

Student Handbook

Cohorts A - E
2024-2025



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GENERAL INFORMATION, SERVICES, COMMUNITY and STUDENT POLICIES/PROCEDURES

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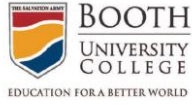
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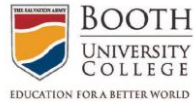
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ASPIRE Program
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MESSAGE from the PRESIDENT

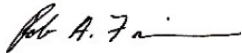
Welcome to Booth University College, a private, Christian institution of higher education deeply rooted in The Salvation Army and committed to bringing together Christian faith, rigorous scholarship, and a passion for service.

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; 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 endeavors, 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 and 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 investing in you so that you can 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 provide 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 in to 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*

General Office 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
	Academic Learning Centre	Monday—Friday

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

CONTACT INFORMATION

Academic Services

Dr. Linda Schwartz	VP Academic and Dean, Booth UC	Rm 338 VB*	(204) 924-4863
TBD	Director, ASPIRE Initiative	Rm 127 VB	TBD
Shannon Loewen	Registrar, Booth UC	Rm 339 VB	(204) 924-4861
TBD	Administrative Coordinator, ASPIRE	TBD	TBD
TBD	Academic Advisor	TBD	TBD

Hospitality Services

Angie Coe	Hospitality Manager	Rm 123 VB	(204) 924-4854
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IT Services

Chris Nelson	Network Administrator	Rm 213 VB	(204) 924-4878
Theo Jeffrey	IT Support Technician	Rm 313 VB	(204) 594-6137

Library Circulation Desk

3rd Floor VB (204) 924-4858

Student Services

Rhonda Friesen	Dean of Students	Rm 308 VB	(204) 924-4876
Cheryl Melbourne	Student Services Assistant/Reception	2 nd Floor VB	(204) 924-4895
Matthew Peters	Student Services Coordinator	Rm 309 VB	(204) 924-4875
Talitha Kaethler	Academic Learning & Accessibility Coordinator	Rm 310 VB	(204) 924-4883

*(*VB – Vaughan Street Building)*

IMPORTANT DATES for YEAR 1 (May 2024 – February 2025)

Year 1 consists of FIVE Terms (to end of February 2025);

DATES	TERM	COHORT	NOTES
May 2/3, 2024	1	A	Orientation for new Students (MANDATORY)
May 6 – June 28, 2024	1	A	Regular Term
May 13, 2024	1	A	Registration Revision Deadline
May 20, 2024			Victoria Day Holiday – no classes
June 29 – July 1, 2024		A	Term Break – Canada Day Holiday (July 1)
June 27/28, 2024	2	B	Orientation for new Students (MANDATORY)
July 2 – August 28, 2024	2	A, B	Regular Term
July 9, 2024	2	A, B	Registration Revision Deadline
August 5, 2024			Civic Holiday – no classes
August 29 – September 2, 2024		A, B	Term Break – Labour Day Holiday (Sept. 2)
August 29/30, 2024	3	C	Orientation for new Students (MANDATORY)
September 3 – October 25, 2024	3	A, B, C	Regular Term (Oct. 25/make-up for Oct. 14)
September 10, 2024	3	A, B, C	Registration Revision Deadline
October 14, 2024			Thanksgiving Day Holiday – no classes
October 28 – 29, 2024		A, B, C	Term Break
October 28/29, 2024	4	D	Orientation for new Students (MANDATORY)
October 30 – December 24, 2024	4	A, B, C, D	Regular Term (Nov. 15/make-up for Nov. 11; Dec. 20/makeup for Dec. 24 evening)
November 6, 2024	4	A, B, C, D	Registration Revision Deadline
November 11, 2024			Remembrance Day Holiday – no classes
December 25 – January 5		A, B, C, D	Winter Break (Christmas/New Year Holiday)
January 2/3, 2025	5	E	Orientation for new Students (MANDATORY)
January 6 – February 28, 2025	5	A,B,C,D,E	Regular Term (Feb. 21/make-up for Feb. 17)
January 13, 2025	5	A,B,C,D,E	Registration Revision Deadline
February 17, 2025			Louis Riel Day Holiday – no classes
March 1– March 4, 2025		A,B,C,D,E	Term Break

IMPORTANT NOTE: To withdraw from a course (without a penalty/failure) you must complete and submit a VW (voluntary withdrawal) form, available on Populi:
<https://boothuc.populiweb.com/router/forms/respond/43/24369bb605fa21631e58705396a6249d>
 by the beginning of the second week of course / class meetings. **This is called the Registration Revision period.** Any course withdrawal after the beginning of the second week of class results in an automatic failure of the course and disqualification from your cohort. Please speak with your academic advisor about any decisions regarding course withdrawals to avoid a serious penalty. **Withdrawal is not recommended. There is no refund; however, a student may repeat and re-enrol in ONE course – one time – in a subsequent offering, with the Director’s prior approval and without additional cost.**

CAMPUS INFORMATION

Booth UC Campus

The Booth UC campus consists of two distinct buildings, each serving a variety of important functions for our community.

The first building, known as the Waldron Building, is situated at 447 Webb Place. Within this building, you will find an array of essential amenities and services. These include the Student Services Information Desk, which serves as a central point of contact for students seeking assistance, as well as various staff offices. Additionally, the Waldron Building houses the Academic Learning Centre, providing valuable resources for academic support, as well as the Chapel, Bistro, and gymnasium. Furthermore, administrative offices and classrooms A, B, C, and D are located within this building, contributing to a vibrant and engaging learning environment.

The second building, located at 290 Vaughan Street, plays host to additional key facilities. The third floor of this building houses the John Fairbank Memorial Library, offering a wealth of scholarly resources and study spaces for students. Petersen Hall occupies the second floor, serving as a hub for various activities and programs. Notably, the School for Continuing Studies and classrooms 1, 2, and 3 are situated within Petersen Hall, fostering a dynamic learning experience for students.

It is important to note that there will be a significant transition in July 2024. At that time, the Student Services Information Desk, staff offices, the Academic Learning Centre, Chapel, Bistro, administrative offices, and classrooms currently housed in the Waldron Building will be relocated to 290 Vaughan Street. This move represents an exciting opportunity for our campus community to come together in a centralized location, further enhancing collaboration and engagement among students and staff alike.

Lost and Found

Please visit the Student Information/Reception Desk in Peterson Hall, on the 2nd floor of the Vaughan building.

Internet and Personal Computers

Booth University College provides students with free Internet access on campus. A wireless password is available at the Student Services Information Desk.

Food Services

Booth Bistro is open 9:00 a.m. – 4:00 p.m. Monday to Friday. Meals and snacks are available throughout the day. The menu and prices are posted in the Bistro and on the 'Hospitality' section of the website.

Payment can be made by cash, debit and VISA or MasterCard.

Questions or concerns regarding Booth Bistro or menu items may be addressed to the Hospitality Services Manager, Angie Coe, located in the Lower Level of 290 Vaughan Street.

COMMUNICATION WITH STUDENTS

Staying informed of important student related notices and communication within Booth University College is a shared responsibility between the institution and the student. The University College 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 University College communicates with its student body.

Booth University College Web Site (www.boothuc.ca)

The University College website (www.BoothUC.ca) is an important resource for general community information. It is expected that all students will access the University College's website on a regular and/or as-needed basis to seek the information they need.

Student Information System/ Populi

From accessing information about your courses and grades to joining on-line campus groups, Populi is the place where you will connect with important information relevant to your Booth UC student experience. Be sure to log in daily to stay on top of things happening on campus.

Student E-mails

Booth University College 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, to ensure that Booth University College e-mails are not blocked from their in-box, to stay informed of campus notifications.

Class Cancellations and Emergencies

Booth University College provides information to students largely through the student information system, Populi, 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 for any questions: Registrar@boothuc.ca.

Bulletin Boards/Posters

All notices, posters, etc., placed on the general bulletin boards need to be approved and stamped by Student Services or the respective department prior to being posted. Announcements regarding events and other information will be posted on the digital screens located on campus. Information concerning various student interests, such as job postings, financial aid, housing information, and special interest areas, are available to students by joining various groups in Populi.

Social Media

Booth University College maintains several social media accounts, including Facebook, Instagram and Twitter. Students are encouraged to visit these sites for up-to-date information on Booth University College events and activities. All postings to Booth University College social media sites are subject to the institution's Social Media Policy, available on the website at <https://boothuc.ca/assets/pages/Social-Media-Policy-and-Guidelines.pdf> and in Populi under 'Files – Policies for Students'.

Personal Property

Booth University College cannot assume responsibility for the loss of money, valuables, or other personal property on campus. Likewise, personal property left on campus or property owned by the University College is not to be used without official permission of the individual owner or the University College. Please report all losses to the Student Services Information Desk located on the 3rd floor in Petersen Hall, 290 Vaughan Street.

Fobs & Building Security

A fob (small electronic device) is issued to each student for the academic year (September – April). The fob provides the student with access to 290 Vaughan Street. Please note, access to the library does not require a fob during its operating hours and the main doors to 290 Vaughan Street building will be open during the library's posted hours of operation.

Students must return their fob at the end of their last class/exam of the academic year. Lost fobs incur a charge of \$30.00. *Maintaining the safety and security of all persons on the campus of Booth University College is of utmost importance.* As such, students are not permitted to give their fobs to anyone else.

Additionally, students are not to permit anyone into the building after business hours or allow anyone to ride with them on the elevator to a fob protected floor who is not a student, staff, or faculty member of Booth University College. If a student sees a person in the University College who appears to be looking for someone, either ask them if you can assist them and/or report to the Facilities Manager during business hours or the On-Call Attendant after business hours.

At no time should a staff or student approach a situation in which they experience uneasiness. Inform the Facilities Manager if you encounter an individual you suspect should not be in the building. Anyone found to have let an unknown person into the building or onto a fob protected floor may face disciplinary action.

EMERGENCY INFORMATION

These emergency procedures are excerpted from Booth UC's Emergency Preparedness Plan, which can be found in Populi under 'Files – Policies for Students'.

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 Student Services Information Desk staff who will notify appropriate University College 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 1st, 2023, 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 Defibrillator s (AEDs) are located on the second floor of Petersen Hall.

Fire Emergencies

Fire Alarm Pull Stations are located throughout the University College. 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. External Assembly Location is the parking lot behind the Vaughan Street Building at the Booth UC sign on Colony Ave.

If a student is not evacuated or for any persons leaving the area the instructor must inform the On Call staff member or the Fire Department personnel so that fire and emergency responders can be notified.

Pull stations are located throughout the building.

If a person is unable to use stairs (e.g. Wheelchair, limited mobility), they are to advise the instructor, Fire Warden, or On-Call Attendant, 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 this person's location.

Booth University College 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 Coordinator in collaboration with the Facilities Manager

External Assembly Location

External Assembly Location is the parking lot behind the Vaughan Street Building at the Booth sign on Colony Street.

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 – REMAIN CALM.

Upon discovery of a Violent Criminal Offence/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 (ex. 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 the University College.
- Depart the area.
- Do not carry anything in your hands (ex. cellular telephone)

STUDENT CODES OF CONDUCT & COMMUNITY LIFE STANDARDS

Booth University College is a diverse community of people from a variety of backgrounds, faith experiences and interests. The Community Life Standards set out here encourage students to extend understanding, engage in the Booth UC community, and build bridges with others both in our school and in the wider community.

POLICIES TO SUPPORT A RESPECTFUL ENVIRONMENT AT BOOTH UC

Booth University College expects that all interpersonal interactions will be characterized by respect and integrity.

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 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 University College 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 & 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.

RESPECTFUL WORK & LEARNING ENVIRONMENT POLICY

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:

Discrimination

Booth University College 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 University College.

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.

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, text messages, digital pictures or images, website postings (including blogs) or any type of social media.

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 University College community, the University College may intervene in the situation to arrive at a resolution of the conflict.

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 University College 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 may not use offensive or discriminatory language or imagery.

SEXUAL VIOLENCE POLICY

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

Booth University College 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 may investigate any incident of sexual violence which it becomes aware of, whether this occurs on or off the university college property, or whether it occurs on any social media platforms, that may pose a risk to the safety of Booth University College 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 University College 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 University College 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 the University College's policies related to alcohol or drug use at the time the sexual violence took place.

The response of Booth University College 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 University College 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" which can be found at <https://boothuc.ca/student-life/student-policies/sexual-violence-prevention/>. Should the Dean of Students be the object of the complaint, the complaint should be made to the Vice President Administration.

Booth University College 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 University College is at risk or if the reporting is required by law.

Alternate Confidential Reporting for Sexual Violence and Assault—REES Online Reporting
Booth University College has partnered with REES (Respect, Educate, Empower Survivors), a Winnipeg based organization dedicated to supporting post-secondary students by offering an alternate way of 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 <https://reescommunity.com/campus> and select Booth University College from the drop-down list.

TRANSGENDER PERSONS

Booth University College 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 University College recognizes that all situations will be unique and that the implementation of this policy will require collaboration between the student and Booth University College. 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 University College has a zero tolerance for harassment, bullying, discriminatory language, violence, sexual assault, and any other behaviours that undermine transgender student's feelings of safety and dignity within the University College.

Booth UC Policies to Support a Respectful Environment:

Full text of the following Booth UC policies is available at <https://boothuc.ca/student-life/student-policies/>. These policies are also available in Populi under "Files".

- **ACCESSIBLE CUSTOMER SERVICE POLICY**
- **ANTI-DISCRIMINATION POLICY**
- **HARASSMENT POLICY**
- **SOCIAL MEDIA POLICY**
- **SEXUAL VIOLENCE POLICY**
- **TRANSGENDER POLICY**

POLICIES TO SUPPORT HEALTH & SAFETY AT BOOTH UC

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

Appearance/Hygiene

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

- Sleepwear/pajamas worn anywhere on campus

- Improper, immodest, or offensive clothing
- Clothing that does not reflect a reasonable expectation of cleanliness will be subject to correction.

Scent Free Environment

Booth University College 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.

Alcohol & Marijuana

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

Similarly, Booth University College does not permit the consumption or possession of marijuana (cannabis) for recreational purposes on campus and at all Booth University College sanctioned activities. 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.

Illegal Drugs

Possession, use or distribution of [controlled and illegal drugs](#) is a criminal offense under the Controlled Drug and Substance Act. Penalties for crimes committed under this act can be found at <https://laws-lois.justice.gc.ca/eng/acts/c-38.8/>. Booth University College prohibits the possession, use or distribution of all illegal drugs on campus and at all Booth University College 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:

- The Addictions Foundation of Manitoba (AFM)
- Addictions Recovery Inc. (ARI)
- The Addictions Unit, Health Sciences Centre
- Esther House

- The Laurel Centre
- Main Street Project (MSP)
- The Native Addictions Council of Manitoba
- Rosaire House Addictions Centre, The Pas, MB
- The Salvation Army – Anchorage Program
- St. Raphael Wellness Centre
- Tamarack Recovery Centre
- Two Ten Recovery Inc.

Smoking & Vaping

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

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 University College equipment/furniture,
- destruction of University College equipment/furniture.

Weapons/ Dangerous Items

Absolutely no weapons will be allowed on campus or at any University College 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 substance with the potential to cause harm to property or other persons.

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

Booth UC Policies to Support Health and Safety:

Full text of the following Booth UC policies is available at <https://boothuc.ca/student-life/student-policies/>. These policies are also available in Populi under “Files”.

- **ALCOHOL AND DRUGS POLICY**
- **SCENT FREE POLICY**
- ***OTHER FORMS OF MISCONDUCT***

Booth University College will address any actions which are deemed to be harmful to other persons, that are detrimental to the health of the University College 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 the University College. If appropriate, such behavior may also be reported to the police.

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

CONFIDENTIALITY AND NEED TO DISCLOSE

It is the responsibility of Booth University College to ensure a safe and respectful living and learning environment for its students, staff, and faculty. Therefore, if a student discloses a situation or plans which may jeopardize their safety or the safety of others, or which it is required by law to report to the authorities, the information will be disclosed to appropriate officials of Booth University College and or the authorities.

COMMUNITY ACCOUNTABILITY, DISCIPLINE AND RESTORATIVE JUSTICE

Booth University College 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 University College 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 University College 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 University College 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 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; 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 University College. 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 University College in cases where the safety and wellbeing of others is at risk.

VIOLATION LEVELS & 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 University College. 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 University College or its student community, contravene Booth University College 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 University College extra-curricular activities or in student leadership positions. Probationary status may extend for one or two semesters.

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 University College; 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 University College administration to Suspend the student for a specified length of time. While suspended, the student remains enrolled at Booth University College 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 University College administration to demonstrate resolution to refrain from further violations of the Booth University College 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 University College community, cause irreparable damage to Booth University College's reputation, or violate municipal, provincial and/or federal laws.

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

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 listed in the Student Handbook are as follows:

- Alcohol and marijuana (Level 1-5)
- Substance Abuse & Illegal Drugs (Level 1-5)
- Smoking and vaping (Level 1-3)
- Discrimination, Harassment & Bullying (Level 1-5)
- Dangerous Materials & Weapons (Level 4-5)
- Dangerous or Violent Behaviour (Level 4-5)
- Pornography, Graphic Material, & 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/evidence has been found

First Appeal

If a student believes that disciplinary action for a violation of the Student Handbook is unwarranted, she/he 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 University College. 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 formal appeal to the President or designate of Booth University College.

Second Appeal

Students wishing to proceed with a 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 University College. A written Notice of Appeal must be submitted to the President or designate of Booth University College. The Notice of Appeal must include:

- 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/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.

STUDENT SERVICES

ACADEMIC LEARNING CENTRE

The Booth University College 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 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 Coordinator. *If the ALC Coordinator is unavailable, students may reach out to the Director of the ASPIRE program for assistance.*

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 & Strategies Workshops.

ACCESSIBILITY SERVICES

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.

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

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

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

Booth University College 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 to determine the issue of accommodation.

COMMUNITY CARE

Dealing with the stress of studies in the midst of other life circumstances can be challenging. Booth University College desires to build a caring, supportive community for our students to ensure that resources are available for navigating personal concerns and sustaining good mental health.

Spiritual Care and Support

Booth University College 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/ 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 Community Gatherings

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 different opportunities for developing relationships by working with others to create a campus culture that inspires and encourages all of us.

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, to build our understanding and to 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

If you are interested in being involved with any of these initiatives, or wish to start your own awareness week, please contact the Dean of Students.

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.

“Mini-Booth Gathering” videos

Typically 5-7 minutes in length, inspirational videos are posted to the Booth UC YouTube Channel as resources to support students in community. Gather friends and watch together, or view alone and use

as a conversation starter. There are interviews, reflections, and short insightful teachings from Scripture that relate to everyday life.

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.

COUNSELLING AND STUDENT MENTAL HEALTH SUPPORTS

Booth University College understands how important it is for you to be healthy—in mind, body and spirit—in order to succeed in your studies. When it comes to your mental health, we have partnered with several organizations to help ensure you have the mental health support available when you need it.

Chaplaincy Support

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

TELUS Health

Booth University College is partnering with TELUS Health to provide students with 24/7 access to a professional counsellor at any time of the day, any day of the year through the Student Support app. Students can use the free app to connect with a Student Support Counsellor anytime, from anywhere to help you with many common issues that range from everyday stresses to significant personal or family crises. This program is confidential within the limits of the law. Support is available in both English and French.

The Student Support Advisors can help with:

- stress and anxiety
- homesickness, sadness, loneliness
- relationships with friends and family
- being successful in school
- balancing everyday issues while studying
- significant personal or family crisis
- and lots more!

There are many ways to access 24/7 support:

- Download the free TELUS Health app from your device's app store (available on Apple and Android devices) to call or chat an advisor
- Visit the website <https://myssp.app/ca/home> to access articles, tools, and resources to help you succeed
- Dial 1.855.649.8641 to speak to an advisor over the phone, 24/7 any day of the year (including holidays) for as long as you are registered as a Booth UC student

Student Support Community

Booth UC's partnership with TELUS Health has expanded to include the Student Support Community program. Now Booth UC students will have opportunity to link into a global network of other post-secondary students to engage in on-line conversations concerning 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 are able to 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 & Dental plan, you also have access to mental health assessments (free), on-line counselling (fees paid by plan), and access to local resources including counselling agencies and crisis line supports. Visit the My Wellness web site for details:

<https://www.mystudentplan.ca/booth/en/mywellness>

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 counselors. See the section on Winnipeg General Information at the end of this Handbook 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 Counselling and 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
E-mail: Stephanie.Penner@prov.ca

STUDENT SERVICES EVENTS AND ACTIVITIES

Throughout the academic year Student Services staff, often in cooperation with the Student Council, will plan social and recreational events for the Booth University College student body. Student Services also cooperates with other University College departments and community groups to co-sponsors special events and activities. Notices for Student Services events and activities are sent via e-mail (see page 8) and are posted on both physical and electronic billboards around campus. Information is also regularly communicated within Populi—through the newsfeed, groups, and direct communication. Students are asked to stay informed of events throughout the year and invited to participate.

Student Services Information Desk

Students needing assistance with a wide range of questions from exam schedules to bus passes can find answers through the Student Services Information Desk. The Information Desk provides general reception services for the University College, receives and redirects phones calls and mail, distributes keys and fobs, and greets campus visitors.

Information Desk staff may also provide information about campus events, course schedules, textbook lists, exam schedules, classroom locations, and the like.

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

- Tuition and student fees
- Fees for transcript requests
- Booth University College merchandise
- Winnipeg Transit Peggo bus cards
- Hospitality Services guest fees
- Photocopy and printing

Student Council

The Booth University College Student Council (BUCSC) exists to foster a vibrant, engaged, and connected Booth University College 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, the secretary is appointed by the President of the BUCSC. The Student Council 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 Student Council 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 the 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 University

College 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.

More information on this year's Student Council is available on the web site. Be sure to follow them on Facebook and Instagram to stay informed of Student Council activities throughout the year.

REGISTRAR'S OFFICE SERVICES

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

ASPIRE Course/Term registration is completed by the Registrar. You will see the term registration in your Populi account. Follow the instructions provided in the Groups> Student Resources area in Populi. Students should speak with an advisor concerning any questions they may have about which courses to take. For more information, please see Course Change section below.

TUITION and FEE PAYMENT

ASPIRE Tuition and Fees Payment and Refund Policy for 60 credit hour AA and ABA

YEAR 1

Tuition: \$16,000 for 30 credit hours (5 terms of 2 3-credit hour courses).

Student Services Fees: \$600 for 30 credit hours

On-shore students: \$8000 CAD tuition deposit prior to offer of acceptance. Balance of \$8000 CAD for tuition plus \$600 CAD student fees.

Off-shore students: \$16,000 CAD tuition deposit prior to offer of acceptance. Balance of \$600 CAD student is due 1 week (7 days) before start of first year courses (term 1).

YEAR 2

Tuition and student service fees are the same as year 1.

All amounts are due 1 week (7 days) before start of second year courses (term 6).

Invoices showing the fees owing are seen in the My Profile> Financial section of Populi. Payments can be made in person by cheque, cash, debit or credit at the Student Services Information Desk. Payment can also be made via credit card in Populi in the Financial section. **International students can make payment in their home currency via flywire.** Follow instructions in Groups>Student Resources. If payment is not made by the fee payment deadline, the student will be removed from the class.

TEXTBOOKS

Students are responsible for purchasing textbooks for each course. Required textbooks are listed in the course syllabus on 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 copy texts but these take longer to obtain. It is recommended that students budget up to \$300/term to purchase textbooks for their courses.

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.

COURSE CHANGES

Students have until the end of the Registration Revision period to make changes to their class schedule. Course changes in the ASPIRE program are not recommended; however, students should check the Table (Schedule of Important Dates) in this Handbook for the deadline Revision dates for each term. **Course Withdrawal (VW) changes in the ASPIRE program must be made in consultation with the Director of the ASPIRE program, as a Course Withdrawal may well result in a change of the student's cohort.** Populi will send an email any time registration changes are made. SEE Important Note regarding Dropping a class in ASPIRE, following the Schedule of Important Dates.

ORDERING TRANSCRIPTS

A transcript is a complete record of a student's academic performance while at Booth UC. Students can access an unofficial transcript through My Profile>Student in Populi. Requesting an official transcript is done by following the instructions in Groups>Student Resources. There is a nominal fee for each official transcript.

CERTIFICATE OF ENROLMENT

There are two basic formats for the certificate of enrolment (CoE). One is simply a statement of the student's full/part time status for a period of time and the second is a detailed breakdown that lists courses. This format is typically used for immigration, insurance. A full/part-time status CoE can typically be requested and received on the same day. A CoE which provides a detailed breakdown of credits is typically used by sponsors or banks. A detailed CoE might take a day or two to receive, so students should plan ahead. Either version can be requested following the instructions in Groups>Student Resources in Populi.

MAKING CHANGES TO YOUR STUDENT RECORD

The Registrar’s Office keeps track of all the details of your student record. You can make some changes yourself in Populi through My Profile>Info, for example edits to your email, address, or phone number. You can make changes to your name, address, preferred name, self-declaration of indigenous ancestry, Salvation Army affiliation, gender, preferred pronoun, and country of citizenship or permanent residence by using a Personal Update form. Some of these changes may require proof of appropriate legal documentation. See the Personal Update form, located in Files>Registrar Office Forms, for details.

REGISTRAR’S OFFICE FORMS

All the Registrar forms can be found in Populi under Files>Registrar Office Forms or online at www.boothuc.ca From the Booth UC website home page, follow the links to Academics > Office of the Registrar > Registrar Office Forms.

TERMS 1 – 5 (YEAR 1): PROGRAM COURSES and SCHEDULE

Each course meets for a total of 40 hours over 16 teaching days—5 hrs/wk (2.5+2.5) @ 8 weeks

Associate of Arts (Humanities/ Social Sciences)

Associate of Business Administration

*For details of YEAR 1 course scheduling (for all Cohorts), please see **APPENDIX A: YEAR 1 Courses and Schedule** at the end of the Handbook.*

All course descriptions may be found in the Booth University College Calendar 2024-25.

	May 2024	July 2024	September 2024	November 2024	January 2025
Cohort A Program Prep/Admit	TERM 1: ENG 100 REL 101	TERM 2 PSY 120 REL 102	TERM 3 PHL 100 or FLM 100 REL 270	TERM 4 ENG 107A PSY 121	TERM 5 ENG 107B MAT 1xx or SCI 1xx
Cohort B	PREP	TERM 1	TERM 2	TERM 3	TERM 4
Cohort C	PREP		TERM 1	TERM 2	TERM 3
Cohort D	PREP			TERM 1	TERM 2
Cohort E	PREP				TERM 1
Cohort A Program Prep/Admit	TERM 1 ENG 100 REL 101	TERM 2 PSY 120 REL 102	TERM 3 BUS 190 REL 270	TERM 4 BUS 110 PSY 121	TERM 5 ECO 110 SCI/MIS 175
Cohort B	PREP	TERM 1	TERM 2	TERM 3	TERM 4
Cohort C	PREP		TERM 1	TERM 2	TERM 3
Cohort D	PREP			TERM 1	TERM 2
Cohort E	PREP				TERM 1

ACADEMIC POLICIES

All ASPIRE students should be familiar with Booth University College

Academic Policies, found in the Booth University College Academic Calendar. Policies are identified as follows:

- Academic Advising
- Academic Appeals
- Academic Evaluation
- Academic Integrity
- Academic Learning Centre (ALC)
- Academic Load
- Academic Probation
- Academic Placement (AP) or International Baccalaureate (IB)
- Assignment Deadlines
- Approved Academic Accommodations for Students with Disabilities
- Auditing
- Course Grading
- Letter Grades and Equivalent Grade Points
- Dean's Honour List
- Debarment for Academic Reasons
- Debarment for Other Reasons
- Degree Program Admission and Continuance as a Student
- Directed Study
- Dismissal
- Earning a Second Degree
- Education Travel
- Final Examinations
- Graduation Requirements
- Letters of Permission
- Program Continuance
- Program Declaration and Changes
- Readmission
- Registration
- Revision
- Repeating Courses
- Resubmission of Previous Course Work
- Time Extensions and Incomplete Grades
- Time Limit for Completion of Degree Programs
- Transcripts
- Transfer of Credit
- Use of Personal Computers, Electronic Devices and Cell Phones in Booth Classrooms
- Voluntary Withdrawal (VW)
- Waitlisted Courses
- Withdrawal (W) Notification of Disclosure of Personal Information to Statistics Canada

Please See APPENDIX B at the conclusion of the Handbook for complete text of all Booth University College Academic Policies.

BOOTH UNIVERSITY COLLEGE GENERAL INFORMATION

PROPERTY INSURANCE

Booth University College is not responsible for items which are lost, stolen or damaged (this includes luggage and vehicles, etc.) on campus. Students are encouraged to purchase private property insurance.

PRIVACY

In keeping with the Federal Privacy Law, 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, maintaining accurate information necessary for the functioning of the University College. Personal contact information will be used in case of emergency.

The University College policy will not share any information regarding an adult student (including addresses or telephone numbers of current/former students) that is not part of public record (e.g. enrollment dates, degrees received). This applies to any inquiries from outside Booth University College, including student 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 it to the Student Services Desk. 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 receive more information on our Privacy Policy, they should contact the Student Services Information Desk.

HEALTH INSURANCE (MANDATORY)

To help students pay for the health services they need, a Supplemental Group Health & Dental Plan has been implemented. 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 are charged an annual fee at the time of registration.** Spousal or family benefits are available for purchase within 30 days from the start of your program. For a list of the benefits, opt-out and details for purchasing family benefits, visit <https://www.mystudentplan.ca/booth/en/mybenefits>.

Questions about the Supplemental Group Health & Dental Plan can be emailed to the Benefits Plan Coordinator at Gallivan. These emails should be submitted to: Boothplan@mystudentplan.ca.

International students will be charged an additional premium for insurance that covers primary health care needs while living in Canada, as well as repatriation costs in critical situations. Both the international health insurance and the supplemental insurance will be required upon registration.

Mandatory Health Fees:

Health insurance fees are not included with tuition fees charged at the beginning of **YEAR 1** (in advance of the start of Term 1). Annual fees for insurance are charged over and above tuition:

\$785 - International emergency health insurance

\$290 - Supplemental Health & Dental

\$45 - My Virtual Doctor (optional)

You may opt out of any of the above; however, you must produce proof of insurance to opt out of supplemental Health and Dental. You may opt out of International emergency health insurance if you have a Manitoba Health Card.

WINNIPEG GENERAL INFORMATION

HEALTH SERVICES

Booth University College is not equipped with health service professionals. For Health Service provider information, please visit the WRHA website <http://www.wrha.mb.ca/myrightcare/>. Please contact the Student Services Information Desk if further information is required. Booth University College does not offer health insurance benefits for students. Manitoba Blue Cross offers a variety of plans to suit various budgets and needs.

Health Links

Health Links is a 24-hour, 7-days a week telephone information service. Staffed by registered nurses with the knowledge to provide answers over the phone to health care questions.

Call anytime (204) 788-8200 or toll-free 1-888-315-9257.

<http://www.wrha.mb.ca/healthinfo/healthlinks/>

Local Health Care Services and Supports

Klinik Drop-In Counselling Services (Free, Drop-In, Afternoons) (204) 784-4067

<http://klinik.mb.ca/in-person-counselling/klinik-drop-in-counselling/>

Klinik Sexual Assault Line (24 Hour) (204) 786-8631

<http://klinik.mb.ca/in-person-counselling/sexual-assault-crisis-counselling/>

Crisis Pregnancy Centre (24 Hour, Free, Counselling and Testing) 1 (800) 655-0570

<http://pregnancy.ca/>

Rainbow Resource Centre (LGBTQ Info and Support) (204) 474-0212

<https://rainbowresourcecentre.org/>

Willow Place (Domestic Violence Emergency Shelter) (204) 615-0311

<https://willowplaceshelter.ca/>

Manitoba Suicide Line 1 (877) 435-7170

<http://reasontolive.ca/>

Mood Disorders Association of Manitoba (204) 786-0987

www.MoodDisordersManitoba.ca

Canadian Mental Health Association (204) 982-6100

<https://mbwpg.cmha.ca/Our-Services/>

Anxiety Disorders Association of Manitoba (ADAM) (204) 925-0600

<http://www.adam.mb.ca/>

Addiction Foundation of Manitoba (204) 944-6200

<https://afm.mb.ca/>

Alcoholics Anonymous in Manitoba (204) 942-0126

<http://www.aamanitoba.org/>

APPENDIX A: YEAR 1 Courses and Schedule

TERMS 1 – 5 (YEAR 1): PROGRAM COURSES and SCHEDULE

Each course meets for a total of 40 hours over 16 teaching days—5 hrs/wk (2.5+2.5) @ 8 weeks

	May 2024	July 2024	September 2024	November 2024	January 2025
Cohort A Program Prep/Admit	TERM 1: ENG 100 REL 101	TERM 2 PSY 120 REL 102	TERM 3 PHL 100 or FLM 100 REL 270	TERM 4 ENG 107A PSY 121	TERM 5 ENG 107B MAT 1xx or SCI 1xx
Cohort B	PREP	TERM 1	TERM 2	TERM 3	TERM 4
Cohort C		PREP	TERM 1	TERM 2	TERM 3
Cohort D			PREP	TERM 1	TERM 2
Cohort E				PREP	TERM 1
Cohort A Program Prep/Admit	TERM 1 ENG 100 REL 101	TERM 2 PSY 120 REL 102	TERM 3 BUS 190 REL 270	TERM 4 BUS 110 PSY 121	TERM 5 ECO 110 SCI/MIS 175
Cohort B	PREP	TERM 1	TERM 2	TERM 3	TERM 4
Cohort C		PREP	TERM 1	TERM 2	TERM 3
Cohort D			PREP	TERM 1	TERM 2
Cohort E				PREP	TERM 1

**Associate of Arts
(Humanities/ Social Sciences)**

Associate of Business Admin.

	Start Date	End Date	Course	Day/Time	COHORT(S)	Classroom/Cohort
Initial Term:	May 6, <u>2024</u>	June 28, 2024	ENG 100	M/W 9:00am-12:00pm	AA/ABA (50)	A/A
			REL 101	T/Th 9:00am-12:00pm	AA/ABA (50)	A/A
Second Term:	July 2, <u>2024</u>	Aug 28, 2024	ENG 100	M/W 9:00am-12:00pm	AA/ABA (50)	A/B
			REL 101	T/Th 9:00am-12:00pm	AA/ABA (50)	A/B
			PSY 120	M/W 1:00pm-4:00pm	AA/ABA (50)	A/A
			REL 102	T/Th 1:00pm-4:00pm	AA/ABA (50)	A/A
Third Term:	Sept. 3, <u>2024</u>	Oct. 25, 2024	ENG 100	M/W 9:00am-12:00pm	AA/ABA (50)	A/C
			REL 101	T/Th 9:00am-12:00pm	AA/ABA (50)	A/C
			PSY 120	M/W 1:00pm-4:00pm	AA/ABA (50)	A/B
			REL 102	T/Th 1:00pm-4:00pm	AA/ABA (50)	A/B

PHL 100	M/W 5:00pm-8:00pm	AA (25)	B/A
FLM 100	F 9:00am-4:00pm (LAB)	AA (25)	B/A
BUS 190	T/Th 5:00pm-8:00pm	ABA (25)	B/A
REL 270	M/W 5:00pm-8:00pm	AA/ABA (50)	A/A

*NOTE: Friday, Oct. 25 covers for Oct. 14 Classes (due to Thanksgiving Holiday – CLASSROOM A / Same times

Fourth Term: Oct. 30, 2024 - Dec. 24, 2024	ENG 100	M/W 9:00am-12:00pm*	AA/ABA (50)	A/D
	REL 101	T/Th 9:00am-12:00pm	AA/ABA (50)	A/D
	PSY 120	M/W 1:00pm-4:00pm*	AA/ABA (50)	A/C
	REL 102	T/Th 1:00pm-4:00pm	AA/ABA (50)	A/C
	PHL 100	M/W 5:00pm-8:00pm*	AA (25)	B/B
	FLM 100	F 9:00am-4:00pm	AA (25)	B/B
	BUS 190	T/Th 5:00pm-8:00pm**	ABA (25)	B/B
	REL 270	M/W 5:00pm-8:00pm*	AA/ABA (50)	A/B
	ENG 107A	T/Th 9:00am-12:00pm	AA(25)	C/A
	BUS 110	T/Th 1:00pm-4:00pm	ABA (25)	C/A
	PSY 121	T/Th 9:00am-12:00pm	AA/ABA (40)	B/A

*NOTE: Friday, Nov. 15 covers for Nov. 11 Classes (due to Remembrance Holiday – Same times and CLASSROOMS

**NOTE: Monday, Dec. 23 covers for Dec. 24 evening-due to Christmas Eve – CLASSROOM C; Same time

Winter Break – December 25, 2024 – January 5, 2025

Fifth Term: Jan. 6, 2025 - Feb. 28, 2025	ENG 100	M/W 9:00am-12:00pm*	AA/ABA (50)	A/E
	REL 100A	T/Th 9:00am-12:00pm	AA/ABA (50)	A/E
Holiday: Feb. 17 – Louis Riel Day	PSY 120	M/W 1:00pm-4:00pm*	AA/ABA (50)	A/D
	REL 100B	T/Th 1:00pm-4:00pm	AA/ABA (50)	A/D
	PHL 100	M/W 5:00pm-8:00pm*	AA (25)	C/C
	FLM 100	F 9:00am-4:00pm (LAB)	AA (25)	B/C

BUS 190	T/Th 5:00pm-8:00pm	ABA (25)	B/C
REL 270	M/W 5:00pm-8:00pm*	AA/ABA (50)	A/C
ENG 107A	T/Th 9:00am-12:00pm	AA (25)	C/B
BUS 110	T/Th 1:00pm-4:00pm	ABA (25)	C/B
PSY 121	T/Th 9:00am-12:00pm	AA/ABA (25)	B/B
ENG 107B	M/W 9:00am-12:00pm*	AA (25)	B/A
ECO 110	M/W 1:00pm-4:00pm*	ABA (25)	B/A
MAT 1xx	M/W 9:00am-12:00pm*	AA/ABA (25)	C/A
SCI 1xx	F 9:00am-4:00pm (LAB)	AA/ABA (25)	C/A

*NOTE: Friday, February 21 covers for Monday, February 17 – same times; CLASSROOMS TBD

APPENDIX B: Academic Policies (from the Booth University College Academic Calendar, 2024-2025)

NOTE: These academic policies were in effect at the time of publication. Booth University College 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

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 are made by special permission of the instructor. 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). 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 granted by the instructor and submitted by the student. 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
 1. Credit Hours
 2. 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.

A+	4.0 *	94% to 100%	Exceptional performance 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.
A	4.0	84% to 93.99%	Excellent performance 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.
A-	3.7	80% to 83.99%	
B+	3.5	77% to 79.99%	Very good performance 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	3.0	74% to 76.99%	Good performance 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-	2.7	70% to 73.99%	
C+	2.5	67% to 69.99%	Satisfactory performance 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.

C	2.0	60% to 66.99%	Adequate performance 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.
D	1.0	50% to 59.99%	Marginal performance with evidence of marginal familiarity with the subject matter and some evidence that critical and analytical skills have been used.
F	0	0 to 49.99%	Inadequate performance 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.
<p>* The grade of A+ may factor into student awards.</p> <p>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.</p>			

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 $73.5/24 = 3.06$.

Fall	Letter Grade Assigned	Grade Point	Credit hours	Weighted Grade Points	
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	GPA = 3.0
Winter	Letter Grade Assigned	Grade Point	Credit hours	Weighted Grade Points	
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	GPA = 3.25
CGPA			24	73.5	CGPA = 3.06

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 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.

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. Electronic devices 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 Interview 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.

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 chosen not to register for a course, or courses, for a period of 12 months or more, that student shall be required to apply for readmission to the University College. The application process for readmission may be abbreviated. The student may also be required to apply for readmission to a specific program. 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 for credit unless approved by the instructor.

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. It is understood that the student is to write the final examination at the scheduled time (if one is required in the course). 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.

Term	Month of Course End Date	Maximum Time Extension Allowed
Fall	December	1 April
Winter	April	1 August
Spring	July	1 November
Fall Intersession	September October November December	1 Jan 1 Feb 1 March 1 April
Winter Intersession	January February March April	1 May 1 June 1 July 1 August
Spring Intersession	May June July August	1 September 1 October 1 November 1 December

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 Admissions 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 in the classroom only for the purposes of course instruction. The use of computers, the internet (including email), downloaded material, or other electronic devices such as cell phones require the express permission of the instructor. Social networking sites such as Facebook, Twitter, blogging and other related activities are not allowed in Booth classrooms. The use of personal computers and other electronic devices in the classroom is a privilege which may be withdrawn at the discretion of the instructor.

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 Registration Revision 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.

DECLARATION:

I have read and understand the content of the ASPIRE Student Handbook (2024-25). As a student enrolled in the ASPIRE (Associate of Arts OR Associate of Business Administration degree) Program, I agree to abide by the policies and procedures outlined in this document and recognize that I am responsible for compliance with all regulations (academic and non-academic) 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 will change periodically. Students will be made aware of changes by notification.

Signed: _____ Print: _____

On (date): _____

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