

Section II: Academic Policies at Shaftesbury Campus

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Registration

Registration Process

After a student has received admission to CMU, that student is eligible to register for specific courses. CMU provides registration guides to new students early in May. The Advising Office will be available to assist them in the selection of their courses.

Students returning to a subsequent year of studies after a break of at least one academic year must complete a Returning Student Continuance Form and submit it to the Registrar's Office. Normally CMU will provide registration guides to returning students by early April. Students should consult with the Advising Office for assistance in selecting their courses.

Academic Advising

The Advising Office assigns each first-year student to a Faculty Advisor who is their academic mentor. In addition to faculty, the Advising Coordinators are on hand to consider CMU degree and pre-professional options with students. Academic advisors work with students on course selection and program requirements.

Full-time or Part-time Status

Students may register either as full-time or as part-time students. A student who registers for a minimum of 9 credit hours per semester will be recognized as a full-time student. A student who registers for fewer than 9 credit hours per semester will be considered part-time.

Academic Load

Normally, a full course load is 15 to 17 credit hours per semester. In some circumstances, a student may register

for more than 17 credit hours per semester with the approval of their faculty advisor or the Advising Office.

Registration Requirements for the First Year

A student's first 18 credit hours must include:

- INTD-1000 Ways of Knowing I
- A course with a W designation or ACWR-1010 Writing for Academic Purposes
- INTD-0900 CMU First Year Advising Seminar

Students may use transfer credit to meet these requirements. The registration requirements for the first and second years apply to all students, except extended education students.

Declaring or Applying to a Degree Program

CMU admits new students into one of the following programs: the Bachelor of Arts (four-year), the Bachelor of Business and Organizational Administration, or the Bachelor of Music. Students may change from their initial baccalaureate programs by applying for their desired programs after completing pertinent prerequisites.

Students enrolled in the Bachelor of Arts may declare their choice of major(s), and minor(s)/concentration(s) after completing 15 credit hours and the necessary program prerequisites. Students must declare a major upon completion of 60 credit hours. To declare a major or to change into a Bachelor of Arts three-year, students must complete an Academic Program Declaration Form. The form is available on Populi (the student portal).

Students may be admitted directly into the Bachelor of Business Administration or they may apply for admittance upon completion of 15 credit hours. Students enrolled in the BBA may declare a major after completing 15 credit hours. Students must declare a major upon completion of 60 credit hours. The program/major application form is available on Populi (the student portal).

Students may be admitted directly into the Bachelor of Science or they may apply for admittance upon completion of 30 credit hours. The program/major application form is available on Populi (the student portal).

Students enrolled in the Bachelor of Music may apply for admission to the Bachelor of Music Therapy after completing two years of the Bachelor of Music program. For more information on making such an application, see the admission requirements pertaining to the respective programs as listed in the ACADEMIC PROGRAMS section of this calendar. The program application form is available on Populi (the student portal).

Students who have completed a Bachelor of Music or its equivalent may apply for admission to the Bachelor of Music Therapy After-Degree program.

Course Changes

Students may add or drop courses without financial or academic penalty during the course change period specified by the academic schedule. Course changes must be made through the on-line course change process. Failure to attend a class does not constitute an official withdrawal.

Voluntary Withdrawal

After the last date for course changes has passed, students may still voluntarily withdraw from courses without incurring academic penalty until the prescribed date. For courses following a 12-week meeting format (i.e., they run throughout fall or winter semester), the prescribed date appears in the academic schedule. For courses following an intensive format (e.g., classes compressed into one or two weeks or over a series of three or four weekends), the prescribed date will appear in the header of the syllabus. Normally, withdrawal after the prescribed date will result in a failing grade on the student's transcript. In order to withdraw from a course, students must complete a Voluntarily Withdraw form. Discontinuing attendance in classes does not constitute official withdrawal.

Repeating a Course

Students who fail required courses must repeat those courses. Students may repeat any courses they fail, and students who wish to improve their academic performance in courses already successfully completed

may repeat those courses. When a student repeats a course, the highest grade earned will become the grade for calculating the cumulative GPA.

Payment of Fees

When students have paid their fees, their registrations are complete! Students may view their fee statements through on Populi (the student portal). Fees are calculated by semester and are due at the beginning of each semester. Students have the option of paying the fees for a semester in one full payment or by way of a deferred payment plan. Students may pay on-line through their banks' payment facility or in person at the North Side Finance Office.

CMU's Financial Aid and Awards office is available to assist students in planning for their financial requirements.

For details on due dates, the deferred payment plan, procedures for payment of fees, and overdue accounts, please see the "Student Payment Policy" in the annual *Registration Guide* or the website.

Transfer

From Post-Secondary Institutions

Students may request a transfer of credit for courses completed at universities, Bible colleges or institutes, community colleges, and technical colleges or institutes toward the requirements for a degree program at CMU. Students must provide official transcripts. Copies of syllabi or course outlines may be required. Courses for which students have earned a minimum grade of C will be considered for transfer credit. Courses may be evaluated in one of three ways:

- For equivalency to a CMU course, on a course-for-course basis.
- For block-transfer credit, by grouping together several courses in a subject field.
- For unallocated credit in a subject field or as a general elective. (In this context the term 'unallocated credit' means that the credit does not match any course offered at CMU.)

The total amount of credit that can be transferred is limited by the residency requirement (see requirements for specific programs). Credits older than ten years may be considered outdated and therefore not transferable. They will be considered on a course-by-course basis.

Unallocated transfer credit is designated using the following format: ABCD-0XXX. The ABCD prefix indicates the subject field of the course. It is an alphabetic code of three or four characters. The digit, "0" indicates it is a transfer course and the remaining digits, XXX, indicate the level of the course. See examples below.

- BTS-0101 Unallocated Bible indicates the transfer credit is at the 1000-level in the area of Biblical and Theological studies.
- PSYC-0200 Unallocated Psychology indicates the transfer credit is at the 2000-level and serves as an elective in the area of psychology.
- UNAS-0320 Unallocated Social Science indicates the transfer credit is at the 3000-level and can fulfill a social science requirement.

Transfer students will need to work closely with the Advising Office to determine how the transfer credit will apply to their degree programs.

Advanced Placement or International Baccalaureate

Students who have completed courses in the Advanced Placement program (College Entrance Examination Board) or the International Baccalaureate program and students who have completed university-level courses while in high school may receive either course credit or advanced placement at CMU. An official record of scores or grades must be submitted. For details, contact a CMU Admissions Counsellor or the Registrar.

Recognition for Experience-Based Learning for Exemption from the Practicum Requirement

Students who have completed a service assignment with an approved service agency up to one year prior to registration may apply within one year of registration to have this experience recognized at CMU. Students must write a reflective essay to demonstrate learning gained from their service assignment. A service assignment of ten months duration may gain the student an exemption from the requirement to complete a 6 credit-hour practicum. For details, contact the Registrar.

Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is a process by which adult learners identify, demonstrate, and gain recognition for knowledge and skills they have gained, often outside the classroom, but comparable to what students learn through specific courses at CMU. The Registrar's Office administers the process, relying on faculty members to carry out assessments. The assessment may be based on one or more of the following: a portfolio, an examination, a demonstration, an interview, a presentation, or some other means to which both the student and the faculty member agree. For details, contact the Registrar. Students applying for credit through the PLAR process pay one-third of the tuition price normally assessed for that credit. Students seeking exemption from a requirement or advanced standing in a subject field pay \$100 per exemption of 3 credit hours.

Courses and Their Requirements

Course Syllabi, Requirements, and Grading

The specific requirements of a course, including due dates, and the value each item will have in the final grade shall be published by way of a finalized syllabus by the last date for course changes. Any changes made after this time must be negotiated with the class and made in consultation with the Registrar's Office. If such changes are made, the instructor must immediately inform the students. All grading in the course shall then be done consistently with the agreed-upon course requirements.

The instructor shall assign a letter grade to every submitted assignment that contributes toward the final grade for a course before returning it to the student (unless the syllabus stipulates that the assignment is to be marked as pass/fail or credit/no credit). It shall be possible for the student to discern from the mark how it affects the final grade.

All term work submitted on time shall be evaluated and returned with a grade to the student within a reasonably short period of time. At least 20% of the coursework assigned for a course must be graded and returned at least one week prior to the deadline for voluntary withdrawal (if submitted by the student by the relevant due dates).

Instructors are encouraged to utilize multiple means of assessment—tests, examinations, research projects, reports, minor papers, book reviews, journals, field assignments, etc. Instructors may give students options as to how they will meet the course requirements.

Extensions and Incompletes

All academic course requirements must be completed at the times specified by the syllabus for the course, unless the student requests and receives an extension for an assignment(s) within the semester or an extension for the course beyond the end of the semester.

Extensions within the semester: A student may request an extension for an assignment(s) within the semester from the instructor. A student should request the extension prior to the date the assignment is due. The instructor has discretion in granting extensions within the semester. Extensions for assignments cannot extend beyond December 15 for fall semester courses, April 15 for winter semester courses, and August 15 for spring/summer semester courses.

Extensions beyond the end of semester: If a student requires an extension for course work past the closing date of the semester, the student must submit an appeal to the Academic Student Issues Committee by way of the Registrar's Office. The last date to appeal is December 16

for fall semester courses, April 16 for winter semester courses, and August 16 for spring/summer semester courses.

If the student's appeal for an extension beyond the end of semester is granted, the Registrar's Office, in consultation with the instructor and the student, will determine due dates for the remaining assignments. The maximum time allotted for extensions are: August 1, for courses ending in April; December 1, for courses ending in August; and April 1, for courses ending in December. Registrar's Office will enter a grade of I (for incomplete) accompanied by a temporary grade, which is based on completed work, assuming a value of zero for uncompleted work. If the student completes the remaining work within the extension period, the grade will be recalculated and the incomplete status will be removed. If the student does not complete the work within the extension period, the incomplete status will be removed and the grade will remain as originally entered.

Submission of Assignments

The syllabus for each course will indicate the permitted forms for submission of written assignments. These may include but are not limited to: paper submission, submission via e-mail, submission through a learning management platform. It is the instructor's responsibility to provide clear information within the course syllabus about acceptable forms of submission, the dates/times when assignments are due, and a process to confirm receipt of assignment (if applicable). It is the student's responsibility to be aware of acceptable forms of assignment submission for each class and to be aware of available facilities to submit assignments in the required format.

Multiple Submissions of the Same Work

Students may, on occasion, wish to prepare one piece of work (e.g., an essay) to fulfill requirements for two different courses. This can be an important way for students to bring different areas of study into dialogue or to study a topic relevant to two courses in greater depth. Students who have completed at least 30 credit hours of university-level courses may request such an arrangement. Such requests must conform to the following guidelines:

- The student will submit the request in a written proposal to the Academic Student Issues Committee by way of the Registrar.
- The student must receive consent from the instructors in both courses.
- The title page of the submission must indicate for which courses it is being submitted and what value it has been assigned in each of the two courses.
- Normally, the assigned value of the submission is no more than 30% in either course.

- The submission must reflect the amount of work approximately equivalent to what would be required to prepare the two assignments it replaces.
- When students make multiple submissions of the same work not governed by this policy, it will constitute academic misconduct.

Attendance in Classes

CMU regards the educational process as a community endeavour. It is much more than an individual undertaking by individual students. Each student has the potential to contribute to the learning in a class, and each will benefit from contributions by other students. Moreover, it is in the classroom that instructors communicate the subject matter of their courses, demonstrate ways of interpreting information, and provide guidance for students to work through important issues. Therefore, in order to maximize the potential of the educational process, it is important that each student attend classes regularly.

From time to time a student may need to miss a class. The student is responsible to advise the instructor before the class occurs, but if that is not possible, the student should communicate with the instructor as soon as possible after the class. The student is responsible to consult with other students in the class about the missed content.

A student who misses an excessive number of classes may be barred from further class attendance and from taking the examination in the course concerned. Normally six class hours (i.e., six fifty-minute periods, four seventy-five-minute periods, or two three-hour periods) would be an excessive number of classes.

- The instructor has the option to define “an excessive number of classes” differently in the course syllabus, and the instructor may set consequences for failure to attend as the instructor deems appropriate to the course.
- In all cases where the syllabus does not address attendance requirements, the instructor has the option to debar any student whose absences come to a total of six class hours in a semester.

Debarment means the student may not continue attending classes, the instructor will not grade assignments submitted by the student, and the student may not write the final examination. Debarment may result in the student losing eligibility to play on athletic teams.

When an instructor chooses to debar a student, the following steps will occur:

- The instructor will send the student a note informing the student. The instructor will also send a copy of this note to the Registrar. The instructor must maintain a record of the student’s absences as documentation for the grounds of debarment.

- If debarment occurs prior to the VW date, the student has the option to withdraw from the course. In order to withdraw from the course, the student must complete a course change form. Debarment from the course does not constitute official withdrawal. If the VW date has passed, the student will receive an F in the course.

A student who receives notice of debarment from a class may appeal for reinstatement.

- This process should begin with the student initiating a conversation with the instructor.
- If that does not result in a satisfactory outcome, and if the student believes they have received unjust treatment, the student may immediately appeal to the Academic Student Issues Committee in writing. The written appeal should include any documentation pertinent to the absences. The appeal should be directed through the Registrar’s Office.

Attendance in Individual Applied Music Studies

Students who are unable to attend music lessons for valid reasons, such as illness, must make arrangements with the instructor concerned in order to reschedule such lessons at a time suitable to both the student and the instructor. A full year of individual applied music studies consists of twenty-four lessons. A student must attend a minimum of twenty lessons in order to receive credit.

Examinations and Term Tests

Between the last day of classes and the beginning of the examination period there is a reading period that is reserved for studying. No tests or examinations may be scheduled during this time.

Term tests may not be scheduled during the last five class-days of a semester. A term test may not count for more than 33% of the final grade. Term tests given during the last three weeks of classes may not collectively exceed 33% of the final grade. Normally, final examinations may not count for more than 50% of the final grade.

Other forms of examinations should be considered before take-home examinations are given. Take-home examinations have a time limit of 72 credit hours.

The weight of each question shall be clearly indicated on all tests and examinations. Also, the header of each test or examination shall include the course number and title and the name of the instructor.

Normally instructors will design final examinations for completion within two hours, but in a few subject fields (e.g., accounting, mathematics) examinations will have a longer duration. Instructors shall indicate the duration of the final examination (normally not exceeding two hours)

within the course syllabus. An instructor has the freedom, at the time of the final examination, to offer extended time to all students in the class. Thus, for example, though the syllabus and the examination itself may indicate a duration of two hours, the instructor may choose to allow three hours for completion.

Examination Rescheduling

Final examinations must be written during the examination period, as scheduled. At the time of registration, the student must choose courses in such a way that there will be no direct conflicts in the examination schedule for the courses chosen. Occasionally a scheduling conflict may arise for CMU students between examinations for courses taken at CMU and those taken at either the University of Manitoba or The University of Winnipeg. In such circumstances, the student should contact the Registrar at least two weeks before the end of classes to request the rescheduling of an examination. If such a conflict occurs for a visiting student, that student should seek a resolution of the conflict at their home institution.

In a few other situations a CMU student's request for rescheduling an examination will be granted—e.g., serious illness (documented by a doctor's note), accident, or a death in the family. Also, a student may request rescheduling if the examination timetable is such that within one day or within two consecutive days a student is scheduled to write (i) three examinations in three successive examination slots, or (ii) four examinations within five successive examination slots. The student should contact the Registrar at least two weeks before the end of classes to request rescheduling of an examination.

If a CMU student wishes to request the rescheduling of an examination on other grounds, the student must make an appeal in writing to the Academic Student Issues Committee at least two weeks before the beginning of the examination period. Students should be aware that appeals for reasons of personal convenience or to enable vacation travel do not normally succeed. If the appeal is granted, the student must pay a special examination fee before writing the rescheduled examination(s).

Attendance at Term Tests and Final Examinations

Students are responsible to attend term tests and final examinations at their scheduled times. However, students do occasionally miss tests or examinations due to illness or some other unanticipated circumstance. A student who misses a term test must contact the course instructor, providing an explanation for the absence. The instructor has full discretion over rescheduling the test for the student. A student who misses a final examination due to illness, a death in the family, or some other emergency should contact the Registrar to arrange for

another opportunity to write the examination. The student should be prepared to present documentation regarding the circumstances preventing attendance. A student who misses a final examination for any other reason may submit an appeal to the Registrar's Office. The Registrar will adjudicate the appeal in consultation with the course instructor. If the appeal is granted, the student will pay the examination rescheduling fee before writing the examination.

Thesis Writing Procedures

Students enrolled in either CMU's four-year BTS Honours or its four-year Interdisciplinary Honours programs complete theses courses (6 credit hours) as part of those programs' requirements. Students in other fields of study, completing a four-year major, also have the option of applying for a thesis course. Completion of a thesis course may enhance their prospects for admission to a graduate school, especially in cases where the school prefers applicants from honours programs.

Thesis work requires faculty advising, and the viability of any proposal will depend on having a faculty member with the expertise, interest, and time to advise the project. Students thinking about doing a thesis should test their idea in conversation with the faculty member(s) with whom they would like to work. This conversation should happen at the latest early in the semester prior to the planned work.

Eligibility Requirements

- Minimum cumulative GPA of 3.5
- Minimum GPA of 3.8 in courses taken in the major
- Minimum of 75 credit hours of course work completed

The dates outlined in the procedure pertain to students intending to graduate in April. In the case where a November graduation is desirable, the due dates are outlined in the table at the end of this document.

Proposal

The student will provide an initial proposal that includes the following:

- a provisional title for the thesis course
- a description of the proposed thesis (700 words)
- a rationale for how the proposed thesis fits into the student's program and learning objectives (300 words)
- a name of a faculty who is willing to be the advisor of the thesis
- A statement regarding whether application to the Research Ethics Board is required
- A preliminary bibliography of one to two pages.

The student will then submit this information together with a completed Thesis Course Request Form to the

Program Chair. This Form can be obtained from the Registrar's Office or from the Program Chair.

Thesis Writing

The first step in thesis writing is to work with the advisor in reviewing the initial proposal and clarifying the focus of the work. This should include further attention to the central argument or thesis statement, an account of prevailing scholarship including views and methods, an outline of the whole project, and a bibliography. This work may contribute substantially to the introduction and/or first chapter of the thesis.

The Thesis is an extended essay, approximately 12,000 to 15,000 words in length, although the word-count may vary depending on the discipline or the nature of the project. The word-length includes the footnotes and bibliography. After the title page, the thesis must include a page naming the thesis advisor and second reader (see appendix). This should be followed by a 300- to 400-word abstract and then a page outlining the table of contents.

The student must submit an electronic copy of the completed thesis by the date specified in the below table. The thesis advisor has the right to ask for two printed copies in addition to an electronic copy. At this time, the advisor will secure a date and location for the oral presentation.

The advisor and second reader will take a week to evaluate the thesis to determine its readiness for oral presentation. They may agree to proceed with it as submitted, or they may require corrections and revisions. The oral presentation must take place no later than the final Reading Day prior to the beginning of the exam period. The advisor is responsible for publicising the thesis presentation.

The Presentation and Concluding Process

The oral presentation is seventy-five minutes in length, chaired by the thesis advisor and open to the public. The student gives a 10- to 15-minute introduction to the thesis, describes the argument and presents conclusions. The student supplies an abstract of one or two pages, single-spaced, for those attending the presentation. The readers have opportunity to ask questions regarding any aspect of the thesis. Finally, the public has opportunity to ask questions, or offer comments.

After the conclusion of the presentation, the advisor, in consultation with the reader, informs the student regarding the status of the thesis. If no corrections are required, the student submits a copy of the thesis in pdf format, along with the signed non-exclusive license, to the advisor who then submits the thesis to the library director to be archived. If minor corrections are required, the student must complete them within a week following the oral presentation. If major corrections are required, the thesis advisor may direct the student to apply for an

extension of the thesis course. Once all corrections are completed, the student submits a copy of the thesis in pdf format, along with the signed non-exclusive license. It is the responsibility of the advisor and second reader to ensure all corrections are complete and that the final version of the thesis to be archived is properly formatted and overall in excellent order. The advisor, in consultation with the second reader, assigns a letter grade for the thesis.

| | April Defense Date | October Defense Date | December Defense Date |
|-----------------------------|-----------------------------------|-------------------------------------|--------------------------------------|
| Proposal Due Date | May 30 | October 30 | March 30 |
| Thesis Writing | September to March | January to August | May to November |
| Final Thesis Draft Due Date | March 10 | August 31 | November 10 |
| Thesis Oral Defense Date | Prior to April exam period | Prior to September 30 | Prior to December exam period |
| Thesis Corrections Due Date | One week after defense | One week after defense | One week after defense |
| Thesis Grade Due Date | Last day of winter semester | October 20 | Last day of fall semester |

Grades and Grading

Grades

To receive credit for a course, students must obtain one of the following passing grades—A+, A, A-, B+, B, B-, C+, C, C-, D or P. An F is a failing grade. Registrar's Office will make final grades available through the students' portals.

Grade Points and Scale

| Letter Grade | Percentage | Grade Points | Descriptor | Definition |
|--------------|------------|--------------|--------------------|---|
| A+ | 90-100 | 4.5 | Exceptional | Exceeds expectations |
| A | 85-89 | 4.25 | Excellent | |
| A- | 80-84 | 4.0 | Great | |
| B+ | 77-79 | 3.5 | Very Good | Clearly meets expectations |
| B | 73-76 | 3.25 | Good | |
| B- | 70-72 | 3.0 | Proficient | |
| C+ | 67-69 | 2.5 | Satisfactory | Adequately meets expectations |
| C | 63-66 | 2.25 | Acceptable | |
| C- | 60-62 | 2.0 | Adequate | |
| D | 50-59 | 1 | Marginal | Below expectations but minimally acceptable |
| F | 0-49 | 0 | Failure Inadequate | Does not meet minimal expectations |

Grade Point Averages

Grade point averages are calculated as follows: For each course a student has completed, its value in credit hours is multiplied by the grade points corresponding to the grade the student has earned for that course. The product is the number of weighted grade points the student receives for that course. The sum of the weighted grade points received in all courses completed is then divided by the total number of hours of credit taken. The result is the student's cumulative grade point average.

Grade Vetting

CMU is committed to building a culture of fair and consistent grading. This is important for the integrity of the university, for its reputation among other universities, for the integrity of students' transcripts, and for the recognition of these transcripts at other universities. Over the course of a semester, instructors will provide grades to students for each assignment submitted, and at its end instructors will provide a cumulative grade. Those grades are provisional until the completion of a vetting process. Thereafter the Registrar's Office will publish final vetted grades through the transcript function in the student portal. Normally vetted grades will be published by January 15 for courses ending in December, by May 15

for courses ending in April, and by September 20 for courses ending in August.

For various reasons, grades vary from one class to another (e.g., large introductory courses will vary from small upper-level courses). However, if significant anomalies appear in grades for a particular course, an adjustment of grades in that course may be required. The vetting process includes consultation with the instructor. Factors such as the following are considered:

- the class GPA in comparison to the average GPA of all classes for the semester
- the class GPA in comparison to previous years for the same course
- the class GPA in comparison to the GPA in other classes within the same subject area
- the average grades of individual students in the class in comparison to the individual students' GPAs for other courses

Transcripts

The academic transcript is an official university document, signed and sealed by the Registrar. It lists all courses for which a student has registered, final grades that have been assigned, credit hour values, and the cumulative grade point average. Students may order official transcripts by completing a form available on Populi (the student portal) or CMU's website and upon payment of the transcript fee.

Academic Performance

Academic Standing

The purpose of CMU's policy on academic standing is to promote strong academic achievement among students and to provide structure and support for students with academic difficulties.

There are four levels of academic standing at CMU: Satisfactory Standing, Academic Alert, Conditional Continuance, and Academic Suspension. An applicant may receive admission to CMU either in Satisfactory Standing or on Conditional Continuance. An applicant's academic standing at admission is determined by the applicant's level of academic performance in high school or in previous work at other post-secondary institutions.

At the end of each semester, the Registrar's Office will review the performance of all students who have attempted 9 credit hours or more to reassess their academic standing. Assessments will be completed by the middle of January for performance during fall semester, by the end of May for performance during winter semester, and by the middle of September for performance during spring/summer semester.

After performance assessments are completed, the Registrar's Office will notify those students who do not achieve Satisfactory Standing. Academic transcripts will indicate a student's standing if it is Conditional Continuance or Academic Suspension.

The four levels of Academic Standing are defined as follows:

- (i) **Satisfactory Standing:** The student achieves a sessional grade point average (GPA) of at least 2.5, or the student achieves a sessional grade point average of 2.0 and a course completion rate of at least 50%. The course completion rate is calculated by dividing the number of courses a student has completed by the total number of courses in the student's registration for the pertinent academic period. A course is complete if a final grade has been assigned. A course is incomplete if the student withdraws or if a student successfully appeals for an incomplete standing in the course.
- (ii) **Academic Alert:** The student has not satisfied the criteria for Satisfactory Standing but the student's sessional GPA is above 1.4. The student's standing will be reassessed after the student has attempted a minimum of 9 additional credit hours.
- (iii) **Conditional Continuance:** The student has been admitted on Conditional Continuance, or the student's sessional achievement is below the standards set for Academic Alert, or the student has completed 9 credit hours while on Academic Alert but has not achieved the minimum standards to return to Satisfactory Standing, or the student has been found guilty of academic misconduct. The

student's standing will be reassessed after the student has attempted a minimum of 18 additional credit hours.

- (iv) **Academic Suspension:** This standing will apply to two categories of student: (i) the student has attempted 18 credit hours or more while on Conditional Continuance but has not met the minimum academic standards to return to Satisfactory Standing, or (ii) the student has earned a sessional GPA of less than 1.0 in any particular semester and has shown a low level of academic engagement (e.g., missing classes, failing to submit assignments, etc.).

A student with the standing Academic Alert will meet with the Coordinator of Advising to discuss strategies to improve academic performance during the following semester. To achieve Satisfactory Standing, the student must earn a minimum sessional GPA of 2.0 over a minimum of 9 credit hours with a course completion rate of at least 50%. If the student does not achieve this standard, the student may continue, but the student's standing will be Conditional Continuance.

A student on Conditional Continuance will fulfill the following four requirements:

- (i) The student will meet with the Registrar before registering for the following semester. The Registrar will appoint a faculty advisor for the student and advise the student regarding an appropriate course load.
- (ii) The student will attend all classes.
- (iii) The student will prepare a master schedule of tests, examinations, and assignment due dates for submission to the faculty advisor by the end of the third week of classes.
- (iv) The student will develop an academic covenant in consultation with the faculty advisor. An academic covenant is (i) a personalized strategy, based on a careful assessment of factors contributing to the student's academic difficulties, (ii) a commitment by the student to work according to that strategy, and (iii) signed by both the student and the faculty advisor. A key element of the academic covenant will be an arrangement for regular meetings between the student and the faculty advisor, the focus and nature of which will be determined by the strategy. The student will provide copies of the covenant to the Registrar, to the faculty advisor, and retain one for herself/himself.

Students on Conditional Continuance may lose their eligibility to play on CMU's inter-varsity athletic teams or to participate at some levels in student governance. Students on Conditional Continuance who miss classes without adequate explanation, submit assignments late, or violate the covenant in any way (e.g., missing meetings with the faculty advisor) may be subject to disciplinary action. Disciplinary action could include deregistration

from CMU. Such action will be the responsibility of the Registrar's Office.

A student will move from Conditional Continuance to Satisfactory Standing when, over the course of a minimum of 18 credit hours, the student earns a GPA of 2.0 with a course completion rate of at least 50%, or a minimum GPA of 2.5. If the student does not achieve these standards, the student will normally be placed on Academic Suspension. When a student returns to Satisfactory Standing, the Registrar will provide a memorandum of commendation, informing the student of this change in standing.

A student with the standing Academic Suspension may appeal to the Academic Student Issues Committee for re-admission to CMU. If the student has attempted more than 30 credit hours at CMU, the student must accept suspension for a period of one full year before submitting such an appeal. A student who has attempted less than 30 credit hours may make an immediate appeal. During the period of Academic Suspension, the student should develop a strategy to address the factors that contributed to poor academic performance. This could include registering for courses to improve study skills, writing skills, English language skills, etc. Readmitted students will return under the terms of Conditional Continuance.

Dean's Honour Roll

CMU has established a Dean's Honour Roll in order to recognize academic excellence among undergraduate students. At the end of each academic year, all full-time students who have achieved a grade point average of 3.5 or higher over the course of the academic year are placed on the Dean's Honour Roll.

The President's Medal—for Scholarship, Leadership, and Service

The purpose of this award is to recognize and celebrate students graduating with a baccalaureate degree who best represent the ideals of the mission and vision of CMU. The award is shaped by CMU's mission to "inspire and equip for lives of service, leadership, and reconciliation in church and society," and will focus especially on those students whose academic achievement is matched by their growth as well as potential in the practical application of their education. Recipients must have achieved a minimum GPA of 4.0 by January of the pertinent year, completed at least 60 credit hours at CMU, and demonstrated leadership and service within their community. CMU awards two medals each academic year.

Students with Disability

CMU strives to provide a fair and supportive learning environment for academically qualified students with disabilities. The term "disability" refers to both mental and physical conditions which are permanent, ongoing, episodic, or of some persistence, and cause a significant limitation for the person in carrying out some of life's major activities.

CMU's Application for Admission form invites applicants to identify any physical or learning disabilities. It is the applicant's responsibility to make an adequate disclosure to enable CMU to assess its capability to respond to that applicant's disabilities.

When an applicant discloses a disability, the Admissions Counsellor will ask the applicant to provide detailed information by filling out the form entitled Self-Identification for Students with Disabilities. The applicant should normally complete and submit the form at least one month before classes begin.

At least a month before classes begin, applicants with disabilities should seek an interview with either or both the Coordinator of Accessibility Programs and the Registrar to work toward an understanding regarding responsibilities each of CMU and the prospective student will assume to appropriately structure the CMU experience for the prospective student.

The prospective student will normally provide current medical documentation regarding the nature of their disabilities from an appropriately licensed professional. As much as possible, the student should also provide documentation that clearly identifies accommodations needed to enable the prospective student to work or live comfortably on campus at CMU and academic accommodations that would assist the prospective student in their efforts to learn and demonstrate mastery of course content.

The Academic Student Issues Committee, which includes the Coordinator of Accessibility Programs for this agenda, has authority to approve academic accommodations and responsibility to serve as a consultative body for the Registrar and the Coordinator of Accessibility Programs in their administration of academic accommodations.

In all cases where accommodations have implications for the delivery of courses, for tests, or for examinations, the Registrar will communicate them to the student's instructors by way of a memorandum copied to the student. During the first week of classes, the student should seek an interview with each of their instructors to ensure that arrangements are in place in accordance with the Registrar's memorandum.

Work Integrated Learning Confidentiality and Information Sharing Policy

All students in CMU Work Integrated Learning (WIL)² must adhere to the confidentiality requirements set out in this policy and abide by the confidentiality policies of the hosts where they are placed. Students doing a WIL placement in Manitoba must also conform with applicable rules, and exceptions to confidentiality set out in FIPPA and PHIA. Students doing a WIL placement outside of Manitoba also must conform with applicable rules, and exceptions to confidentiality set out in by legislation in the province, territory or country where they are doing their placement. If students have any questions about requirements set out in privacy legislation, they should discuss this with their placement host.

Students working with vulnerable clients must discuss limits to confidentiality with their placement host, and what procedures need to be followed, when, during a confidential communication, someone:

- reveals that a child is being abused or is at risk of abuse.
- indicates that they may be at risk from themselves.
- indicates that they may be an imminent risk to others.

Where students are working with vulnerable clients, limits to confidentiality² should be part of the placement hosts standard client/service recipient confidentiality form and students must advise new clients/service recipients of these limitations at an initial meeting.

Students may at times wish to incorporate examples from a placement in the classroom or in written assignments. Students must abide by the confidentiality policies of the placement agency/organization, preserving client confidentiality through the changing of names or other identifying information, and securing the written consent of the agency, for the use of written or recorded materials in the classroom with the understanding that written or recorded materials are the property of the agency and may not be retained by the student or CMU.

Personal information provided by students to CMU may be shared with potential WIL placement partners for the purpose of arranging practica. Any disclosure of personal information will be done in accordance with CMU's Privacy Policy and only shared on a need-to-know basis. Information may also be shared for the purpose of

evaluating progress in the program; or for providing letters of reference.

Practicum and Field Education Placement Social Media Policy

In addition to the regulations in the *Confidentiality and Information Sharing Policy*, while students are registered in a WIL placement, they will follow these specific restrictions regarding sharing on social media platforms.

- Students must discuss limitations on social media with the placement hosts and abide by the host's regulations as they relate to social media. Where CMU's and a host's policies differ, students must abide by the more stringent regulation.
- Students must not use social media platforms to post confidential, defamatory, harassing, libelous, or obscene content. Such action may result in disciplinary action and/or the termination of their placement. In addition, students may be legally liable for anything they write or present online.
- Students must ensure that any social media comments or posts do not reflect negatively on CMU, the reputation of any employee or student or our placement host agencies, their employees, volunteers, and clients. If students have concerns or criticisms, they should discuss these with a CMU or placement host supervisor, to address issues constructively.

While all students working directly with people will be expected to adhere to ethical and professional best practices relevant to their placement context, students working with vulnerable persons (e.g., children and youth, individuals with disabilities, older adults, etc.) need to take special care. In these cases:

- Students are prohibited from posting any information on social media sites related to client/service recipient information, even if identifiers are removed.
- Students must not use social media platforms to connect with clients/service recipients from their placement(s).
- Students must ensure their social networking sites have the highest privacy controls set. This includes limiting profile visibility, posts, photos, and personal information to trusted contacts only.
- Students must not use messaging or social media platforms to contact clients or respond to clients – unless the social media account is linked solely to the placement site, and there is a prior approval from your agency host to use their social media to contact or respond to clients.

² Includes students performing a general practicum, a practicum for Music Therapy or a Field Education Placement for Social Work.

While engaged in a WIL placement, students should remember that information provided about themselves on social media platforms, including photos, can be accessed by clients/service recipients. It is strongly recommended that students maintain strong privacy settings on their personal social media platforms for their own well-being and safety.

Academic Integrity

Purpose

CMU has a responsibility to set standards of student conduct that promote and maintain an environment in which academic integrity is understood and valued, and serves as the basis for student learning. The objective of this policy is to encourage appropriate student conduct and, when necessary, to identify and regulate student academic misconduct (AM) that infringes on the culture of academic integrity upon which the university is built. The policy seeks to ensure fair and consistent process for students.

Foundations

It is the role of faculty members to design assignments that enable students to develop capacities that will help them to flourish in their various roles in life. Assignments are process-oriented: it is by going through the exercise of completing such assignments, rather than the completed product *per se*, that students develop such competencies. Thus, when students plagiarize or cheat, they are taking a shortcut and avoiding the learning opportunities that form the very purpose of university education. Furthermore, CMU instructors assume that when students hand in an assignment they are claiming that the assignment represents their own work. Thus, when students submit work that is not their own, they deceive the instructor and break down trust between themselves and their instructor. Academic misconduct can thus seriously undermine the relational context in which learning best takes place.

Underlying this policy is the intention that all student encounters with AM processes have as their goal the pedagogical benefit of the student, and their restoration as trusted and valued members of the student community, with the recognition that, in some cases, this will entail consequences that students may experience as punitive, including course failure and even suspension. For this and other reasons, this policy has instructors play an active role in AM procedures, not only because of their intimate knowledge of cases and their relevant scholarly contexts, but also because their existing relationship with students makes it less likely that the student will experience the process as arbitrarily punitive and unfair. Instructor involvement means that the student is more likely to gain pedagogical benefit from the process.

Types of Academic Misconduct

Academic misconduct includes all of the following:

- Plagiarism
- Cheating
- Inappropriate research and writing practices
- Impersonation
- Forging, falsifying, or modifying an academic record
- Encouraging or assisting academic misconduct

Plagiarism is presenting language or an idea from a source of any kind as if it were one's own, that is, without explicitly and clearly citing and documenting the source. The following are examples of plagiarism:

- Copying an essay in its entirety from a single source, or copying sections from several sources and connecting them together with a few sentences of one's own, and submitting the product as one's own work.
- Having another person complete an assignment in whole or in part. This is often referred to as "contract cheating."
- The use of AI tools to generate or paraphrase text when those tools are not permitted by instructor; or, if their use is permitted by the instructor, when that text is presented as the student's own work without acknowledging the AI tool through a reference and documentation.
- Copying a phrase, a sentence, or a paragraph from a source into a written submission without acknowledging the source by providing a reference and documentation.
- Presenting a paraphrase or summary of material from a source in one's paper without acknowledging the source through a reference and documentation.
- Quoting a phrase, sentence, or paragraph from a source without enclosing it in quotation marks or setting it off as a block quotation, even if one is acknowledging the source through a reference and documentation.

As the foregoing examples may suggest, a student may plagiarize intentionally or unintentionally. Sometimes students, due to a lack of understanding or due to negligence, submit assignments in which they have used sources inappropriately or have failed to adequately acknowledge them.

Cheating is dishonest or attempted dishonest conduct during examinations or tests or in the completion of any other requirement for a course, whether this conduct is to benefit oneself or to benefit another student. Cheating includes the following actions, but it could take many other forms:

- Copying from another student's test/examination in the test/examination room, or making one's test/examination visible to another student to copy.
- Communicating with another student during a test or examination.
- Bringing unauthorized material into the test or examination room, whether on paper, in electronic form, or in any other medium.
- Copying from another student's assignment, lab report, problem solutions, etc., and submitting it as one's own work, or making one's own work available for another student to use.
- Submitting the same work for more than one course without gaining permission in advance to do so.

- Acquiring a copy of a test or an examination in advance of the scheduled time for the test or examination.

Inappropriate research and writing practices involve intentionally misrepresenting or falsifying research results. Examples include:

- Fabricating or falsifying research data.
- Manipulating the design of one's research to ensure desired outcomes.
- Using another's research data without permission or attribution.
- Making references either to non-existent resources or to resources unconnected to the material being cited, to give the false appearance of good scholarship.

Impersonation means to present oneself as someone else. To impersonate someone or to arrange for someone to impersonate oneself are acts of misconduct, whether in-person in a classroom or examination room setting, or virtually through an electronic medium.

Forging or modifying academic documents such as tests, examinations, letters of admission, recommendation, permission, academic transcripts, or any other formal academic document of the university are acts of misconduct. Similarly, submitting false or incomplete information by way of a university form is academic misconduct.

Encouraging or assisting another person to do any of the above is itself academic misconduct. Examples include:

- Providing an essay, lab report, or other assignment in whole or in part for another student to submit as their own.
- Providing answers to another student during an exam.
- Providing exam questions to a student who will be writing the same exam at a later time.
- Uploading CMU essays, lab reports, or other assignments to essay vendor or trader sites, i.e., filesharing sites that are known providers of academic material for use by others who submit them to instructors as their own work.

Basic Components of Academic Misconduct Cases

Every case involves a decision about whether AM has occurred, and, if so, what the appropriate consequences are.

1. **Decision:** This decision is to be made by adjudicating the evidence gathered and arguments made by the instructor and the student, according to a balance of probabilities (i.e., whether AM is more likely than not to have occurred)
2. **Consequences:** Appropriate consequences depend on context and follow certain patterns. Further

guidance is given below, under the heading “Consequences.”

Major Cases

While every instance of AM is of some import, some cases are more serious and thus considered to be “major,” either because of the context or the nature of the AM involved. Typically, in major cases of AM, a meeting with the ASIC Subcommittee will be mandatory.

Major cases may include, but are not limited to:

- Significant plagiarism in a work of substantial value.
- Cheating on term test or final exam.
- Contract cheating.
- Impersonation.
- Prior instance(s) of AM.
- AM in the last 30 credit hours of a student’s program.
- AM at the graduate level.
- Forging, falsifying, or modifying an academic record.

Procedure I: Assessments

There are two processes to decide AM cases and assess consequences: *Instructor Assessment* and *ASIC Subcommittee Assessment*. There are two further disciplinary processes related to AM that do not involve a decision about whether AM has occurred. Those are treated below, under the heading “Procedure II: Academic Suspension and Appeals to the VPA.”

When AM issues arise, it is always preferable for the instructor to make first contact with the student about the issue, if possible. Thus, all AM procedures begin with the instructor **gathering evidence, consulting with ASIC, and meeting with the student**, though the aims of that meeting differ depending on the context.

1. **Gather Evidence:** when there is reason to suspect AM, the instructor begins to gather evidence. If there is enough evidence, the instructor proceeds to a consultation with ASIC.
2. **Consult with ASIC:** The instructor consults with the ASIC Co-Chair (AM) to review the situation, confirm that there is reason to suspect AM, and receive guidance about how the case might be best approached. The case is then diverted either to **Instructor Assessment**, or **ASIC Subcommittee Assessment**.

Instructor Assessment

1. **Meeting with Student:** After gathering sufficient evidence, and consulting with the ASIC Co-Chair (AM), the instructor meets with the student to discuss concerns regarding AM (but not accuse, *per se*). In some cases, an instructor may request the support of ASIC in meeting with the student. The meeting should take place as soon as reasonably possible, ideally before subsequent assignments are submitted. The instructor will make all reasonable effort to contact the student. If the student does not

respond or refuses to engage, a decision will be made in the student’s absence.

1.1. Meeting Goals

- 1.1.1. **To gather evidence and better understand the situation.** The purpose of the meeting is to gather and share information about the suspected AM. The instructor will note their suspicions, share what evidence they have, and ask the student for an account of the matter. The student will have an opportunity to share any evidence or material they feel is relevant. If the student has additional evidence, they must submit it within 24 hours of the meeting.

- 1.1.2. **To decide whether AM has occurred.** The instructor will determine whether AM has occurred based on information gathered and according to a balance of probabilities. The instructor may communicate the decision to the student in the meeting. In cases where it is not completely clear that AM has occurred, the instructor may postpone a decision to allow for additional consideration or further consultation with ASIC.

- 1.1.3. **To determine next steps.**

- 1.1.3.1. If AM has not occurred, proceed to step 2.

Report to ASIC.

- 1.1.3.2. If AM has occurred, the instructor will determine consequences according to the guidelines indicated in this policy. Then proceed to 2. **Report to ASIC.**

2. **Report to ASIC.** Regardless of the outcome, the instructor should notify both the ASIC Co-Chair (AM) and the student in writing (via email), including the following information:
 - 2.1. A brief precis of the nature of the AM, including the type(s) of misconduct and a brief description.
 - 2.2. The consequences determined.
 - 2.3. Or, where applicable, a brief account of why the case did not constitute AM.
3. **Appeals.** If a student believes they have been inappropriately sanctioned for AM by their instructor, that student has the right to appeal within fifteen days after receiving notice of the sanction. The appeal will be directed to an ASIC Subcommittee.
 - 3.1. **Grounds for Appeal**
 - 3.1.1. Where there is reason to think the instructor’s decision was incorrect and AM has not, in fact, occurred.
 - 3.1.2. Where process as outlined in this policy was not followed, to the detriment of the student.
 - 3.1.3. Where consequences were disproportionate, or otherwise out of line with policy and past practice.
 - 3.2. **Appeals Process**
 - 3.2.1. **Intent to Appeal.** Students will notify ASIC Co-Chairs (Registrar and AM) of their intent to appeal within 15 days of the instructor’s

decision report. This notice of intent should include a rationale for the appeal.

- 3.2.2. **Notice of Intent Review.** The ASIC Co-Chair (AM) will determine, on the basis of the *Notice of Intent to Appeal* and in consultation with the ASIC Co-Chair (Registrar), whether or not to hear the appeal. An ASIC Subcommittee will hold an appeal hearing if it seems on the face of it that there are grounds for appeal.

- 3.2.2.1. If the ASIC Co-Chair (AM) determines that there do not appear to be grounds for appeal, the ASIC Co-Chair (AM) proceeds to step 4. **Report**, under heading "ASIC Subcommittee Assessment," and notifies the student and Instructor.

- 3.2.2.2. If the ASIC Co-Chair (AM) determines that there appear to be grounds for appeal, the process proceeds to step 2. **ASIC Subcommittee Meeting**, under heading "ASIC Subcommittee Assessment," bypassing 1. **Initial Instructor Meeting with Student**.

ASIC Subcommittee Assessment

1. **Initial Instructor Meeting with Student.** After gathering sufficient evidence, and consulting with the ASIC Co-Chair (AM) to determine there is a possible case of major AM, the instructor meets with the student. The purpose of the meeting is to share and gather information about the suspected AM. The instructor will note their suspicions, share what evidence they have, and ask the student for an account of the matter. The instructor will tell the student it is a suspected case of major AM and that the case will be reviewed by ASIC. The student will have an opportunity to share any evidence or material they feel is relevant. If the student does not respond or refuses to engage, the matter will proceed to the **ASIC Subcommittee Meeting**.

2. ASIC Subcommittee Meeting

2.1. Meeting Participants

- 2.1.1. ASIC Subcommittee: ASIC Co-Chair (AM) plus one faculty representative, on a rotating basis.
- 2.1.2. The instructor (or representative). If the instructor is unable to attend, they should submit in writing (e.g., by email) at least a brief statement of their argument why AM has occurred for the ASIC Subcommittee to weigh against the student's claims.
- 2.1.3. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student. ASIC will make all reasonable effort to contact the student. If the student does not respond or refuses to engage, a decision will be made in the student's absence.

2.2. Meeting Preparation

- 2.2.1. Relevant files for discussion will be circulated to all participants of the meeting one business day in advance. This will include the nature of the accusation, accompanied by all evidence, with time for all to review. If the student has additional evidence, they must submit it to the ASIC Co-Chair (AM) two business days in advance of the meeting.

2.3. Meeting Goals

- 2.3.1. **To hear and evaluate evidence.** All participants will have the opportunity to present and respond to evidence and ask questions.
- 2.3.2. **To decide whether AM has occurred.** The ASIC Subcommittee will determine whether AM has occurred based on information gathered and according to a balance of probabilities. The meeting will typically involve a time in which the student and instructor are excused for the Subcommittee to confer about the case, but the Subcommittee will normally make a decision before the conclusion of the meeting, while the student is still present. Occasionally the Subcommittee may delay the decision to gather more evidence or consult more broadly before making a decision. In such cases, the Subcommittee will reconvene the meeting to give the student a chance to respond to any additional evidence. In cases where there is disagreement between the two members of the ASIC Subcommittee, the question will be referred to the larger ASIC.

2.3.3. To determine next steps.

- 2.3.3.1. If AM has not occurred, proceed to step 4. **Report**.
- 2.3.3.2. If major AM has occurred, the ASIC Subcommittee determines consequences according to guidelines indicated in this policy. If the ASIC Subcommittee determines consequences of an F in the course or greater, the process proceeds to 3. **Decision Review**. Otherwise, it proceeds to 4. **Report**.
- 2.3.3.3. In cases of appeal, the ASIC Subcommittee determines whether the instructor's consequences are appropriate. The committee may choose to uphold the decision of the instructor or may determine different consequences. The decision of the Subcommittee is final. The process proceeds to 4. **Report**.

3. Decision Review

- 3.1. In cases where the Subcommittee determines consequences of an F in the course or greater, the decision and its consequences must be ratified by the rest of ASIC. This ensures a) that the decision and consequences assessed by the Subcommittee are consistent with past practice; and b) that any

additional matters not satisfactorily addressed by the Subcommittee meeting are considered (e.g., to discuss whether an additional course penalty or suspension is warranted).

4. **Report.** Regardless of the outcome, the ASIC Co-Chair (AM) will notify both the student and the instructor in writing (via email), including the following information:
 - 4.1. A brief precis of the nature of the AM, including the type(s) of misconduct and a brief description.
 - 4.2. The consequences determined and contributing factors.
 - 4.3. Or, where applicable, a brief account of why the case did not constitute AM.
5. **Appeals.** See below, **Appeals to the VPA.**

Consequences

The maximum penalty an instructor may assess is a 0 in an assignment. Consequences as severe as a course failure should only arise in major cases and should thus be processed by ASIC. When discussing the range of possible consequences, faculty may look for direction from their consultation with ASIC.

Factors in Determining Consequences:

- a. The severity and the extent of the misconduct.
- b. The nature and weight of the assignment.
- c. Whether the student has committed a previous offence.
- d. Whether there is evidence of honest misunderstanding of expectations, or of an intent to deceive.
- e. Whether the student indicates a willingness to admit errors and learn.
- f. The year in which the student is enrolled and level of studies (i.e., bachelor's or master's).
- g. The experience a student has with Canadian academic expectations.
- h. The pedagogical needs of the student.
- i. Past precedent.

Consequences in Cases Assessed by Instructors

The hope in Instructor meetings is that a case reaches a resolution in which the student and the instructor (as well as any other relevant parties) mutually and voluntarily agree upon a path toward repairing any harms and achieving the relevant pedagogical goals. Occasionally such resolutions are not forthcoming, and instructors will have to assess consequences unilaterally.

Typical consequences assessed by the instructor may include:

- a. A warning.
- b. A requirement to correct and resubmit an assignment (e.g., by fixing citations, other issues).
- c. A requirement to rewrite an assignment.
- d. A reduced or a failing grade for the assignment.

Consequences in Major Cases Handled by ASIC Subcommittee

The hope in ASIC Subcommittee meetings is still that the case resolves with the student better oriented toward achieving the relevant pedagogical goals. Given the normal context of ASIC Subcommittee meetings, however, this is less likely to be achieved than in cases assessed by instructors.

Typical consequences in major cases assessed by ASIC Subcommittee may include, in addition to or in place of above:

- a. A failing grade for the course. The student will not have the option of withdrawing from the course to avoid an F on the transcript.
- b. Remedial work and/or additional course work.
- c. Conditional continuance status. In all cases of major AM, the student will be placed on Conditional Continuance.
- d. Mandatory academic tutoring.
- e. Academic Misconduct in a course taken within the last 30 credit hours of a student's program will normally result in a failing grade for the course and in postponement of graduation to provide time for the student to re-establish integrity. Normally, the student will have an opportunity to re-establish academic integrity and graduate by completing one course to replace the course that was failed, plus at least one additional course.

Procedure II: Academic Suspension and Appeals to the VPA

There are two further disciplinary processes related to AM that do not involve a decision about whether AM has occurred: *Academic Suspension* and *Appeals to the VPA*.

Academic Suspension

When a student commits multiple cases of AM and seems unwilling or unable to learn from their mistakes, they have significantly disengaged from the learning process. ASIC may decide that such students should be considered for a one-year suspension. In such cases, an additional meeting shall be held to review the matter.

1. Meeting Personnel

- 1.1. ASIC, or a representation thereof, normally including at least both ASIC Co-Chairs (Registrar and AM), one representative of Student Life, and two faculty representatives.
- 1.2. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student. ASIC will make all reasonable effort to contact the student. If the student does not respond or refuses to engage, a decision will be made in the student's absence.
- 1.3. The meeting will be chaired by the ASIC Co-Chair (Registrar).

2. Meeting Preparation

- 2.1. All members of the meeting should have copies of all relevant files for discussion circulated at least 24 hours in advance. In suspension hearings this will normally be comprised of past communications regarding previous instances of AM.

3. Meeting Goals

- 3.1. To determine whether the level and number of AM cases and the likelihood of committing future AM warrant suspension.
- 3.2. The meeting will typically involve a time in which the student is excused for ASIC to confer about the case, but ASIC will normally make a decision before the conclusion of the meeting, while the student is still present.
- 3.3. ASIC will seek to make the decision to suspend by consensus, but if consensus cannot be reached a decision can be made with one dissenting vote.

4. Report

- 4.1. Where a suspension has been assessed, the ASIC Co-Chair (Registrar) will notify the student in writing, including a brief account of the reasons for suspension.

5. Suspension

- 5.1. Academic suspension from the university lasts a minimum of one full academic year. If a student is suspended on account of academic misconduct, the student's academic transcript will indicate academic misconduct as the basis for suspension.

6. Reinstatement After Suspension

- 6.1. The student may apply to the Registrar in writing for reinstatement after a period of one year. The appeal must be made a minimum of one month in advance of the intended start date. In the written application, the student should indicate that they understand the reasons for their suspension, and articulate why they are now prepared to carry out their studies in good standing and are unlikely to commit further AM. The Registrar will then interview the student in a meeting that includes the ASIC Co-Chair (AM) for consultative purposes. The Registrar will consult as appropriate but the decision to reinstate the student remains the prerogative of the Registrar.
- 6.2. If reinstatement is granted, the student will return with the standing of Conditional Continuance. During the period the student has this standing, the student's instructors will give attention to assisting the student in practising academic integrity. If the student completes this period and achieves Satisfactory Standing, that student may appeal for the removal of the notation regarding academic misconduct from their transcript.

Appeals to the VPA

If a student believes they have been inappropriately sanctioned for major AM, that student has the right to appeal within fifteen days after receiving notice of the

sanction. The appeal will be directed to the Vice President Academic.

1. Grounds for Appeal

- 1.1. Where process as outlined in this policy was not followed, to the detriment of the student.
- 1.2. Where consequences were disproportionate, or otherwise out of line with policy and past practice.
- 1.3. Conversely, the argument that AM has not occurred will not be considered grounds for appeal.

2. Appeals Process

- 2.1. **Intent to Appeal.** Students will notify ASIC Co-Chairs (Registrar and AM) of their intent to appeal within 15 days of the ASIC Subcommittee decision report.
- 2.2. **Statement of Appeal.** Within a reasonable timeframe, the student will follow the notice of intent to appeal with a written *Statement of Appeal* addressed to the VPA, submitted to the ASIC Co-Chair (Registrar), that includes:
 - 2.2.1. A request for the VPA to hear the student's appeal.
 - 2.2.2. A summary of the Subcommittee's decision, and any other relevant history and context.
 - 2.2.3. A rationale for the appeal.
- 2.3. **Statement Review.** The VPA will determine, on the basis of the *Statement of Appeal*, whether or not to hold an appeal hearing. The VPA will hold an appeal hearing if it seems on the face of it that there are grounds for appeal.
 - 2.3.1. If the VPA determines that there do not appear to be grounds for appeal, the VPA proceeds to step 2.5 **VPA Report**, and notifies the student and ASIC Co-Chair (AM).
 - 2.3.2. If the VPA determines that there appear to be grounds for appeal, the VPA proceeds to step 2.4. **Appeal Meeting.**
- 2.4. **Appeal Meeting**
 - 2.4.1. **Meeting Personnel**
 - 2.4.1.1. The VPA.
 - 2.4.1.2. The ASIC Co-Chair (AM), as a representative of the existing decision and consequences.
 - 2.4.1.3. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student.
 - 2.4.2. **Meeting Preparation**
 - 2.4.2.1. The VPA may request from ASIC Co-Chair (AM) any files relevant to the case, including both materials pertinent to the case at hand, as well as any other files related to past student conduct pertaining to AM.
 - 2.4.2.2. All members of the meeting should have copies of all relevant files for discussion circulated at least 24 hours in advance (including both student conduct files and the student's *Statement of Appeal*).

2.4.3. Meeting Goals

- 2.4.3.1. To determine whether there are good grounds to appeal that should result in an overturning of ASIC's decision or a modification of consequences.

2.5. VPA Report

- 2.5.1. The decision of the VPA is not subject to further appeal. Regardless of the outcome, the VPA will notify the student and both ASIC Co-Chairs in writing (via email), including the following information:
 - 2.5.1.1. The appeal decision.
 - 2.5.1.2. The rationale for the decision.

Appeals

Various Academic Matters

Students should direct appeals pertaining to curricular matters (e.g., regarding exemption from a requirement or a substitution for a required course) to the Curriculum Appeals Committee. Appeals pertaining to other academic matters (e.g., regarding scheduling of examinations, extensions beyond the end of semester for a course, etc.) should be directed to the Academic Student Issues Committee. Students should submit all appeals in writing through the Registrar's Office.

An appeal consists of a statement of the requested exemption or variance and an argument or an explanation in support of the request. For the appeal to succeed, the argument or explanation must convince the committee that will consider the appeal. The Registrar will communicate committee's decision in writing to the student.

Grades

Faculty members at CMU are committed to evaluating students' work fairly. A student who believes that a grade assigned on a particular submission is unjust may appeal to have the grade reviewed. The student will first meet with the instructor to present a case for a higher grade and to request a new evaluation of the submission in question. If this step does not result in satisfactory resolution, the student may submit a written appeal to the Registrar. The appeal will consist of a copy of the particular submission in question together with the case the student has developed in support of a higher grade. The Registrar will forward completed appeals to the Academic Dean, who, in consultation with the instructor, will appoint a second faculty member to evaluate the submission. The Academic Dean and the instructor, in consultation, will use the results of the second faculty member's evaluation to determine a grade for the submission. Appeal of grades on particular submissions will not normally be allowed after the end of the semester.

A student who believes that a final grade recorded on the transcript of grades is incorrect will send a written request both to the course instructor and to the Registrar's Office, requesting that the grade be checked.

A student who believes that a final grade recorded on the transcript of grades is unjust may, within six weeks of the publication of the transcript, appeal in writing to the Registrar's Office to have the grade reviewed. The appeal will consist of all the materials submitted for evaluation in the course together with a case the student develops in support of a higher grade. A processing fee will be charged to the student for each appeal submitted. (For the amount of the fee, see the schedule of fees published on the website.)

Authorized Withdrawal

In exceptional circumstances, illness, grief, or some other factors may impede a student in taking appropriate action to voluntarily withdraw from a course before the last date for such action has elapsed. In such circumstances, a student may appeal to the Academic Student Issues Committee to give consideration to an authorized withdrawal. The appeal together with supporting documentation should be routed through the Registrar's Office. Normally such an appeal should be submitted within one year of the end of the semester containing the course registration from which the student requests authorized withdrawal.

When the Academic Student Issues Committee grants an appeal, the Registrar will enter a grade of AW for 'authorized withdrawal' into the student's academic record for the courses concerned. The student will not receive credit for the course and it will not be calculated in the grade point average. There will be no tuition refunds payable, though there may be instances in which tuition credit will be granted in accordance with CMU's policy regarding withdrawals for medical reasons.

Authorized Leave Policy

A student may request an authorized leave of study from their program for the following reasons:

- Parental care for an infant or young child
- Medical reasons (physical or mental)
- Compassionate reasons (death or serious medical emergency of a family member)

An authorized leave may be requested for a period not to exceed one year. Whenever possible, the authorized leave request will be made prior to the start of the term(s) for which it is requested. In cases of an unanticipated leave, the request will be made during the term. The request, together with supporting documentation, should be submitted to the Registrar for consideration. The request must include rationale, supporting documentation, and proposed dates for the leave.

A student must be in good financial standing at CMU prior to an appeal being considered. If the leave is approved, a note will be placed on the student's transcript indicating the dates of the leave. Students are reminded that even if they are granted a leave of absence, courses students need in order to complete program requirements or new program requirements may not be available in the year that students return from an approved leave of absence. This may delay the anticipated graduation date for a student.

A student may defer an award granted by the university provided this meets the conditions of the award. The award may be deferred for the period of the approved leave. A non-refundable deposit may be required to secure the award for the following year.

International students must consult with Immigration, Refugees and Citizenship Canada to understand how an authorized leave may impact their immigration status.

Bachelor of Social Work Students:

The social work program requires students to remain in continuous full-time enrollment each academic year until degree requirements are met. There may be other reasons, not named in the authorized leave policy, for which a student may need to request a leave from the program. Such leaves of absence must be applied for and approved by the Registrar and chair of social work.

Forfeiture of Credit Previously Earned

Students who have not registered at any university or degree-granting institution for at least three years since last attending at CMU may choose to forfeit all their previous credits earned at CMU. Students who choose this option must submit their requests in writing to the Registrar's Office.

Students may elect to forfeit credits at the time of their returning to CMU, or they may take such action at any time before graduation. The forfeiture will apply only to and to all those courses attempted or completed before the minimum three-year absence from post-secondary educational institutions.

When a student elects to forfeit credits, the courses the student previously attempted or completed continue to appear on the student's transcript together with the grades the student earned. However, the credit value of each course is set to zero so that the transcript shows zero attempted credit hours and zero accumulated credit hours.

Graduation

Convocation

The graduation weekend in April is an important event at CMU. It marks the official culmination of studies for graduating students. It is a community event because academic work is more than an individualistic endeavour; the CMU community is an important part of the learning that takes place. Through graduation events, the CMU community formally acknowledges the graduating class. All graduating students are strongly encouraged to participate in the events. Graduands who are unable to attend must send a written notice to the Registrar's Office by February 1 of their graduating year.

Students who believe they will be eligible to participate in the graduation events in any particular year must complete and submit a graduation application form and pay the graduation fee.

At the convocation ceremony a student will have status as one of the following:

- (i) **Graduand:** A student who has met all degree requirements. Graduands will receive an official degree parchment at convocation.
- (ii) **Conditional Graduand:** A student who has completed courses to cover all degree requirements but whose grades have not all reached Registrar's Office. For example, the student may have taken a course at another institution during the final semester. When the Registrar's Office receives the final grades, it will provide the degree parchment to the student. If the final grades do not reach the Registrar's Office by June 30, the conditional graduation status lapses. The student must apply again for graduation.
- (iii) **Participant:** A student who has completed the academic writing requirement and enough courses to be within 6 credit hours of completing the programs with a minimum GPA of 2.0. After a subsequent academic session, when a participant has completed all the remaining requirements of the degree program, the participant will notify the Registrar's Office to request conferral of the degree.

CMU also confers degrees in November but without a convocation ceremony. Students who believe they qualify to graduate in November must apply in writing to the Registrar by the end of September. If the final required courses are taken at another institution, a transcript must be received by the Registrar's Office by October 15.

Completing a Second Major

Students may include a second major within either the four- or the three-year Bachelor of Arts program by completing all the requirements of each major. Some courses qualify to meet requirements in several different

majors. Students may count a maximum of 6 credit hours of such courses toward the requirements of each of two three-year majors, and 12 credit hours toward the requirements of each of two four-year majors.

Completing a Second Baccalaureate Degree

Students who already hold a baccalaureate degree may earn a second baccalaureate degree from CMU by completing the residency requirements as well as all the particular requirements of the degree sought. Credits earned to satisfy the requirements of the first degree may be used, wherever pertinent, to satisfy requirements of the second degree. Thus, to earn a second baccalaureate degree that is a three-year degree, a student must complete at least another 30 credit hours to meet the residency requirement of the second degree. To earn a second degree that is a four-year degree, a student must complete at least another 60 credit hours to meet the residency requirements of the second degree.

If a student has completed a three-year degree with a particular major and wishes to upgrade it to a four-year degree with that same major, the student may complete the additional requirements of the four-year degree, surrender the degree parchment obtained for the three-year degree, and receive the four-year degree parchment in its place. The student's transcript will indicate only the awarding of the four-year degree.

Adding a Credential to a Degree already Earned

A student may add a credential (a major, a minor, a concentration) to a degree already earned at CMU by completing the requirements of the desired credential. This must occur within five years of the year in which the student graduated. The additional credential will appear in the student's transcript.

Revision or Discontinuance of an Academic Program

When CMU revises or discontinues an academic program, students already in that program may finish that program by fulfilling the requirements in effect at the time of their initial registrations. They will have a maximum time frame of six years from the year of their initial registration. Thereafter, students must choose a new program or fulfill the revised requirements of the program.

Degree Specific Policies

Bachelor of Social Work: Academic Standing Policy

Purpose

Fair and equitable academic standards are necessary to ensure the quality of the program and educational outcomes of the curriculum are met. The academic standing policy is one way to ensure graduates are qualified and capable social workers.

Guidelines

To remain in good academic standing in each semester of the social work program, students are required to meet all of the following standards:

1. Remain in good academic standing as outlined by CMU's Academic Standing Policy.
2. Achieve a minimum grade of C+ in all social work courses (SWRK prefix)
3. A passing grade in field education courses.

Students who fail to meet the requirements of clause 1 above will be placed on academic alert, conditional continuance, or academic suspension, as outlined in CMU's Academic Standing Policy.

Students who fail to meet the requirements of clause 2 or 3 above will normally be permitted to repeat a given course only once and may not repeat more than three social work courses in the entire program. If this occurs, a student will be dismissed from the program. If students have need to retake more than three social work courses and they have compelling reasons for why this is the case, they are encouraged to speak to their advisor.

If a student does not meet the academic requirements for continuance in the social work program, the student will be dismissed from the program. The chair of the social work department will confirm the dismissal in writing (via email) and copy the Registrar on the correspondence.

Reinstatement After Dismissal

Reinstatement into the social work program is not guaranteed and a student must apply for reinstatement. A student may encounter two different dismissal scenarios:

- A student has been dismissed from the social work program and may continue studying at CMU.
- A student has been dismissed from the social work program and has been suspended from the university.

Reinstatement after Dismissal from Social Work

In cases where a student has been dismissed from the social work program and may continue studying at CMU, the reinstatement process is as follows:

1. The student may apply to the chair of social work in writing for reinstatement after a period of one year. The appeal must be made a minimum of one month

in advance of the intended start date. In the written application, the student should indicate that they understand the reasons for their dismissal and articulate why they are now prepared to carry out their studies in good academic standing. The chair of social work will consult with the Registrar regarding overall academic performance. The chair of social work will consult as appropriate but the decision to reinstate the student into the social work program remains the prerogative of the chair.

2. If reinstatement is granted, the student will return with the standing of Conditional Continuance. During the period the student has this standing, the student's instructors will monitor the student's performance. If the student completes this period and achieves satisfactory grades, the student's status will change to Satisfactory Standing.

Reinstatement after Dismissal from Social Work and CMU

In cases where a student has been dismissed from the social work program and suspended from the university, the student must first be reinstated to CMU prior to appealing for reinstatement to the social work program. See CMU's Academic Standing Policy regarding process for reinstatement to CMU. If the student is reinstated to CMU, the student will then follow the process identified above to seek reinstatement to the social work program.

Appeals

If a student believes they have been inappropriately dismissed or denied reinstatement without just cause, that student has the right to appeal to the Academic Student Issues Committee (ASIC) within fifteen days after receiving notification. The appeal will be directed to the Registrar. The student may appeal on the following grounds:

- Where process as outlined in this policy was not followed, to the detriment of the student.
- Where consequences were disproportionate, or otherwise out of line with policy and past practice.
- Conversely, the argument that unethical or inappropriate behaviour has not occurred will not be considered grounds for appeal.

Academic Student Issues Committee will consider particulars the appeal and evidence provided by the student as well as information from the social work department. The decision of ASIC is not subject to further appeal. The chair of ASIC will inform both the student and the chair of social work the appeal decision and the rationale.

Bachelor of Social Work: Admissions Policy

Purpose and Scope

There are two distinct admissions processes: admission to CMU and admission to the CMU social work program. A student must first be admitted to CMU prior to being admitted to the social work program. The admission process to the CMU BSW program occurs after the first year (or the acquisition of 27 credit hours) of university-level study. The following will clarify what is expected of applicants as they apply for admission from the point of submitting said application. Further, it will detail the process of determining who will be offered a letter of acceptance.

Principles

Admission of applicants to the Bachelor of Social Work program is guided by the admission standards of the social work program. The number of applicants admitted each year depends on the number of qualified applicants applying and the available resources within the social work program. An initial screening for admission is based on Adjusted Grade Point Average (AGPA). Applicants who meet the minimum AGPA will be screened based on their personal statement, relevant work/volunteer experience, two letters of reference (one work/volunteer and one academic) and, if applicable, an indication of equity. Successful applicants at this point will be required to participate in an interview as part of the admission process.

Guidelines

Key to the admission process is the determination of successful applicants by the following:

1. Submission of completed social work application before closing date.
2. AGPA of 2.5 (see exception under "Former Child in Care").
3. Evidence of suitability for the social work profession.

Admission Requirements

Applicants must meet all Canadian Mennonite University and program admission requirements. Students may be admitted to the social work program through one of the following ways:

- Current CMU student completing pre-Bachelor of Social Work courses.
- Transfer Student.

Admission Criteria for CMU Students

Students currently studying at CMU, who have completed 27 credit hours, including SWRK-1000 Exploring Social Work Practice, by the end of the winter semester may apply for admission to the social work program. Applicants must possess relevant work or volunteer experience. A minimum AGPA of 2.5 is required for admission to the program. Applicants complete the

application process online for admission to the social work Program.

Admission Criteria for Transfer Students

Applicants who possess 27 credit hours of transfer courses, including SWRK-1000 Exploring Social Work Practice or an equivalent, by the end of the winter semester may apply for admission to the social work program. Applicants must have relevant work or volunteer experience. A minimum AGPA of 2.5 is required for admission to the program. A student who meets the minimum admission requirements is not automatically assured of an offer of admission but will need to apply online.

Educational Equity in Admissions

The social work department aims to promote access based on equity and social justice and believe in the importance of greater representation of under-represented groups in Canada in the social work profession. We also recognize that equity seeking groups may not have had the same advantages or access to resources available to other applicants. Applicants to the social work program are eligible for Educational Equity under CMU's Equity Diversity and Inclusion (EDI) definition (see cmu.ca/research-office/public-accountability). At the admissions stage, consideration will be given to applicants who identify as an EDI priority group or as a former child in care. What this means is that membership in the following equity groups will result in an adjustment to the overall score of your formal application.

EDI Priority Group: Indigenous, Black, and People of Colour, 2SLGBTQ+ people, people with disabilities, people experiencing economic marginalization, and Former Child in Care.

Former Child in Care: Applicants who self-identify as being a former child in care are eligible to admission after the first year of study and a minimum of 21 credit hours, including SWRK-1000 Exploring Social Work Practice and possess a minimum AGPA of 2.0. Successful applicants may attend under Conditional Acceptance*.

Procedures

Once the applications go live and until the deadline for submission, the admissions department will track and ensure applicants are supported in completing their individual applications for consideration. The total pool of applications is initially reviewed by the admissions department and completed application files are referred to the Social Work Admissions Review Committee.

A student who meets the minimum admission requirements is not automatically assured of an offer of admission. A set number of students will be admitted to the Bachelor of Social Work program and this number

may vary from year to year. The committee reviews and scores all applicants according to the below metric:

- AGPA: 30%
- Academic References: 25%
- Work and Volunteer: 20%
- Personal Statement: 25%

The applications will be ranked in order of the admissions review scores and a select number of applicants will be invited to interview for a spot in the program. The interview with the Social Work Admissions Review Committee will be 20 minutes in duration. The committee will independently score each applicant, engage in discussion about each interview, and arrive at consensus as to the final scores.

Final admission to the BSW program will be weighted accordingly:

- Admissions package (AGPA, Academic References, Work and Volunteer, Personal Statement): 50%
- Interview: 50%

The final scores will be adjusted based on the EDI criteria outlined above. The final scores will be adjusted as follows:

- Additional 25% to total (Final) when Former Child in Care
- Additional 10% to total (standard EDI)

The final scores will be communicated back to the admissions department who will prepare letters of acceptance along with copies of the Social Work Professional Readiness and Suitability Policy and the Academic Standing Policy which via signature will constitute both acceptance and understanding and receipt of the attached policies. These will be sent out to the top selected applicants. In the event that there is room for additional seats in the program (either due to attrition, rejection of acceptance, or concerns at the interview stage), the next highest applications will be invited for additional interviews and assessment.

Admittance

- The social work department will not defer any admissions to the program. If a student cannot begin studies in the term for which they are admitted, the student will need to reapply in a future year.
- A student must accept the offer for admission to secure a place in the program.
- All students who have accepted the offer for admission are required to submit a Child Abuse Registry, Adult Vulnerable Person, and Criminal Record Check to the social work department at the beginning of the fall semester.
- All students admitted to the social work program must satisfy the continuance and suitability criteria to remain in the program. Performance is reviewed at the end of each semester.

*Conditional Acceptance is a form of probationary status where students must enroll in ACWR-1010 Writing for Academic Purposes during their first semester at CMU. Course registration during this time is limited to 18 credit hours (i.e., three courses per fall and winter semester each). Further expectations include needing to meet regularly with a faculty advisor over this year. In order to proceed, students will need to achieve a minimum GPA of 2.0 for these 18 credit hours completed in the first academic year.

Bachelor of Social Work: Degree Completion Policy

The maximum time for completion of a Bachelor of Social Work is 10 years from date of the start of courses within the Bachelor of Social Work program. Any approved leaves of absence are counted within the 10 years.

Procedures

While students are encouraged to review their student enrolment status, the Registrar at CMU will review each new academic year and notify students within two years of their being at risk of program discontinuance. Students are encouraged to seek out their academic advisor to discuss how to complete their program of study within the 10-year period.

If students do not meet the requirements for continuance in the social work program via having reached the 10-year limit, termination is confirmed by the chair of social work in writing. A copy of the correspondence is sent to the student as well as to the Academic Dean and Registrar.

Students dismissed from the social work program for failing to achieve a grade of C+ in more than two social work courses will not be readmitted to the program. Students who are dismissed for other reasons may reapply to the program after 12 months.

Note the exception that for applicants that are enrolled as Former Child in Care, they may attend under Conditional Acceptance and will need to achieve a 2.5 CGPA for the final 30 credit hours completed at CMU to complete the BSW.

Bachelor of Social Work: Professional Readiness and Suitability Policy

Purpose

All Bachelor of Social Work students are expected to demonstrate attitudes, values, and conduct that are consistent with the Canadian Association of Social Workers' (CASWE) Codes of Ethics and the Manitoba College of Social Workers' (MCSW) Standards of Practice during classroom participation, in written assignments, presentations, and field contexts.

Students are expected to be independently familiar and current with all policies and procedures including, but not limited to: The Canadian Association of Social Workers (CASW) Code of Ethics and Guidelines for Ethical Practice; the Manitoba College of Social Workers (MCSW) Code of Ethics and Standards of Practice; and relevant University College and Practicum policies, and agency policies, regulations, and procedures.

All students at CMU are required to comply with course regulations, the policy on harassment and discrimination, academic appeal and dismissal procedures, and other relevant policies. Students enrolled in the CMU social work program have additional responsibilities regarding personal and professional suitability through compliance with specific social work policies included in the CMU Academic Calendar and in the Student and Field Education handbooks.

Guidelines

A professional readiness and suitability review is to be applied when a concern is raised that a student is failing to maintain suitability for professional social work practice. This includes but is not limited to evidence of a violation of the CASW Code of Ethics, or of either the Federal and/or Manitoba Human Rights Act. A review process is conducted if incidents are persistent (i.e., despite documented feedback from faculty/field liaison) and/or in the case of serious unethical behaviour (i.e. violation of the CASW/MCSW Code of Ethics, Standards of Practice). The following is a non-exhaustive list of circumstances that may raise concerns about professional suitability (whether or not they have caused harm) leading to initiation of a review process:

- Attempts to gain advantage or deceive, through falsification, forgery, or misuse of any record or document, or through false statements or representations including but not limited to academic integrity. Any academic misconduct instances in the classroom setting will fall within the purview of CMU's Academic Standing Policy.
- Harassment, or any threat, intimidation, or attempt to harm another person.
- Engage in behaviours that are detrimental to the physical, emotional and mental well being of others including peers, workers and those served.
- Substance use that interferes with a student's ability to function within a professional context.
- A physical or mental condition which impairs essential social work performance-including academic standards needed to achieve appropriate social work education recognizing that reasonable accommodation for the special needs of individuals is required by the Manitoba Human Rights Act.
- Prevention or intent to prevent any person from exercising or intending to exercise his or her right to freedom of speech or freedom of belief.

- Serious and/or persistent conduct that is in direct violation of any CMU policy that exists to protect the safety and/or well being of all persons involved in the body politic of CMU, including staff, students and faculty.
- A conviction due to a violation of the Criminal Code of Canada, which demonstrates lack of judgment and integrity, including, but not limited to, physical assault, sexual assault, human or drug trafficking.
- Concealment or distortion of the truth on the application for admission to the CMU social work program or CMU. This is considered academic misconduct under CMU's Academic Integrity policy.
- Persistent and/or serious conduct that contravenes the policies of the practicum setting (applies to students in practicum).
- Imposing stereotypes on a client, including behaviour, values, or roles related to race, ethnicity, religion, marital status, gender, sexual orientation, age, socio-economic status, income source or amount, political affiliation, disability or diagnosis, or national origin, that would interfere with the provision of professional services to the client.
- Persistent and/or serious inability to form a professional, helping relationship based on an empathetic understanding of the client's experience.

Limits of Confidentiality

CMU's social work program must balance the need for confidentiality against its duty to protect present and future students or persons who might otherwise be placed in jeopardy by a student who is acting in an unprofessional or unethical manner. Information disclosed during meetings with instructors, program or practicum coordinators and Field Instructors, or the chair will not be kept confidential if the information raises concerns about the student's capability of assuming the professional responsibilities of social work practice. Instructors and/or program coordinators and/or the chair will share pertinent information with each other in a respectful and professional manner, for the purpose of identifying student issues and enhancing problem solving about the concerns. CMU's social work program reserves the right to share information with the university or third parties as required by law and university regulations.

Basic Components of Professional Suitability Cases

Every case involves a decision about whether a student's actions have not demonstrated professional readiness/suitability, and, if so, what are the appropriate consequences.

1. **Assessment:** Information is gathered
2. **Decision:** This decision is to be made by adjudicating the evidence gathered and arguments made by the instructor or field liaison, and the student, according to a balance of probabilities

3. **Consequences:** Appropriate consequences depend on context and follow certain patterns. Further guidance is given below, under the heading "Consequences."

Procedure I: Assessments

There are three stages of review in CMU's social work program regarding behaviour that is not consistent with the recognized ethics and standards of the profession of social work. The stage of review is dependent upon the seriousness of the allegation of the breach of this policy. The overall commitment of the social work department is to resolve any concern related to professional conduct of a student, at stage one or stage two through a mediation approach with the student. Records of any incidents that are subject to the review process will be placed in the student file by the chair of social work.

When a concern about a student's professional behaviour first arises, it is preferable for the instructor to make first contact with the student about the issue. Thus, all professional readiness and suitability procedures begin with the instructor/field liaison **gathering evidence, consulting with the chair of social work, and meeting with the student**, though the aims of that meeting differ depending on the context.

1. **Gather Evidence:** when there is reason to suspect a concern about a student's professional behaviour, the instructor/field liaison, begins to gather evidence. If there is enough evidence, the instructor/field liaison proceeds to a consultation with the chair of social work.
2. **Chair of Social Work:** The instructor/field liaison consults with the chair of social work to review the situation, confirm that there is reason to suspect a professional behavioural concern, and receive guidance about how the case might be best approached. The case is then diverted to stage one, two, or three.

Stage One: Instructor/Field Liaison Assessment and Meeting with the Student

1. **Meeting with Student:** After gathering sufficient evidence, and consulting with the chair of social work, the instructor/field liaison meets with the student to discuss concerns regarding the behaviour. In some cases, an instructor may request the support of the chair of social work in meeting with the student. If the instructor is unable to meet with the student, the instructor must provide sufficient information to the chair of social work to warrant a meeting. The meeting should take place as soon as reasonably possible, to reduce the likelihood of continued behaviour. The instructor will make all reasonable effort to contact the student. If the student does not respond or refuses to engage, a decision will be made in the student's absence. If the problem arises in practicum, the Field Instructor will

discuss the concerns directly with the student and Faculty Liaison, and will follow the procedures outlined in the Field Education Manual for "Students Experiencing Difficulty in the Field". This corresponds with stages one and two of the three stages of review for Professional Suitability.

1.1. Meeting Goals

1.1.1. **To gather evidence and better understand the situation.** The purpose of the meeting is to gather and share information about the behaviour. The instructor will note their concerns, share what evidence they have, and ask the student for an account of the matter. The student will have an opportunity to share any evidence or material they feel is relevant. If the student has additional evidence, they must submit it within 24 hours of the meeting. The instructor will document the dates and content of all meetings with the student.

1.1.2. **To decide whether unprofessional behaviour has occurred.** The instructor will determine whether unprofessional behaviour has occurred based on information gathered and according to a balance of probabilities. The instructor may communicate the decision to the student in the meeting. In cases where it is not completely clear that unprofessional behaviour has occurred, the instructor may postpone a decision to allow for additional consideration or further consultation with the chair of social work.

1.1.3. **To determine next steps.**

- 1.1.3.1. If the concerns are resolved at stage one, no further action is taken.
- 1.1.3.2. If the concerns are not resolved at stage one, the individuals will proceed to stage two.

Stage Two: Mediation

If the concern expressed by an instructor cannot be resolved at stage one, a stage two review involves mediation.

2. Mediation Meeting

2.1. Meeting Participants

- 2.1.1. The instructor (or representative). If the instructor is unable to attend, they should submit in writing (e.g., by email) a statement of their concerns.
- 2.1.2. The student's faculty advisor. In situations where the instructor and faculty advisor are the same, the chair will appoint an alternate faculty member.
- 2.1.3. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student. All reasonable effort will be made to contact the student for the meeting. If the student does not respond or

refuses to engage, a decision will be made in the student's absence.

2.2. Meeting Preparation

2.2.1. A statement of the behavioural concern and all relevant files for discussion (if applicable) will be circulated to all participants of the meeting one business day in advance. This will include the nature of the concerning behaviour accompanied by all evidence, with time for all to review. If the student has additional evidence, they must submit it to the faculty advisor two business days in advance of the meeting.

2.3. Meeting Goals

2.3.1. **Determine the nature and specifics of the concern.** All participants will have the opportunity to present and respond to evidence and ask questions.

2.3.2. **To decide whether concerning behaviour has occurred and develop a plan to address the concern.** If the concerning behaviour is substantiated, the instructor will work with the student and advisor to develop a written plan (including timelines and specific actions) to address the concern. A written copy of the plan will be emailed to all parties and each person must respond via email agreeing to the plan of action.

2.3.3. **To determine next steps.**

There will be a follow up meeting with all parties to determine if the concern has been resolved.

2.3.3.1. If the concern has been resolved, no further action is required.

2.3.3.2. If the plan of action has not been followed or if concerning behaviour persists, the individuals will proceed to stage three within two weeks of the follow up meeting.

Stage Three: Major Concerns

A stage three review is conducted when a student is being considered for dismissal from the program or if a recommendation for suspension from the University is being considered. A stage three review be conducted in one of two instances:

- Behavioural concerns have not been resolved in stage one or two of the concerns process.
- Behavioural concerns are considered by the social work program to be of such a serious nature that formal intervention is required immediately.

Within two weeks of being advised, the chair will convene an in-camera meeting of the Social Work Suitability Committee (SWSC). During the review process, a student may be expected to abstain from attending class, field placement or other school activities until this has process has been completed. Any decision is based on a majority vote of the SWSC at stage three.

3. Social Work Suitability Committee (SWSC) Meeting

3.1. SWSC Members

3.1.1. The chair of social work or designated representative.

3.1.2. Two designated CMU social work faculty members of alternates if necessary. A member of the committee that has had prior experience or contact with the student shall not be disqualified due to this as a sole rationale

3.1.3. A representative from Student Life or Registrar's Office, normally the Coordinator of Academic or Student Advising.

3.1.4. A member of MCSW external to CMU may be invited to attend depending on the nature and severity of the concerns.

3.2. Meeting Participants

3.2.1. The SWSC members as outlined above.

3.2.2. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student. All reasonable effort will be made to contact the student for the meeting. If the student does not respond or refuses to engage, a decision will be made in the student's absence.

3.3. Meeting Preparation

3.3.1. A statement of the behavioural concern and all relevant files for discussion (if applicable) will be circulated to all participants of the meeting one business day in advance. This will include the nature of the concerning behaviour accompanied by all evidence, with time for all to review. A copy of the Professional Readiness and Suitability Policy will also be provided. If the student has additional evidence, they must submit it to the chair of social work two business days in advance of the meeting.

3.3.2. It is the obligation and responsibility of the chair of the SWSC to communicate to the student the possible consequences of the review process, including the potential for sanction, and to notify the student of the membership of the SWSC. To this end, the student should know that they are able to raise concerns or objections to any member related to any bias or conflict of interest. They should know that the committee member will have an opportunity to respond to this concern and is either expected to recuse themselves based on their conversation with the chair or they may remain if this concern has been deemed not be significant or warranted.

3.3.3. The chair must communicate to the student regarding their right to a support person, the process and rights related to an appeal as well as their rights to know the information that is being presented against them.

3.4. Meeting Goals

- 3.4.1. **Determine the nature and specifics of the concern.** All participants will have the opportunity to present and respond to evidence and ask questions.
- 3.4.2. **To decide whether concerning behaviour has occurred and determine consequences.** If the concerning behaviour is not substantiated, the student will continue in the program. If the concerning behaviour has been substantiated, the SWSC will determine consequences as outlined below. Any decision is based on a majority vote of the committee at stage three. A written copy of the decision will be emailed to the student.

Consequences

When discussing the range of possible consequences, the instructor, chair of social work, and the SWSC will consider the following factors in determining consequences:

- a. The severity and the extent of the behaviour.
- b. Whether the student has displayed similar behaviour in the past.
- c. Whether there is evidence of honest misunderstanding of expectations, or of an intent to deceive or do harm.
- d. Whether the student indicates a willingness to admit errors and learn.
- e. The year in which the student is enrolled and level of studies.
- f. The experience a student has with social work expectations.
- g. The pedagogical needs of the student.
- h. Past precedent.

Consequences in Cases assessed in Stage One and Two

The hope in Instructor meetings is that a case reaches a resolution in which the student and the instructor (as well as any other relevant parties) mutually and voluntarily agree upon a path toward repairing any harms and achieving the relevant pedagogical goals. Occasionally such resolutions are not forthcoming, and instructors will have to assess consequences unilaterally. Typical consequences assessed by the instructor may include:

- a. A warning.
- b. Setting goals, actions, timelines.
- c. Monitoring.
- d. Mentoring and Support.

Consequences in Cases assessed in Stage Three

The hope in the SWSC meetings is still that the case resolves with the student better oriented toward achieving the relevant pedagogical goals. Typical consequences in stage three cases may include:

- a. Any or all of the consequences outlined in stage one and two.

- b. Placing the student on conditional continuance in the program and monitoring behaviour within the program.
- c. Referring the student to counselling.
- d. Requiring the student to temporarily withdraw from the program.
- e. Full dismissal of the student from the social work program.
- f. SWSC cannot suspend a student from the university but can make a recommendation to the Registrar and Dean of Student Life.

Dismissal from the Social Work Program

When a student displays multiple instances of concerning behaviour and seems unwilling or unable to learn from their mistakes, or have displayed serious unethical conduct, they are not suitable for the social work program. SWSC may decide that such students should be dismissed from the program.

1. Considerations for Dismissal

- 1.1. The level and number of behavioural concerns and the likelihood of committing future inappropriate behaviours.
- 1.2. Violation of the CASW Code of Ethics and Guidelines for Ethical Practice

2. Report

- 2.1. Where a dismissal has been assessed, the chair of social work will notify the student in writing, including a brief account of the reasons for dismissal. A copy of the letter will be sent to the Registrar and placed in the student's file.

3. Dismissal

- 3.1. If the dismissal occurs prior to the voluntarily withdrawal date, the student will be allowed to voluntarily withdraw from their courses.
- 3.2. The student's academic transcript will indicate behavioural misconduct as the basis for dismissal from the program.

4. Reinstatement After Dismissal

- 4.1. Reinstatement into the social work program is not guaranteed.
- 4.2. The student may apply to the chair of social work in writing for reinstatement after a period of one year. The appeal must be made a minimum of one month in advance of the intended start date. In the written application, the student should indicate that they understand the reasons for their dismissal, and articulate why they are now prepared to carry out their studies in good standing and are unlikely to commit further unethical behaviour. The chair of social work will then interview the student in a meeting that includes another social work faculty member for consultative purposes. The chair of social work will consult as appropriate but the decision to reinstate the student remains the prerogative of the chair.
- 4.3. If reinstatement is granted, the student will return with the standing of Conditional Continuance. During the period the student has this standing, the

student's instructors will monitor the student's behaviour. If the student completes this period and achieves Satisfactory Standing, that student may appeal for the removal of the notation regarding dismissal from their transcript.

Appeals

If a student believes they have been inappropriately sanctioned for ethical and behavioural conduct, that student has the right to appeal within fifteen days after receiving notice of the sanction.

1. Appeal of decisions at Stage One and Two will be directed to the chair of social work. The chair will review the evidence in consultation with the concerned parties: student, instructor, others as appropriate. The chair of social work will make a decision on whether the consequences are appropriate.
2. Appeal of a decisions made by the SWSC at stage three will be directed to the Vice-President Academic.

Appeals to the VPA

If a student believes they have been inappropriately sanctioned for ethical and behavioural conduct by the SWSC, that student has the right to appeal within fifteen days after receiving notice of the sanction. The appeal will be directed to the Vice President Academic.

1. **Grounds for Appeal**
 - 1.1. Where process as outlined in this policy was not followed, to the detriment of the student.
 - 1.2. Where consequences were disproportionate, or otherwise out of line with policy and past practice.
 - 1.3. Conversely, the argument that unethical or inappropriate behaviour has not occurred will not be considered grounds for appeal.
2. **Appeals Process**
 - 2.1. **Intent to Appeal.** Students will notify the chair of social work of their intent to appeal within 15 days of SWSC's decision report.
 - 2.2. **Statement of Appeal.** Within a reasonable timeframe, the student will follow the notice of intent to appeal with a written Statement of Appeal addressed to the VPA, that includes:
 - 2.2.1. A request for the VPA to hear the student's appeal.
 - 2.2.2. A summary of the SWSC's decision, and any other relevant history and context.
 - 2.2.3. A rationale for the appeal.
 - 2.3. **Statement Review.** The VPA will determine, on the basis of the Statement of Appeal, whether or not to hold an appeal hearing. The VPA will hold an appeal hearing if it seems on the face of it that there are grounds for appeal.
 - 2.3.1. If the VPA determines that there do not appear to be grounds for appeal, the VPA proceeds to step VPA Report, and notifies the student and chair of social work.

- 2.3.2. If the VPA determines that there appear to be grounds for appeal, the VPA proceeds to step 2.4. Appeal Meeting.

2.4. Appeal Meeting

2.4.1. Meeting Personnel

- 2.4.1.1. The VPA.
- 2.4.1.2. The chair of social work, as a representative of the existing decision and consequences.
- 2.4.1.3. The student. The student may invite a support person to the meeting, whom the student may consult, and who may ask questions of clarification, but will otherwise not normally speak on behalf of the student.
- 2.4.1.4. A member of MCSW external to CMU.

2.4.2. Meeting Preparation

- 2.4.2.1. The VPA may request from chair of social work any files relevant to the case, including both materials pertinent to the case at hand, as well as any other files related to past student conduct pertaining to suitability in the program.
- 2.4.2.2. All members of the meeting should have copies of all relevant files for discussion circulated at least 24 hours in advance (including both student conduct files and the student's Statement of Appeal).

2.4.3. Meeting Goals

- 2.4.3.1. To determine whether there are good grounds to appeal that should result in an overturning of SWSC's decision or a modification of consequences.

2.5. VPA Report

- 2.5.1. The decision of the VPA is not subject to further appeal. Regardless of the outcome, the VPA will notify the student and the chair of social work in writing (via email), including the following information:
 - 2.5.1.1. The appeal decision.
 - 2.5.1.2. The rationale for the decision.

Appendix I

Principles

The following Values and Criteria form the principles for this policy. The seven key values and principles in the Social Work Code of Ethics that define professional social work practice are:

Value 1: Respecting the Dignity and Worth of all People

- Respect the inherent dignity and worth of all people.
- Promote the self-determination and autonomy of all people.
- Uphold the human rights and fundamental freedoms of all people consistent with applicable rights and legislation.
- Respect the status, rights, diversity and needs of First Nation, Métis, and Inuit Peoples.
- Uphold the rights of all people to receive services in a manner that considers intersecting factors of exclusion and respects all manner of diversity.

- Respect the rights of service users to make decisions based on voluntary consent when possible.
- Social workers uphold the rights of every person, group, and community to be free from violence or threat of violence.
- Conduct themselves in a way that demonstrates an honoring of the dignity and worth of others.

Value 2: Promoting Social Justice

- Uphold the principles of social justice related to the rights of individuals, families, groups, organizations, and communities to receive fair and equitable access to services, resources, and opportunities and to be free of oppression, racism, and discrimination.
- Advocate for the rights of Indigenous Peoples to be free from racism, systemic racism, and discrimination as stipulated in the United Declaration on the Rights of Indigenous Peoples Act.
- Advocate for the rights of all individuals, families, groups, and communities to be free from oppression, exclusion, racism, and discrimination.
- Advocate for the stewardship of natural resources and the protection of the environment for the common good of all people.

Value 3: Pursuing Truth and Reconciliation

- Social workers uphold the values and principles of reconciliation.
- Social workers acknowledge Indigenous world views in their practice.

Value 4: Valuing Human Relationships

- Place the well-being and interests of all people at the centre of their relationships.
- Continually develop self-awareness and practise self-reflection to guide their practice and personal well-being

Value 5: Preserving Integrity in Professional Practice

- Act with integrity are honest, responsible, trustworthy, and accountable.
- Maintain appropriate professional boundaries with service users.
- Are aware of potential conflicts of interest and avoid situations where their personal interests may interfere with their professional obligations.
- In private practice act with integrity in all business practices.

Value 6: Maintaining Privacy and Confidentiality

- Uphold the interests of service users, members of the public, and other professionals in developing and safeguarding the trust placed in the confidential relationship.
- Are transparent about the limits of confidentiality in their professional practice.
- Disclose confidential information with valid consent in accordance with applicable legislation or without consent when required by law or court order or allowed by legislation.
- Preserve privacy and confidentiality in the provision of electronic social work services.

Value 7: Providing Competent Professional Services

- Continuously develop their professional knowledge and skill at the level required to provide competent professional services.
- Practise within their level of competence and seek appropriate guidance when services required are beyond their competence.
- Contribute to the ongoing development of the social work profession and current and future social workers.
- Contribute to the knowledge base and advancement of knowledge in the social work profession.

Bachelor of Social Work: Residency and Course Transfer Policy

Residency and Course Transfer Policy in Social Work

CMU recognizes that students may be admitted to the social work program having completed credits at another post-secondary institution. The following policy articulates:

- Residency requirements for the Bachelor of Social Work program.
- Residency requirements for CMU's Common Curriculum.
- Residency requirements for social work specific courses (courses with SWRK prefix).
- The types of courses that will be considered for transfer credit for general degree courses and SWRK specific courses.

Residency Requirements

The residency requirements for students completing the Bachelor of Social Work are:

- 60 credit hours within the degree.
- 9 credit hours of the Ways of Knowing II and Theology common curriculum requirements.
- 51 credit hours of the social work (SWRK) requirements.

Transfer Credit into the Bachelor of Social Work

The Bachelor of Social Work contains both general degree requirements and social work specific degree requirements.

Transfer Credit for General Degree requirements

Non-social work courses will be evaluated for transfer credit by the relevant departments and will be considered for transfer credit using CMU's transfer credit policy. For general CMU transfer policy, please refer to the current Academic Calendar.

Transfer Credit for Social Work (SWRK) requirements

- A course may be considered for transfer credit as a social work specific course (SWRK prefix) under the following conditions:
- Minimum grade of 2.5 (C+) or its equivalent.

- Credits older than 10 years are considered out of date and therefore not transferable.
 - Community college credits, diploma and certificate related courses are not eligible for consideration as social work course equivalents.
 - Social work courses completed at post-secondary institutions outside of North America will not be considered for transfer credit.
- 2. Students may be required to submit syllabi as part of the transfer credit review process.
 - 3. Transfer of social work courses from other programs is not guaranteed. Each course will be assessed to ensure the course is aligned with CMU's program objectives, outcomes, and course content.

The following are guidelines for how social work courses will be assessed for transfer.

1. The transfer credit process will be initiated once a student has been admitted to CMU.