Instructors prepare syllabi for their courses indicating the amount and nature of work proposed. Syllabi include a notification of the weight each assignment will have for the determination of final grades and the general requirements for courses. Changes in amount, nature or grading of work or general requirements subsequent to the first week of classes (in regular session courses) or subsequent to the intensive class time (in School for Continuing Studies hybrid courses) must have the consensus agreement of the class.

Any test(s) which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the 14 calendar days ending with the last day of classes in the term during the regular session. No project or assignment may be announced during the 14 calendar days ending with the last day of classes in the term, unless contained in the course syllabus.

Students can expect that within a reasonable time after the submission of assignments a grade will be assigned and that they will be notified of the grade. Final grades include evaluation of final examinations, tests and assignments, and may include such items as class participation, presentations and discussion. Instructors will return or show all evaluated work to students including comments and grades assigned, but may return or retain a final examination at their discretion.

Revision of a final grade, once it has been submitted to the Registrar's Office, is possible only with the permission of the Academic Dean.

A Booth University College grade has the following components:

1. Letter Grades and Equivalent Grade Points
2. Credit Hours
3. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

## Letter Grades and Equivalent Grade Points

### 1. Grade Points

Grade points are a translation of letter grades into numeric values to facilitate the calculation of students' average performance. The University College uses a standard percentage scale to correspond to the letter grade and grade points. If an instructor intends to use a different percentage scale, that scale will be included in the course syllabus.

<b>A+</b>	<b>4.0</b> *	94% to 100%	<b>Exceptional performance</b> with evidence of outstanding original thinking, superior organization, exceptional capacity to analyze and synthesize; a superior grasp of the subject matter with sound critical evaluations; evidence of an extensive knowledge base. A final grade of A+ may be awarded only with the approval of the Academic Dean.
<b>A</b>	<b>4.0</b>	84% to 93.99%	<b>Excellent performance</b> with evidence of excellent original thinking, excellent organization, excellent ability to analyze and synthesize; an excellent grasp of the subject matter with sound critical evaluations; evidence of an extensive knowledge base.
<b>A-</b>	<b>3.7</b>	80% to 83.99%	
<b>B+</b>	<b>3.5</b>	77% to 79.99%	<b>Very good performance</b> with evidence of original thinking, very good organization, demonstrated ability to analyze and synthesize; a very good grasp of the subject matter; evidence of good critical judgment, a very good understanding of the relevant issues under examination; very good familiarity with the relevant literature.
<b>B</b>	<b>3.0</b>	74% to 76.99%	<b>Good performance</b> with evidence of a good grasp of the subject matter; evidence of critical capacity, good analytical ability, a good understanding of the relevant issues under examination; evidence of good familiarity with the relevant literature.
<b>B-</b>	<b>2.7</b>	70% to 73.99%	
<b>C+</b>	<b>2.5</b>	67% to 69.99%	<b>Satisfactory performance</b> with evidence of a satisfactory grasp of the subject matter; evidence of critical capacity, demonstrated analytical ability, an understanding of the relevant issues under examination; evidence of familiarity with the relevant literature.
<b>C</b>	<b>2.0</b>	60% to 66.99%	<b>Adequate performance</b> with evidence of an adequate grasp of the subject matter; some evidence of critical capacity, an ability to develop solutions to simple problems found in the material; evidence of familiarity with some of the relevant literature.
<b>D</b>	<b>1.0</b>	50% to 59.99%	<b>Marginal performance</b> with evidence of marginal familiarity with the subject matter and some evidence that critical and analytical skills have been used.
<b>F</b>	<b>0</b>	0 to 49.99%	<b>Inadequate performance</b> with little evidence of even a superficial understanding of the subject matter; serious weaknesses in critical and analytical skills; limited or irrelevant use of the literature; failure to satisfy course requirements.
* The grade of A+ may factor into student awards.			

The grades P and NP are given for certain courses. Students in these courses receive credit if assigned work is completed satisfactorily. Students who do not complete work satisfactorily will not receive credit. Grade points are not calculated for the grades P and NP.

## 2. Credit Hours

The relative academic weight of a course is measured in credit hours. Normally, a six-credit hour course meets three hours per week for two terms while a three-credit hour course meets for three hours per week for the duration of one term. A two-credit hour course meets for two hours per week. Credit hours are a useful way of measuring academic load. For example, a full-time student carries a minimum of 9 credit hours. For every instructional hour, students are expected to study two additional hours.

Credit hours are also used to measure progress towards graduation. When students pass courses—i.e., when a grade of D or higher is achieved—credit will be given for the number of credit hours assigned to a particular course. These are referred to as Credits Earned. When students do not pass, no hours are credited and no credit is obtained toward graduation. The number of credit hours required to obtain Booth University College certificates, diplomas and degrees are published in the academic calendar under individual programs.

### Level Classification

Following enrolment in Fall and Winter terms, the Registrar will determine each full-time and part-time student's classification.

All Degree Programs (except BSW After Degree)

Level 1:	0-30 credit hours completed
Level 2:	31-60 credit hours completed
Level 3:	61-90 credit hours completed
Level 4:	91 or more credit hours completed

BSW After Degree

Level 3:	0-39 credit hours completed
Level 4:	40 -75 credit hours completed

## 3. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

**GPA** is calculated by adding the Weighted Grade Points per course taken in a term, and dividing by the number of Credit Hours Earned in a term.

- a. The **Weighted Grade Point** is the product of Grade Points earned multiplied by Credit Hours Earned. For example, in the Table below, the weighted grade point for Course A is 9.0; the weighted grade point for course B is 10.5.

- b. The Grade Point Average (GPA) is obtained by dividing the total Weighted Grade Points by the total number of Credits Earned in a term. In the Table below, the GPA for the Fall term is  $36/12 = 3.0$ .
- c. The **Cumulative Grade Point Average (CGPA)** is obtained by dividing the total Weighted Grade Point Average by Credits Earned for all courses taken. In the example below, the student has completed 24 credit hours and has total weighted grade points of 73.5. The CGPA is  $73.5/24 = 3.06$ .

	Letter Grade Assigned	Grade Point	Credit hours	Weighted Grade Points	
<b>Fall</b>					
Course A	B	3.0	3	9.0	
Course B	B+	3.5	3	10.5	
Course C	C+	2.5	3	7.5	
Course D	B	3.0	3	9.0	
			12	36.0	<b>GPA = 3.0</b>
	Letter Grade Assigned	Grade Point	Credit hours	Weighted Grade Points	
<b>Winter</b>					
Course E	B	3.0	3	9.0	
Course F	B	3.0	3	9.0	
Course G	B	3.0	3	9.0	
Course H	B+	3.5	3	10.5	
			12	37.5	<b>GPA = 3.25</b>
CGPA			24	73.5	<b>CGPA = 3.06</b>

### Dean's Honour List

At the end of the Winter term the Academic Dean will publish the "Dean's List," honouring full-time students who have earned a GPA of 3.7 or higher. Eligibility for the list is defined as those who take a minimum of 24 credits by any learning mode in a 12-month period, May - April.

## Debarment for Academic Reasons

In consultation with the instructor or faculty supervisor, the Academic Dean may debar students from classes, laboratories, practica, and/or examinations for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, or disruptive behaviour. An instructor who wishes to initiate debarment procedures will consult with the Academic Dean and make a formal request for debarment to the Academic Dean. The student will be given an opportunity to meet with the Academic Dean to discuss the request. The decision of the Academic Dean will be final. Students so debarred will fail the course.

## Debarment for Other Reasons

Students who do not obtain financial arrangements through the Registrar's Office for all outstanding financial obligations to the University College or who fail to honour arrangements made previously, may be removed or debarred from courses, prohibited from writing final examinations, dismissed from the University College, and assigned a failing grade for all course(s) in which they are registered.

## Degree Program Admission and Continuance as a Student

Students who have completed 60 hours of credit without qualifying for admission to a degree program will be subject to dismissal from the University College.

## Directed Study

A Directed Study is a course in the University College Calendar which is offered in a tutorial format, without formal lectures or class engagement. A Directed Study may only be taken by permission of the instructor and the approval of appropriate School Director, Registrar and the Academic Dean. Since Directed Study is not a preferred pedagogical method of the University College, the following conditions normally apply: a student may not hold more than six credits of Directed Study in an undergraduate degree; the course must be one that is not offered in the current course schedule and is required for graduation; a minimum of 30 credits of course work must have already been completed in order to be eligible for a Directed Study; a minimum CGPA of 2.5 is required in order to be eligible for a Directed Study; elective courses may not be taken by Directed Study.

A request for a Directed Study will only be approved if the student has been unable to take the course in its normal rotation due to unavoidable circumstances (scheduling conflicts or personal convenience do not constitute adequate grounds for a Directed Study). Students are advised to discuss the possibility of taking a Directed Study with their advisor well in advance of the term in which it is anticipated to occur and should not assume that a request can be accommodated. A request form is available from the Registrar.

## Dismissal

The Academic Dean may recommend that a student be dismissed from the University College during a term for lack of achievement and/or participation in the academic program. Before making this

recommendation, normally the Dean will consult with faculty and meet with the student, warning them of a possible dismissal.

If the Academic Dean recommends to the President that a student be dismissed from the University College on academic grounds, the student will be notified in writing, with copies sent to the President and Registrar. The student may appeal to the President, who will decide on a case-by-case basis the means by which appeals are heard. The decision of the President will be final.

Upon academic dismissal, residential students must leave the residence promptly. Students dismissed from the University College on academic grounds may apply for readmission following the lapse of one term.

### Earning a Second Degree

A second baccalaureate degree (meaning a completely different credential, for example, initial BA degree, BBA or BSW second degree) may be earned if all requirements are met and a minimum of 60 additional credits are earned. The same limitations on transfer credit will apply to the second degree, that is, no more than 45 credits in a three year degree or 60 credits in a four year degree may be included in the second degree.

Students wishing to earn a second Bachelor of Arts major or earn a 4 year Bachelor of Arts when a 3 year Bachelor of Arts has already been awarded, must turn in the original credential, the second Bachelor of Arts credential will stand on the transcript.

### Educational Travel

All expenses associated with Educational Travel are the responsibility of the student. Normally, a maximum of 6 credit hours of educational travel are permitted within any degree program.

### Final Examinations

Students who are registered in courses for which a final examination is scheduled must write the examination at the time and in the place announced by the University College. Cellular phones and Tablets are not allowed in an examination room. Students are not permitted to leave an examination within the first 30 minutes of the examination. Any students arriving more than 30 minutes after the commencement, but before the end, of a final examination scheduled by the University College, might not be permitted to write that examination. Failure to write a final examination as scheduled may result in a "0" for the examination, failure of the course, or other serious consequences.

A student who is scheduled to write more than two final examinations on one day may file a request with the Registrar's Office to have one of those examinations rescheduled. The request must be submitted in writing to the Registrar within fourteen (14) days of the exam schedule being posted. The Registrar shall decide whether the request is granted.

A student may file a petition for a deferred examination with the Academic Dean for reasons of illness or other disability, or for compassionate reasons, setting out the reasons for the deferral. The petition must be accompanied by a medical certificate or other appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the scheduled time and, where possible, indicating the period of disability. On the basis of the evidence, the Academic Dean shall decide whether the petition is granted. The decision of the Academic Dean is final.

## Graduation Requirements

The approval of the Board of Trustees, granted through the President on recommendation of faculty, is given to present certificates and to confer degrees on students who have fulfilled Booth University College graduation requirements. In summary form these requirements are:

### **Academic Achievement**

Graduation from any University College program requires a student to achieve a passing grade ("D" or higher) in all courses required in the student's program and an accumulated grade point average (CGPA) of 2.0 or higher in the course requirements of the program. Graduation from a Bachelor of Arts program requires a CGPA of 2.0 or higher and a grade of C (2.0) or higher in all courses in a student's major. Graduation from the Bachelor of Social Work program requires a CGPA of 2.5 or higher and a grade of C+ (2.5) or higher in all Social Work courses. Graduation from the Bachelor of Business Administration program requires a CGPA of 2.0 or higher and a grade of C (2.0) or higher in all Business courses. Degree Students with a CGPA of 3.5 to 3.74 are graduated "With Distinction." Degree Students with a CGPA of 3.75 or higher are graduated "With Great Distinction."

### **Participation in the Graduation Ceremony**

The privilege of participating in the graduation ceremony is granted only to those who have fulfilled all graduation requirements (above). Exceptions are made only on the approval of the Dean and the President and are contingent upon clear evidence that the student will meet the requirement before the Fall term begins. Examples of such clear evidence may include an officially approved extension to complete coursework or field practicum or documentation of likely passing a course from an external institution that has not submitted final grades. An exception means that the student participates in the ceremony but does not receive the diploma until all requirements are met. Exceptions will not normally be granted due to inadequate course planning, course failure, or outstanding financial or material obligations.

### **Settled Accounts**

The University College graduates students whose financial obligations to the University College have been fully met and who have returned all library materials and other University College materials and property for which they have had responsibility.

### **Exit Survey**

Students who have received Canada/Provincial student loans are required to complete an Exit Survey form regarding their student loans before graduation.

### Letters of Permission

Booth University College students desiring to take courses at other educational institutions and transfer them into their Booth University College program must complete the Request for Letter of Permission form. The form must have signed approval from the Faculty Advisor and the Registrar. Courses taken by Letter of Permission will be entered on student records by course name and grade, and are calculated into CGPA's at Booth University College. A maximum of 5 course (15 credits) in a degree program may be taken by permission at an alternative Institution (assuming that the student record stays within the degree residence requirement)

Letters of Permission for courses currently being taught in the regular term rotation will not normally be granted. Conflicts in scheduling are not grounds for approval of a Letter of Permission for such courses.

Students are responsible to ensure that official transcripts for courses taken by Letter of Permission are issued to the Booth University College Registrar by the educational institutions so that student records contain the required official documents. Applicants for graduation must ensure that the final grade for a Letter of Permission course is received by the Booth University College Registrar six weeks prior to the anticipated graduation date.

All grades recorded on a Booth University College student's permanent record will match the Booth University College grading system. Booth University College students whose program requires that they take courses by Letter of Permission or through Booth University College's School for Continuing Studies and who carry 9 or more credit hours during a given term will be classified as full-time Booth University College students for the term, with all the rights and responsibilities pertaining thereto.

### Program Continuance

Students whose performance falls below the standards set for the program in which they are enrolled will receive a letter from the School Director indicating that their program status is under review. Students whose performance is such that they will not be able to graduate from the program will not be allowed to continue in the program. The student will be notified of the School Director's decision in writing. A copy of the decision will be sent to the Registrar and Academic Dean. The student has the right to appeal a program discontinuance decision (see Academic Appeals).

### Program Declaration and Changes

Students who choose to pursue a different program of study since declaring their interest at the time of admission, must inform the Office of the Registrar. Students who wish to add a program minor must also inform the Office of the Registrar.

## Readmission

When a full-time or part-time student at Booth University College has not registered for a course, or courses, for more than one full academic year (i.e., more than three consecutive terms), that student shall be required to apply for readmission to the University College. The student may also be required to apply for readmission to a specific program. In exceptional circumstances, the student may request that the VP Academic extend this period. Further the application process for readmission may be abbreviated. To be readmitted the student must fulfill University College and programmatic requirements in force at the time of readmission.

## Registration Revision

For each academic session a Registration Revision Period will be established. During the Registration Revision Period, students may change course load without academic penalty and without records being entered on official transcripts or student records.

Students are permitted to enter a course after the Registration Revision Period only in exceptional circumstances and only with the permission of the instructor and the Academic Dean. Students must consult with their Academic Advisor and/or the School Director before changing course registration.

## Repeating Courses

Prior to graduation, students must repeat and pass any required course for which an F or NP was received. Any non-required course in which an F or NP was received may be repeated. Any course in which a grade of C or D was received may be repeated in order to improve the CGPA. A course may only be repeated once. A student will be permitted to repeat a maximum of 30 credit hours. Individual programs may have additional restrictions.

If a course is repeated, permanent student records will indicate both the first and the repeated attempt. Grades for both attempts will be part of the permanent record. However, the hours will be credited and grade points calculated only for the attempt with the higher grade.

## Resubmission of Previous Course Work

Work submitted in one course for credit may not be resubmitted in whole or in part in another course or repeated course for credit unless approved by the instructor. (see also Academic Integrity Policy for further clarification)

## Time Extensions and Incomplete Grades

Students who are unable to complete the term work prescribed for a course or field education practicum/internship may apply for a time extension for completion of the work. Each term's deadline to apply for a time extension is found in the academic calendar and/or in the course syllabus.

A time extension may be granted only when the major portion of the course work (i.e., at least 50%) has

been completed satisfactorily, but some requirement or requirements have not been completed. The request must have the approval of the instructor before it will be processed further.

<b>Term</b>	<b>Month of Course End Date</b>	<b>Maximum Time Extension Allowed</b>
Fall / Fall Intercession / Hybrid Intensive	December	1 April
Winter / Winter Intercession / Hybrid Intensive	April	1 August
Spring / Spring Intercession / Hybrid Intensive	July	1 November

Along with the application, students must pay a Time Extension Fee of \$50 per course.

Once the extension is approved, the student's grade will remain "IP" (In Progress). Due date exceptions will be added to the missing coursework and the course grade at term end will not be finalized. If the missing course work is not submitted by the agreed upon extension date, the grade will be awarded as is. When circumstances warrant, the Academic Dean may extend the date by which an incomplete grade must be cleared. Students must submit a written request for such extensions, with the concurrence of the instructor, prior to the expiration of the maximum deadline date.

### Time Limit for Completion of Degree Programs

Students must complete degree programs within ten years from beginning courses at Booth University College. The degree requirements in effect at the time of initial enrolment will apply. Students who choose not to enroll for a period of twelve months or longer must reapply for admission to Booth University College and may need to reapply to a degree program. Students must meet all requirements in force at the time of readmission. The ten-year time limit from the time of first enrolment remains in force. In exceptional circumstances, a leave of absence may be granted with the approval of the Academic Dean. No leave of absence will be granted for more than twelve months. Students who have an approved leave of absence are not required to reapply for admission to the university college or to the program.

### Transcripts

Students have access to an unofficial transcript in their student account. This transcript indicates the courses in which the student was enrolled for the term, the GPA for the term and the CGPA. Transcripts are not accessible to a student whose accounts with or responsibilities to the University College are not in order. This includes the payment of all fees, return of all library materials and community life

commitments. Final grades are released by the Registrar. At their discretion, instructors may inform students of the final grades they have assigned. However, grades are not considered official until they have been released by the Registrar.

Students wishing to transfer to another educational institution or who desire an official transcript indicating all courses taken and all grades obtained at Booth University College must submit a transcript request form to the Registrar, giving a minimum notice of one week. Near the beginning or the end of a term, the period required to process transcript requests may be extended. After graduation the first official copy of a transcript is provided to students without charge. There is a charge for each additional official copy (see Financial Information).

### Transfer of Credit

Students who have completed academic work at other post-secondary educational institutions may apply to receive transfer credit at Booth University College. A preliminary assessment of potential transfer credit should normally be made in the admission process and/or prior to enrolment. Transfer credit is awarded and applied to specific programs of study and may not be applicable to another program at Booth University College. If students change programs or concentrations, a new request for transfer credit must be made.

Generally, credits ten years or less in age are considered acceptable for transfer. Degree Programs may have more stringent requirements relating to the transfer of credit, particularly for courses in the disciplinary major.

In order for transfer credit to be granted, students must have received a course grade of C or higher for each course for which transfer credit is considered. A grade of 60% will equal a grade of "C" for those colleges and universities that do not provide letter grades. If the institution at which previous study was done is an accredited college or university, full Booth University College credit may be granted, provided that the courses are comparable to those satisfying Booth University College requirements.

Students desiring transfer credit must:

- arrange for the previous institution to issue an official copy of their transcript to Booth University College Admissions;
- at the request of the University College provide a description of the work done at the previous institution (e.g., course description and course syllabus)
- specify the Booth University College degree program for which they wish the transfer credits applied.
- The Registrar's office will notify students regarding their transfer credit assessment. When students secure degree program admission at Booth University College, transfer credits will be applied to their permanent records and transcripts where possible.

Transferring students who have fulfilled the writing requirements of their previous institution may have the ENG100 University Writing requirement waived. Only credits ten years or less in age are acceptable

for a waiver. If waived, credits are not awarded; students need to take an elective to fulfil the number of credit hours required for the completion of their degree program.

Transfer credits are not calculated into a student's CGPA. Students should be aware that a limited number of credits will be transferable.

All academic offerings require 50% of the course work to be completed through Booth UC. In addition, students are required to complete a minimum of 30 credit hours at Booth University College, with a minimum of 12 credit hours completed at the Winnipeg campus. There is a maximum of three 400 level credit hours that can be transferred. Specific degrees may have additional residency credit requirements.

Transfer students should note that transfer credit granted by Booth University College may not be accepted by other colleges or universities, even if those colleges or universities grant transfer credit for studies completed at Booth University College.

Credit will not be transferred into the Certificate of Christian Studies or the general Certificates of Liberal Arts. Students in these programs may, however, be eligible for advanced standing in some disciplines, or exemption from otherwise required courses, on the basis of studies completed elsewhere. Students exempted from any required course must take another course in the appropriate discipline in its stead.

### Use of Personal Computers, Electronic Devices and Cell Phones in Booth Classrooms

We consider the Booth classroom environment to be a special place of focused engagement between professors and fellow students. As such, electronic devices are allowed during class time only for the purposes of course instruction.

### Voluntary Withdrawal (VW)

For each academic session a Registration Revision Period will be established. Courses dropped during this period are not regarded as withdrawals and are not recorded on official transcripts or in student records. When the Registration Revision Period has ended, students are permitted a Voluntary Withdrawal (VW) which is recorded on official transcripts and student records. When VW is entered, no hours are credited, nor are grade points calculated. To receive a voluntary withdrawal, students must complete the Request to Voluntarily Withdraw (VW) Form. No refunds will be granted for voluntary withdrawals. Students will not be permitted to voluntarily withdraw from a course that they failed due to a breach of academic integrity or if they are under investigation for plagiarism in that course.

For each academic session, there is a published date by which a student may withdraw voluntarily from a course. After this date, the instructor must assign a final grade to the student or a student may apply for a grade of Withdrawal (W) (see below).

### Waitlisted Courses

In terms where there is a course waitlist, priority course registration will be given to students who have

paid their tuition by the stipulated fee deadline for that term. If tuition is not received by the deadline, the student's name will be dropped from the course and put on the waitlist, thereby opening a spot for a paid, waitlisted student to move into the course.

Please note that the institution cannot guarantee a seat in courses for students on waitlists.

### Withdrawal (W)

Permission to withdraw from a course after the Voluntary Withdrawal date will be granted only by special consideration from the Academic Dean. Only unusual circumstances (e.g., serious illness or death of a family member) will warrant such permission. Students are not permitted to withdraw from courses to avoid failure. When a (W) is recorded for a course, no hours are credited, nor are grade points calculated and no refunds will be granted.

### Notification of disclosure of personal information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, and enrolment information.

The federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Students may contact Statistics Canada via email if they have any questions: [statcan.PSIS-SIEP.statcan@canada.ca](mailto:statcan.PSIS-SIEP.statcan@canada.ca).

## Declaration

I have read and understood the content of the ASPIRE Student Handbook (2024-2025).

As a student enrolled in the ASPIRE program for the Associate of Arts or Associate of Business Administration degree, I understand the following information on course changes:

**Course changes are not recommended in the ASPIRE program** since a course change will result in a change of the student's cohort.

However, **a student may defer ONE course – one time – and take it in a subsequent offering.** There is no refund for deferring a course, but it can be taken later without additional cost. **A course deferral must be made during the registration revision period.**

A student can also request a voluntary withdrawal (VW) from a course, though this is discouraged. There is no refund for voluntarily withdrawing from a course, and tuition and Student Services fees of \$1,659.99 CAD must be paid to retake the course. A VW must be made by the VW deadline.

A student may repeat one failed course upon approval of the student's academic advisor. There is no refund for a failed course, and tuition and Student Services fees of \$1,659.99 CAD must be paid to retake the course.

I agree to abide by the policies and procedures outlined in this document and recognize that I am responsible for compliance with all academic and non-academic regulations of Booth University College.

I will exercise good personal judgment, show care and respect for others, and take responsibility for my personal wellbeing and success as a student at Booth University College.

Content of this document is subject to change. Students will be made aware of changes by notification.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your signed declaration will be uploaded to your student account in Populi.