

# FACULTY OF EDUCATION

## General Office

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**Academic Staff:** Please refer to the Faculty website at [umanitoba.ca/faculties/education/directory/faculty-directory-index.html](http://umanitoba.ca/faculties/education/directory/faculty-directory-index.html) (<http://umanitoba.ca/faculties/education/directory/faculty-directory/>)

## Faculty of Education Programs

The Faculty of Education offers two Undergraduate programs: the After-Degree Bachelor of Education (B.Ed) which focuses on becoming a Manitoba certified K–12 teacher and the Post Baccalaureate Diploma in Education (PBDE) which provides K–12 educators with ongoing professional learning, career advancement, and opportunities leading to specialized Manitoba Education and Early Learning Specialists Certificates.

### After-Degree Bachelor of Education

The After-degree Bachelor of Education (B.Ed) is a two-year professional program consisting of 60 credit hours of coursework undertaken within one of three program streams (Early Years, Middle Years, Senior Years), each with specific creative, critical, responsive and relational teaching and learning goals.

Degree/Diploma	Years to Completion	Total Credit Hours	Has Co-op Option
After-Degree Bachelor of Education ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/education/after-degree-bachelor-education/">https://catalog.umanitoba.ca/undergraduate-studies/education/after-degree-bachelor-education/</a> )	2	60	
Post Baccalaureate Diploma in Education ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/education/post-baccalaureate-diploma-education/">https://catalog.umanitoba.ca/undergraduate-studies/education/post-baccalaureate-diploma-education/</a> )	1	30	

## Faculty Academic Regulations

### After-Degree Bachelor of Education Program - Admission Requirements

#### Admission Requirements for the After-Degree B.Ed. Program Early and Middle Years Program Requirements

To be considered for admission into the After-Degree B.Ed Early and Middle Years programs, applicants must have a recognized bachelor's degree of a minimum of 90 credit hours and those 90 credit hours must include:

- 18 credit hours in a teachable major<sup>1</sup>

See Applicable Early and Middle Years teachable majors and minors.

The Early Years (EY) Stream: Focused on early years learners in Kindergarten to Grade 4, the Faculty-based program includes courses taught directly in K–4 schools in the 2nd year of the program.

The Middle Years (MY) Stream: This stream focuses on the specific and complex needs of learners in Grades 5–8. Middle Years teachers are prepared as generalists through Faculty-based and practicum courses.

The Senior Years (SY) Stream: Through this stream, teachers are prepared for in depth teaching with and of learners in grades 9–12. The program emphasizes both teaching in major/minor subject areas and facilitating cross-disciplinary inquiry.

Degree and certification requirements are mandated by the Manitoba Education and Early Childhood Learning department of the Manitoba Government. This includes twenty-four weeks of in-school practicum, which are completed as part of the 60 credit hours required for the After-Degree B.Ed in all streams.

Recipients of the B.Ed can apply to the certification branch of Manitoba Education and Early Childhood Learning to teach in Manitoba schools and beyond.

### Post Baccalaureate Diploma in Education (PBDE)

The PBDE program is designed for teacher professional learning and responds to the challenging and changing needs of teachers and educational leaders. Educators can choose a program of study tailored to their area of interest and specializations through a variety of evening, online, and summer courses. The PBDE is a 30-credit hour program usually following the completion of an undergraduate degree (normally the After-Degree B.Ed) and two years of classroom teaching experience.

## Programs

- 12 credit hours in a teachable minor<sup>1</sup>

See Applicable Early and Middle Years teachable majors and minors.

- 6 credit hours English literature or French literature
- 6 credit hours Social Studies (History or Geography)
- 6 credit hours Mathematics (or Statistics)
- 6 credit hours Science (Biology, Chemistry, Environmental Science, Geology or Physics)

### Minister of Education Recognized Major/Minor Subjects for Early and Middle Year Applicants

- Art

Middle Years applicants must possess a minimum of 12 credit hours of studio courses for a major and 9 credit hours of studio courses for a minor. Early Years applicants have no specific requirements.

- **Computer Science (Middle Years Only)**

Applicable for Middle Years applicants only.

- **Drama/Theatre**
- **English (Language Arts)**
- **French**
- **General Science (Major only)**

Major only. This is not available as a minor teachable area. Must include three (3)(only) Science disciplines (Biology/Biological Science, Chemistry, Computer Science, Environment Science, Geological Science, and Physics. Does not include Geography courses). A minimum of 3 credit hours is required in each of the three disciplines. Additionally, 3 credit hours must be at the 2000 level or above.

- **Geography**
- **History**
- **Human Ecology (Home Economics) (Middle Years Only)**

Applicable for Middle Years applicants only. Consists of courses with the designation of HNSC (Human Nutritional Sciences), FMLY (Family Social Science), TXSC (Textile Science) and/or HMEC (General Human Ecology) or their equivalents. Future applicants are encouraged to contact the Faculty of Education for guidance.

- **Mathematics**

A minimum of 6 credit hours must be above the 1000 level. Both major and minor may include courses from either the department of Mathematics and/or the department of Statistics.

- **Music**

See Admissions (<https://umanitoba.ca/admissions/>) website for detailed requirements.

- **Indigenous Studies**

May include 6 credit hours of a Canadian Indigenous Language course.

- **Physical Education**

See Admissions (<https://umanitoba.ca/admissions/>) website for detailed requirements.

- **Second Language**

Language other than English or French.

### Minister of Education Recognized Minor Subjects for Early & Middle Year Applicants

- **Anthropology**
- **Classics**
- **Dance**

- **Developmental Studies**

For applicable coursework see the Faculty of Education website (<https://umanitoba.ca/education/programs-study/#bachelor-of->).

- **Earth Science (Geological Science)**
- **Economics**
- **Environmental Science (Environmental Studies)**
- **Law**
- **Philosophy**
- **Political Studies (Political Science)**
- **Psychology**
- **Religious Studies**
- **Sociology**

### Senior Years Program Requirements

To be considered for admission into the B.Ed SY programs, applicants must have a recognized bachelor's degree with a minimum of 90 credit hours and those 90 hours must include:

- **30 credit hours in a teachable major**
- **18 credit hours in a teachable minor**

### Minister of Education Recognized Major/Minor Subjects for Senior Year Applicants

- **Art**

Applicants must possess a minimum of 18 credit hours of studio courses for a major and 12 credit hours of studio courses for a minor.

- **Biology**
- **Chemistry**
- **Computer Science**
- **Drama/Theatre**
- **English (Language Arts)**
- **French**
- **General Science**

Must include two (only) Science disciplines (Biology/Biological Science, Chemistry, Computer Science, Environment Science, Geological Science, and Physics. Does not include Geography courses). A minimum of 3 credit hours is required in each of the two disciplines. Additionally, applicants selecting this major must present 3 credit hours at the 3000 level or above; and, applicants selecting this minor must present 6 credit hours at the 2000 level or above.

- **Geography**
- **History**
- **Human Ecology (Home Economics)**

Consists of courses with the designation of HNSC (Human Nutritional Sciences), FMLY (Family Social Science), TXSC (Textile Science) and/or HMEC (General Human Ecology) or their equivalents. Future applicants are encouraged to contact the Faculty of Education for guidance.

- **Mathematics**

A minimum of 6 credit hours must be above the 1000 level. Both major and minor may include courses from either the department of Mathematics and/or the department of Statistics.

- **Music**

See Admissions (<https://umanitoba.ca/admissions/>) website for detailed requirements.

- **Indigenous Studies**

May include 6 credit hours of a Canadian Indigenous Language course.

- **Physical Education**

See Admissions (<https://umanitoba.ca/admissions/>) website for detailed requirements.

- **Physics**

- **Second Language**

Language other than English or French.

### Other Admission Requirements for all streams of the After-Degree Bachelor of Education

Minimum admission GPA for consideration: 2.50 on university coursework with a minimum grade of “C”<sup>1</sup> in each teachable major/minor course and in breadth component coursework. (Breadth coursework means multiple courses in one subject area to develop a deeper understanding of that area of study.)

The admission GPA is calculated on the most recent 30 credit hours of university coursework available at February 1 of admission year<sup>1</sup>. Courses graded ‘Satisfactory’ or ‘Pass’ in non-letter graded pass/fail courses will be used within the teachable courses, but excluded from the GPA calculation. International Baccalaureate (IB) and Advanced Placement (AP) will follow the University of Manitoba regulations and will be calculated if part of the above mentioned 30 credit hours.

<sup>1</sup> See Bachelor of Education Applicant Bulletin (<https://umanitoba.ca/admissions/>)

To be eligible for the After-Degree B.Ed program, applicants must have a conferred bachelor’s degree and all course requirements as stipulated above at the 1000 level or higher completed from a recognized institutions by May 1 of the year of application.

All applicants must also submit references with their applications.

### Diversity Admission Category

The Faculty of Education has a Diversity Admissions Category. The Faculty recognizes the importance of providing the highest quality of education to all students in Manitoba via a teaching force that is fully representative of the cultural, ethnic and racial diversity of the province.

As the largest teacher education institution in the province, the Faculty recognizes its responsibility to facilitate the development of such a teaching force. Furthermore, the Faculty recognizes the need to ensure that its recruitment and admission policies and procedures do not inappropriately obstruct the achievement of such a goal, but rather actively promote its attainment.

In keeping with the above, the Faculty will admit up to forty-five percent (45%) of the After-Degree B.Ed. applicants under this policy. For the purposes of self-identification, the Diversity Admissions Categories include: Canadian Indigenous Peoples, Racialized Persons, Persons with Gender Identity/Sexual Orientation Difference, Persons with Disabilities, and Disadvantaged Persons.

*Canadian Indigenous Peoples (Allocations 15% of each stream)* – This includes Canadian First Nations, Metis, and Inuit peoples.

*Racialized Persons (Allocation 7.5% of each stream)* – This includes those who have been treated differently by people or institutions on the basis of their perceived racial backgrounds, colour, and/or ethnicity. This diversity category includes non-Canadian Indigenous peoples.

*Persons with Gender Identity/Sexual Orientation Difference (Allocation 7.5% of each stream)* – This includes persons who self-identify as lesbian, gay, bisexual, transgender/transsexual, two spirit or queer (LGBTQQ).

*Persons with Disabilities (Allocation 7.5% of each stream)* – This includes those who have a diagnosed physical, mental, psychological, sensory or diagnosed learning disability.

*Disadvantaged Persons (Allocation 7.5% of each stream)* – A student graduating from the University of Manitoba ACCESS<sup>1</sup> Program from an Undergraduate Degree Program in May of the application year or in October of the preceding year.

All information on admission requirements are described in detail in the Applicant Bulletin (<https://umanitoba.ca/admissions/>) that includes application deadline dates and information about applying online. This material is available from the Office of the Registrar and Enrolment Services, 4th Floor University Centre.

<sup>1</sup> For the purpose of admission, the Faculty of Education follows the University of Manitoba criteria for ACCESS Program applicants, that is: those who have not had the opportunity for university studies at the degree level because of social, economic and cultural reasons, lack of formal education or residence in remote areas.

### Criminal Records and Child Abuse Registry

All applicants offered admission to the After-Degree Bachelor of Education program are required to complete the “Self-Declaration for Newly Admitted Students: Child Abuse Registry and Statement of Criminal Records” form as a condition of final acceptance to the program. Only adult convictions must be disclosed, and the existence of such a record will not automatically exclude applicants.

In addition to the above self-declaration, all successful applicants will be conditionally admitted pending clearance of an official Criminal Record Search (including vulnerable sector screening) and clearance from the Child Abuse Registry. Both documents must be current (dated March 15 or later of admit year). Registration will not be permitted until these clearances are received. Failure to clear or failure to provide these documents by the stated deadline (see Applicant Bulletin (<https://umanitoba.ca/admissions/>)) will result in admission offer being revoked.

It is strongly recommended that applicants order these documents immediately following admission offer.

## After-Degree Bachelor of Education Program - Academic Regulations

The provisions of the Academic Calendar chapters, General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>) and University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the Faculty of Education has regulations and requirements, published below, that apply specifically to its students.

### Academic Regulations of the After-Degree Bachelor of Education Programs

#### Academic Requirement for Graduation

A DGPA of 2.50 is required for graduation in the After-Degree B.Ed.

#### Academic Standing

A minimum DGPA of 2.50 must be maintained in the After-Degree B.Ed. program for clear standing. A grade of "C" or a Pass (P) is a passing grade for Education courses including practicum.

#### Additional Academic Considerations

Each student in the Faculty of Education is presumed to be generally suited to a teaching program. Should this prove not to be the case, the Faculty reserves the right, at any time, to require a student to withdraw from the After-Degree B.Ed. program. Unsatisfactory performance in Practicum courses may be considered reason to require an After-Degree B.Ed. student to withdraw from the faculty. Refer to Professional Unsuitability By-Law (<https://umanitoba.ca/education/>).

#### Appeal Procedures

The Faculty of Education Grade Appeal Policy & Procedure (<https://umanitoba.ca/education/>) is located on the Faculty of Education website. Information about admission decision appeals may be found in the Academic Calendar chapter, Admissions (<https://umanitoba.ca/admissions/>).

#### Assessment of Student Academic Performance

Academic performance is assessed at the end of each regular term in which the After-Degree B.Ed. student is registered in all courses that are used for credit towards the After-Degree B.Ed. degree. Decisions concerning academic standing are normally made upon initial completion of 15 credit hours.

Based on the DGPA attained in these courses, the following decisions with respect to the student's eligibility to continue as a Faculty of Education After-Degree B.Ed. student will be made.

#### Eligible to Proceed

The student with a minimum of 2.50 is eligible to proceed.

#### Academic Probation

The student who passes all courses, but whose DGPA is below 2.50 but above 1.99 is placed on academic probation.

The student with failing grades whose DGPA is below 2.50 but above 1.99 may be granted permission to repeat and/or replace the failed courses and permission to proceed on probation until completion of an additional 15 credit hours of Education coursework.

Students placed on academic probation may continue on probation until they have completed an additional 15 credit hours of required degree coursework. To clear probation, a student must raise their DGPA to 2.50 by the end of the probationary period. Students on probation who fail to

raise the DGPA to at least 2.50 will be required to withdraw on academic grounds (suspension) for a period of two years.

#### Academic Suspension

Any student who does not meet the minimum academic requirements or whose DGPA is below 2.00 shall be required to withdraw on academic grounds (suspension) from the Faculty of Education for a period of two academic years.

Students who have been required to withdraw on academic grounds will be informed via registered mail. These students may not register at the university for two academic years. Following this period, students wishing to pursue an After-Degree B.Ed., must make a written request for reinstatement. The following will apply in such cases:

- No application for reinstatement will be considered before a minimum period of two academic years has lapsed from the effective date of the required withdrawal to the effective date of the requested reinstatement.
- The applicant will be expected to demonstrate that he or she will now be able to meet the academic requirements of the program.

If the student is reinstated after the time limit for program completion has expired (see Statute of Limitation Regulations (<https://umanitoba.ca/education/>)), the Associate Dean, Undergraduate and Partnerships, shall determine which, if any, courses previously successfully completed shall be repeated or replaced.

#### Attendance at Class/Withdrawal

Regular attendance is expected for all students in all courses, including practicum. An instructor or Associate Dean, Undergraduate and Partnerships, in consultation with the instructor, will normally initiate procedures to withdraw a student from a course where unexcused absences exceed 10% of the scheduled instructional class hours for a course in any one term, or where absences (excused or unexcused) reach 20% or higher of the scheduled class instructional hours for a course in any one term.

Students must contact instructors regarding absences. Students may be required to complete alternative professional learning activities.

The Director of Practicum & Partnerships can initiate proceedings to withdraw a student from a practicum course where absences from required practicum days, excused or unexcused, cannot be made up within the term.

See refer to the Attendance Policy (<https://umanitoba.ca/education/>) for details.

#### Authorized Withdrawals

Authorized Withdrawals (AWs) may be requested on medical or compassionate grounds, subject to satisfactory documentation. Students must contact an Education Academic Advisor to initiate an Authorized Withdrawal.

#### Dean's Honour List

Students registered in a minimum of 12 credit hours within a single term and who achieve a Term Grade Point Average of 3.90 or better will be included in the Dean's Honour List. Grades for coursework taken on a Letter of Permission and used towards the After-Degree B.Ed. will be used in meeting the eligibility requirements of the Dean's Honour List.

Students receiving failing grades where such coursework is required to earn the After-Degree B.Ed. and/or practicum will not be eligible for the Dean's Honour List.

Eligible students must be enrolled in the After-Degree B.Ed. program.

### Degree with Distinction

A student graduating from the After-Degree B.Ed. program will have the degree granted "With Distinction" if a minimum DGPA of 4.20 has been attained on all courses that are used for credit towards the After-Degree B.Ed. This distinction will be noted on the parchment and on the student's transcript.

### Gold Medal

The Gold Medal is awarded each year to the After-Degree B.Ed. graduate who has the highest GPA (minimum 3.75) in the last 60 credit hours of the After-Degree B.Ed. and who has completed at least 80 percent of what is considered to be the normal full course load in each of the last two years of the program.

### Grading Scale

Letter Grade	Grade Point	Level of Achievement	Percentage Range
A+	4.50	Exceptional	95 and above
A	4.00	Excellent	90-94
B+	3.50	Very Good	85-89
B	3.00	Good	80-84
C+	2.50	Satisfactory	75-79
C	2.00	Adequate	70-74
D	1.00	Unacceptable	60-69
F	0.00	Failure	Below 60

The required After-Degree B.Ed. Practicum courses are marked on a Pass/Fail basis.

A minimum grade of "C" or a Pass (P) is required for all B.Ed. courses.

### Incompletes

Refer to the General Academic Regulations, Academic Evaluation (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Academic-Evaluation>).

### Leave of Absence and Part-Time Studies

Although most students will complete the After-Degree B.Ed. program in two years, the Faculty recognizes that individual circumstances may arise that require a student to take one or more full years away from study. In such cases a student should meet with an Education Academic Advisor as early as possible to discuss their particular situation and to map out plans for completing their program. It is important to note that in such cases the following applies:

- Newly admitted students must successfully complete a minimum of 3 credit hours of required After-Degree B.Ed. coursework in the fall or winter term of the year of admission. That is, a leave of absence is not permitted in the first year.
- The normal maximum time allowed for completion of the After-Degree B.Ed. program is six years from the date of admission.
- Application to return for a practicum following a leave must be made by the deadline stated under "Application Deadline for School Placement" in the "Program Requirements" sections.

- Any student returning to resume studies after a leave of absence is expected to conform to any new requirements that have been approved during their absence.
- A student who is on a leave of absence is still considered to be within the After-Degree B.Ed. program and therefore, cannot take courses at another post-secondary institution unless approved on a Letter of Permission (refer to the General Academic Regulations, Academic Evaluation (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Academic-Evaluation>)).

Students considering part-time options should note that required After-Degree B.Ed. courses may not always be offered each term or each year (for example, Senior Years C & I in Physics is offered in alternate years). Therefore, students should consult with an Academic Advisor when considering part-time options.

### Professional Unsuitability By-Law

The Senate of the University has approved a by-law granting authority to the Faculty of Education to require a student to withdraw from the Faculty for reasons of professional unsuitability. A student may be required to withdraw from the Faculty or may face other disciplinary action when, at any time, the Professional Unsuitability Committee has determined that the student is unsuited, on consideration of competence or professional fitness, for the practice of teaching.

Copies of this by-law may be obtained from the Faculty of Education website. (<https://umanitoba.ca/education/student-experience/resources-bachelor-education/#resources-for-bed-students>)

### Repeating a Course

**Limited Access will not affect registration for the current Academic Year, which includes Fall, Winter, and Summer terms. See University Policy and Procedures – Repeat Course Policy – Section 2.5 (a) Limited Access (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/repeated-course-policy/>).**

Required courses which receive a grade of "F" or "D" must be repeated. Education elective courses which receive a grade of "F" or "D" must be repeated or replaced with other Education elective courses. Courses which receive a "C" grade or higher may be repeated; but only with the consent of the Associate Dean, Undergraduate and Partnerships.

Education courses may only be repeated once. When a course is repeated, the last grade achieved will be used in calculating the DGPA.

Students admitted to the After-Degree B.Ed. program will be required to withdraw from the After-Degree B.Ed. program on academic grounds upon failure (receipt of a grade of "F") of any 2 (of the 4) required practicum courses.

### Statute of Limitation

The normal maximum time allowed for the completion of the B.Ed. program is six years from the date of admission.

### Supplemental Examinations

Supplemental examinations are not permitted in Education courses.

### Voluntary Withdrawals

Refer to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>).

### Voluntary Withdrawal from Practicum Limit

All students admitted are permitted one voluntary withdrawal from each of the practicum courses.

### 5000-Level Courses

Students enrolled in the After-Degree B.Ed. program are not permitted to take 5000-level courses.

### Academic Regulations for the After-Degree Bachelor of Education

In addition to Academic Regulations of Bachelor of Education Programs (<https://umanitoba.ca/education/>), the following regulations apply to the After-Degree B.Ed. program.

### Maximum Course Load

The maximum credit hour load for After-Degree B.Ed. students is 30 credit hours in the regular session (September-April). The following requests for exception will apply:

- Requests to register for 33 credit hours, from students who are in good standing, do not need approval but the student must contact an Academic Advisor for assistance.
- Requests to register for 36 credit hours are approved by an Academic Advisor provided the student's minimum DGPA is 3.50.
- Requests to register for 3 credit hours above the maximum load but where the student's DGPA is below 2.50 are not permitted.
- Requests to register for more than 36 credit hours must be submitted, in writing, to the Associate Dean, Undergraduate and Partnerships.

### Transfer of Credit

Students may transfer a maximum of five full courses (30 credit hours) from another recognized university or college Professional Education program toward the After-Degree B.Ed. provided the courses are comparable and acceptable to the program, and they have not been applied to another degree program.

Students will not receive advance standing for any Education course which is more than six years old at the point of their admission to the Faculty of Education.

Courses taken as part of the Certificate in Teaching English as a Second Language (CTESL) (completed by end of Winter 2017) or Certificate in Adult and Continuing Education (CACE) (started by Summer 2017) through Extended Education, U of M, may receive credit for some coursework. See PBDE (<https://catalog.umanitoba.ca/undergraduate-studies/education/post-baccalaureate-diploma-education/>), Transfer of Credit for a listing of equivalents.

Those students who are currently in the program and wish to register for a course at another university or college must complete an application for "Letter of Permission" prior to registering. Further information can be found on the website (<https://umanitoba.ca/registrar/letter-permission/>).

Courses at the 5000-level cannot be transferred (<https://umanitoba.ca/education/>) to the After-Degree B.Ed. program .

### Bachelor of Education Program - Additional Information

Scheduling changes to courses and practicum will be updated to Aurora Student. Students are expected to check their Week-At-A-Glance on *Aurora Student* to confirm location, time, and instructor changes. Cohort meetings and faculty events will be posted on the faculty website. Students are encouraged to regularly refer to the website.

### Continuing Students

Refer to Admissions (<https://catalog.umanitoba.ca/undergraduate-studies/admissions/>).

### Part-Time Students

Opportunities for part-time study are available in all After-Degree B.Ed. streams. Important things to note:

- Students can begin part-time studies in the first year provided they successfully complete 3 credit hours of Education coursework from the Year 1 program requirements. Failure to do so will result in ineligibility to continue in program and require re-application and re-admission.
- The Statute of Limitations policy (which can be found under the section "Academic Regulations of all After-Degree Bachelor of Education Programs" on this page) indicates the After-Degree B.Ed may take a maximum of 6 years to complete.
- Part-time students should note that not all Curriculum and Instruction courses are offered every year.
- Part-time students should work with an Academic Advisor for program planning.

### Special Students

The Faculty of Education does not admit students to this category.

### Students Enrolled in Other Faculties/Schools

Students currently enrolled in other faculties/schools at the University of Manitoba may take some 1000-level Education courses. Students who hold a recognized degree from an accredited institution may also take 5000-level courses, however, students must obtain permission by completing the Registration Permission form available on the website or from the Education Student Services office, Education Building. 5000-level courses cannot be applied towards an After-Degree B.Ed.

### Visiting Students

For admissions procedure, refer to the Application for Visiting Students (<https://www.umanitoba.ca/student/admissions/application/programs/4266.html>) and contact the Student Services office, Faculty of Education at (204) 474-9004.

The Faculty sponsors a number of lectures, workshops and forums. Attendance for students at program days is expected. Details will be posted on the "News and Events" of the faculty's website (<https://umanitoba.ca/education/>).

Education courses may have unique start and end dates. Students are referred to Academic Schedule (p. ) to view voluntary withdrawal and fee refund dates.

### Post Baccalaureate Diploma in Education (PBDE) - Admission Requirements

**Applicants for Admission to the PBDE program must possess:**

- A bachelor's degree with a Grade Point Average of 2.00 (including any after-degree program).
- Two years of appropriate teaching/work experience. Individuals must complete a Supplementary Application and include a brief statement as to educational plans and a resume showing evidence of two years of appropriate full-time teaching or work experience.
- One of the following types of certificates granted by Manitoba Education and Early Childhood Learning: Permanent Professional Certificate, Provisional Professional Certificate, or Clinicians' Certificate; or equivalent from other provinces.

The granting of a certificate to teach in the public schools of Manitoba is the prerogative of Manitoba Education and Early Childhood Learning and is based on a recognized program of teacher education. Individuals wishing to apply for such certification should contact the Professional Certification Unit, Manitoba Education and Early Childhood Learning.

Applications are reviewed by the Office of the Associate Dean, Undergraduate and Partnerships, for suitability for PBDE study.

### Admission Procedure

Applications may only be completed online and the form is available at [https://apply.umanitoba.ca/portal/ug\\_app](https://apply.umanitoba.ca/portal/ug_app) ([https://apply.umanitoba.ca/portal/ug\\_app/](https://apply.umanitoba.ca/portal/ug_app/)). The deadlines are:

### APPLICATION DEADLINES<sup>1</sup>

- **Applications Due**
  - Summer Term
    - April 1
  - Summer Term 2
    - June 1
  - Fall Term
    - August 1
  - Winter Term
    - December
- **Classes Beginning**
  - Summer Term
    - May
  - Summer Term
    - July
  - Fall Term
    - September
  - Winter Term
    - January

<sup>1</sup> International Applicants should apply at least five (5) months in advance of the above deadlines.

### Readmission, Continuing, and Returning Students

All students who were admitted and who did not follow through with course registration or who voluntarily withdrew from their first year of studies must reapply for admission ([www.umanitoba.ca/applynow](http://www.umanitoba.ca/applynow)) ([https://apply.umanitoba.ca/portal/ug\\_app/](https://apply.umanitoba.ca/portal/ug_app/)).

All students who were admitted to the PBDE and who have not been in attendance for three consecutive terms, must request permission to re-register in the program and pay the re-admission fee. The 'Request for Permission to Re-Register in the Post Baccalaureate Diploma in Education' is available at <https://umanitoba.ca/education/student-experience/resources-pbde> (<https://umanitoba.ca/education/student-experience/resources-pbde/>).

## Post Baccalaureate Diploma in Education (PBDE) Program - Academic Regulations

### Appeal Procedures

The Faculty of Education Grade Appeal Policy & Procedure (<https://umanitoba.ca/education/student-experience/resources-bachelor-education/#resources-for-bed-students>) is located on the Faculty of Education website. Information about admission decision appeals may be found in the Academic Calendar, Admissions (<https://catalog.umanitoba.ca/undergraduate-studies/admissions/>).

### Assessment of Student Academic Performance- Effective Fall 2022

Academic performance is normally assessed at the completion of nine credit hours of course work and at the end of every session thereafter. A minimum grade of "C" is required for each course that is to be included in the student's diploma program. Effective September 2011, a student must maintain a minimum Degree Grade Point Average (DGPA) of 2.50 to continue in the program. A student whose DGPA falls below 2.50 will be placed on academic suspension for two years. Reapplication and written request for reinstatement addressed to the Associate Dean, Undergraduate and Partnerships, is required for readmission to the program. The written request must be received no later than 30 days prior to the application deadline and must identify actions the student has taken during the suspension period to better prepare for meeting the academic requirements of the program (<https://umanitoba.ca/registrar/academic-calendar/>).

Note: Students admitted prior to Fall 2022 should consult the relevant calendar (<https://umanitoba.ca/registrar/academic-calendar/past-academic-calendars/>).

### Attendance at Class and Debarment

Regular attendance is expected of all students in all courses, including practicum. An instructor or Associate Dean, Undergraduate and Partnerships, in consultation with the instructor, will initiate procedures to withdraw a student from a course where unexcused absences exceed 10% of the scheduled instructional class hours for a course, or where absences (excused or unexcused) reach 20% or higher of the scheduled class instructional hours for a course in any one term.

Students must contact instructors regarding absences. Students may be required to complete alternative professional learning activities.

The Director of Practicum & Partnerships will initiate proceedings to withdraw a student from a practicum course where absences from required practicum days, excused or unexcused, cannot be made up within the term.

Please see the section Attendance and Withdrawal in the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>). In addition, see Post-Baccalaureate Diploma in Education Attendance Procedures (<https://umanitoba.ca/education/>) for full details.

### Continuing Students

See Admissions (<https://umanitoba.ca/admissions/>).

### Grading Scale

Letter Grade	Grade Point	Level of Achievement	Percentage Range
A+	4.50	Exceptional	95 and above
A	4.00	Excellent	90-94
B+	3.50	Very Good	85-89
B	3.00	Good	80-84
C+	2.50	Satisfactory	75-79
C	2.00	Adequate	70-74
D	1.00	Marginal	60-69
F	0.00	Failure	Below 60

### Incompletes

See the chapter, General Academic Regulations and Requirements (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), Academic Evaluation. Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to

the end of term for consideration of a grade classification of 'incomplete.' It is understood that the student is to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

- August 1 for courses terminated in April
- December 1 for courses terminated in August
- April 1 for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

#### Maximum Time Limits/Statute of Limitations

The maximum time allowed for completing the PBDE is six<sup>1</sup> years from the time of admission. In addition, a student will not be permitted to count toward the diploma any course completed more than six<sup>1</sup> years prior to the time of admission. Students will be permitted to retake and use as PBDE credit Education courses beyond the six<sup>1</sup> years provided they have not been previously used elsewhere for credit toward a degree or diploma program. Courses from other faculties will need to be dealt with on an individual basis.

<sup>1</sup> For students admitted prior to September 2015, the maximum time allowed to complete the PBDE is nine years and courses cannot be older than nine years at the completion of the PBDE.

#### Repeating a Course

Courses for which a grade of "F" or "D" is obtained, must be repeated or replaced; however, courses may only be repeated once. Courses in which a grade of "C" or higher is obtained may not be repeated. Courses may be repeated once. When a course is repeated, the last grade achieved will be used in calculating the Degree Grade Point Average.

#### Supplemental Examinations

Supplemental examinations are not permitted in education courses.

#### Voluntary Withdrawals

See, General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Voluntary-Withdrawal>).

#### Authorized Withdrawals (AWs)

Authorized Withdrawals (AWs) may be permitted on medical or compassionate grounds, subject to satisfactory documentation. Students must contact an Education Student Advisor to initiate an authorized withdrawal.

#### Graduate Requirements

In order to graduate from the Faculty of Education with a Post Baccalaureate Diploma in Education, students must complete at least 60 percent of their coursework in the Faculty of Education at the University of Manitoba.

#### Transfer of Credit - Effective Fall 2022

Subject to approval by the Faculty, transfer of credit may be granted on the basis of:

Courses taken as part of the Certificate in Teaching English as a Second Language (CTESL) (completed by end of Winter 2017) or as part of the Certificate in Adult and Continuing Education (CACE) (completed by the end of Fall 2017) through Extended Education, U of M, may receive credit for some coursework.

Those students who are currently in the program and wish to register for a course at another university or college must complete an application for "Letter of Permission" prior to registering. Further information can be found at <http://umanitoba.ca/registrar/letter-permission>.

A maximum of 12 credit hours may be transferred from an accredited post-secondary institution provided they have not been previously used towards a degree. Transferred courses must have a grade of C or better. Students will not be permitted to count toward the diploma any course completed more than six years<sup>1</sup> prior to the time of admission.

Note: Students admitted prior to Fall 2022 should consult relevant calendar.

<sup>1</sup> For students admitted prior to September 2015, courses transferred to the PBDE must fall within the nine year statute of limitation at the completion date, must be within the program requirements, and must have a grade of C or better.

#### Extension of Time to Complete Program of Study (Applicable to students admitted September 2015 and later)

All requests for extensions must be made to the Associate Dean, Undergraduate and Partnerships, and must be made within the final term prior to the expiration. The student must complete the "Request for Extension" form available at <http://umanitoba.ca/education/> (<https://umanitoba.ca/education/>) and submit it to the Associate Dean, Undergraduate and Partnerships, Faculty of Education at least three, but no more than four, months prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by Associate Dean, Undergraduate and Partnerships, on a case by case basis.

Requests for extension must be accompanied by a realistic timeline for completion.

The normal time requested for extensions is one term. More than one extension period may be considered; however, the total approved for all extensions will not normally exceed one year. Students requesting extensions should consult with an Academic Advisor.

#### LEAVE OF ABSENCE Regular Leave

A request for a leave of absence must be made to the Associate Dean (Undergraduate) who may grant a leave for a maximum of one year. While on leave of absence, a student would not be expected to maintain study. Students on a Regular Leave of Absence will be required to register for courses at the end of the leave period. A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations.

*Fees: No Re-Admission fee will be levied upon return to study at the end of a 12 month leave.*



**Exceptional Leave**

In exceptional circumstances, at the request of the PBDE student, the Associate Dean, Undergraduate and Partnerships, may grant an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional reasons, a student would not be expected to maintain study nor pay the Re-Admission fee. In addition, the leave period would not be included in the time period allowed for the completion of the diploma.

*Fees: No Re-Admission fee will be levied upon return to study at the end of a 12 month leave.*

**Parental Leave**

A PBDE student who is bearing a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made to the Associate Dean, Undergraduate and Partnerships, and may be granted for up to one year. While on leave of absence for parental reasons, a student would not be expected to maintain study. The leave period is not included in the time period allowed for completion of the diploma.

*Fees: No Re-Admission fee will be levied upon return to study at the end of a 12 month leave.*

Note: At the time of approval of an application for leave, the procedures for the return of the student to the Faculty at the completion of the leave must be stipulated.

The **Leave of Absence Application Form** is available at <http://umanitoba.ca/education/>. (<https://umanitoba.ca/education/student-experience/resources-pbde/>)

**Awards & Leave of Absence**

Students granted exceptional or parental leave will retain the full value of an award whose terms and conditions are established by the Faculty of Education. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time. Other awards will be paid according to the conditions established by the donor or granting agency.

**Courses Grouped by Subject**  
**UNGROUPED COURSES**

Course	Title	Hours
EDUA 5012	Legal and Administrative Aspects of Schools for Clinicians	3
EDUA 5302	Gender and Sexual Diversity in Education and Community	3
EDUB 5870	Mentoring for Teachers	3
EDUB 5940	Instructional Product Development	3

**COUNSELLING PSYCHOLOGY**

Course	Title	Hours
EDUA 5480	Counselling Skills	3
EDUA 5490	Field Placement in Counselling	3
EDUA 5500	Theories and Issues in Counselling	3
EDUA 5510	Elementary School Counselling	3
EDUA 5520	Ethics in Counselling	3
EDUA 5530	Secondary School Counselling	3
EDUA 5540	Group Counselling	3
EDUA 5550	Psychology of Human Relationships	3

EDUA 5570	Family Life Education	3
EDUA 5580	Career Development	3
EDUA 5590	Career Information	3

**CROSS-CULTURAL, SOCIOLOGICAL, AND PHILOSOPHICAL FOUNDATIONS IN EDUCATION**

Course	Title	Hours
EDUA 5200	Readings in Educational Foundations	3
EDUA 5210	Recent Developments in Educational Foundations 1	3
EDUA 5230	Studies in International Education	3

**EARLY YEARS EDUCATION**

Course	Title	Hours
EDUA 5930	Observing Child Behaviour	3
EDUA 5940	Language and Symbolic Process	3

**EDUCATIONAL ADMINISTRATION**

Course	Title	Hours
EDUA 5010	Introduction to Educational Administration	3
EDUA 5014	Educational Leadership	3
EDUA 5020	Principles of Curriculum Development	3
EDUA 5030	Management of Educational Institutions	3
EDUA 5040	Personnel Administration in Education	3
EDUA 5060	Principles of Instructional Supervision	3
EDUA 5080	Recent Developments in Educational Administration 1	3
EDUA 5070	Organizational Behaviour in Educational Institutions (No longer offered)	3
EDUA 5090	Recent Developments in Educational Administration 2	3
EDUA 5100	Issues in the Administration of Education	3

**EDUCATIONAL PSYCHOLOGY**

Course	Title	Hours
EDUA 5710	Readings in Educational Psychology 1	3
EDUA 5730	Recent Developments in Educational Psychology 1	3
EDUA 5740	Recent Developments in Educational Psychology 2	3
EDUA 5760	Psychology of Instruction in Educational Contexts	3

**EDUCATIONAL TECHNOLOGY**

Course	Title	Hours
EDUB 5840	Internet Pedagogy	3
EDUB 5850	Theory and Practice of Designing and Developing Web-based Courses	3
EDUB 5860	Project Management in Education and Training	3

**EXPRESSIVE ARTS**

Course	Title	Hours
EDUB 5012	Video Art, Culture, and Education	3
EDUB 5014	Pedagogy and Film	3
EDUB 5040	Theory and Practice of Teaching Art (Elementary)	6
EDUB 5060	Theory and Practice of Teaching Art in the Senior Years 1	3
EDUB 5120	Music in the Early Years/Middle Years School 1	3
EDUB 5130	Music in the Early Years/Middle Years School 2	3
EDUB 5140	Special Methods in Music 1	3

EDUB 5150	Special Methods in Music 2	3
EDUB 5160	School Band	3
EDUB 5190	School Music Productions	3
EDUB 5250	Music: Advanced Choral Methods	3

**INCLUSIVE EDUCATION**

Course	Title	Hours
EDUA 5602	Introduction to Inclusive Education	6
EDUA 5614	Working with Vulnerable Children: An Introduction to Trauma Care	3
EDUA 5620	Teaching Children Through Alternative and Augmented Communication	3
EDUA 5632	Assessment and Instruction in Inclusive Education	6
EDUA 5642	Inclusive Education: Transition from School to Adult Life	3
EDUA 5652	FASD and other Neurodiverse Conditions in the Classroom	3
EDUA 5662	Delivering Supports for Inclusive Education	3
EDUA 5680	Promoting Responsible Behaviour in Educational Settings	3
EDUA 5690	Focus on Exceptionality: Gifted and Talented	3

**INSTRUCTIONAL DESIGN AND EVALUATION**

Course	Title	Hours
EDUB 5330	Teaching Language and Literacy in the Content Areas	3
EDUB 5350	Current Issues in Language and Literacy	3
EDUB 5360	Children's Literature	3
EDUB 5370	Adolescent Literature	3
EDUB 5380	Theory and Practice in Written Composition	3
EDUB 5390	The Teaching of Written Composition	3
EDUB 5400	Diagnostic and Remedial Techniques in Language Arts	6

**LIBRARY SCIENCE**

Course	Title	Hours
EDUB 5550	Library Reference and Informational Materials	6

**MATHEMATICS**

Course	Title	Hours
EDUB 5760	Recent Developments in Mathematics Education	3
EDUB 5762	Problem-solving in K-12 Mathematics Classrooms	3

**READINGS IN CURRICULUM**

Course	Title	Hours
EDUB 5200	Readings in Curriculum, Teaching and Learning 1	3
EDUB 5210	Readings in Curriculum, Teaching and Learning 2	3
EDUB 5220	Recent Developments in Curriculum, Teaching and Learning 1	3
EDUB 5230	Recent Developments in Curriculum, Teaching and Learning 2	3
EDUB 5470	Recent Developments in Mathematics Education and Science Education	3
EDUB 5480	Recent Developments in Curriculum: Mathematics and Natural Sciences 2	3

**SECOND LANGUAGE EDUCATION**

Course	Title	Hours
EDUB 5510	ESL Materials Development and Practicum	3
EDUB 5512	Teacher Development and Leadership in Second Language Education	3
EDUB 5514	Assessment and Testing of ESL/EAL Learners	3
EDUB 5516	Teaching Literacy, Academics, and Language (LAL) Learners	3
EDUB 5518	Intercultural Communication in Transnational Contexts	3
EDUB 5522	English as an Additional Language Teaching for Academic and Specific Purposes	3
EDUB 5524	Language Development for Multilingual Educators	3
EDUB 5580	Fundamentals of ESL (English Second Language) Instruction	3

**SOCIAL STUDIES**

Course	Title	Hours
EDUB 5600	The Teaching of Social Studies in the Early and Middle Years	3
EDUB 5660	Theoretical Foundations of Social Studies	3

**TECHNICAL/VOCATIONAL**

Course	Title	Hours
EDUB 5100	Developing Competency Skills in Enterprise Education 1	3
EDUB 5110	Developing Competency Skills in Enterprise Education 2	3
EDUB 5690	Seminar in Business Education	6