

# POST-BACCALAUREATE DIPLOMA IN MEDICAL PHYSIOLOGY AND PATHOPHYSIOLOGY

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## Introduction

The Post-baccalaureate Diploma in Medical Physiology and Pathophysiology is a one year, stand-alone program based in the Department of Physiology and Pathophysiology in the Max Rady College of Medicine, Rady Faculty of Health Sciences. To be eligible for this program, students must have completed a three or four year Bachelor's degree with an appropriate combination of required courses.

This program has a course-based curriculum with a total of 27-credit hours of 5000 level courses. These courses provide students with basic frameworks of Medical Physiology and Pathophysiology for the respiratory, cardiovascular, endocrine and nervous systems. In addition, a course dedicated to Laboratory Physiology and Pathophysiology provides experience in biomedical or health sciences research laboratory.

In order to qualify for a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology, students must complete the required 27 credit hours at the 5000 level with a minimum degree grade point average of 3.0 with no grade below B in all courses.

Course	Title	Hours
<b>Year 1</b>		
PHGY 5002	Respiratory Physiology and Pathophysiology	3
PHGY 5004	Cardiovascular Physiology and Pathophysiology	3
PHGY 5006	Endocrine Physiology and Pathophysiology	3
PHGY 5008	Neurophysiology and Pathophysiology	3
PHGY 5010	Cell Physiology and Pathophysiology	3
PHGY 5012	Laboratory Physiology and Pathophysiology <sup>1</sup>	12
<b>Hours</b>		<b>27</b>
<b>Total Hours</b>		<b>27</b>

<sup>1</sup> Staff within the Department of Physiology & Pathophysiology Office will identify potential research projects for PHGY 5012, and provide the student with a written description of the project as well as expected experience(s) or outcomes, the location and instructor contact information. Staff will also be prepared to arrange the first student and instructor(s) meeting.

## Post-Baccalaureate Diploma in Medical Physiology and Pathophysiology Academic Regulations

### Admission Requirements

All applicants to the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program must have attained a minimum GPA of 3.5 or higher based on the last 60 credit hours of university degree level courses. Applicants must have a three or four-year bachelor's degree completed from a university recognized by the University of Manitoba.

Applicants must have completed either:

Course	Title	Hours
6 credit hours in Biology, Microbiology, Botany, Ecology, Genetics, and/or Zoology		6
and		
3 credit hours in Chemistry and 3 credit hours in Physics		6
or		
6 credit hours in Animal or Human Physiology		6

Please note that the requirements listed are minimum requirements only. Meeting these minimum requirements does not guarantee admission.

### Required Documents

Applicants must submit all documentation required for application in English to undergraduate admissions at the University of Manitoba. Final official transcripts from any university or college attended other than the University of Manitoba are required. Copies or photocopies are not acceptable. Submitted transcripts will become property of University of Manitoba and will not be returned.

### English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions - International web site (<https://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency/>).

### Application Deadline

Term	Start Date	Canadian/US	International
Fall Term	September	April 1	April 1

### Selection Process

However, the number of students admitted will be determined by the Program Director based on the number of available research projects available for the PHGY 5012 Laboratory Physiology and Pathophysiology course. If a student requests an accommodation, it will be granted if the request can be reasonably met in the laboratory setting. In the event that applicants outnumber available positions for entry into the program, decision for entry will be made based on highest GPA on the last 60 credit hours of university degree level courses, by increasing the number of significant figures used in the calculation. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission. In the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

### Notification of Decision

Applicants will be notified by e-mail, asking them to log into their application portal in Aurora to view the decision. Students that are offered admission will be required to confirm their acceptance. If the applicant does not accept the offer by the deadline date indicated in the letter, their offer will lapse and the applicant will need to contact the Admissions Office to discuss the possibility of an extension. It is the applicant's responsibility to ensure that their e-mail account is active, and will accept messages from the University of Manitoba, and is checked in their absence. Acceptance to the Post-baccalaureate Diploma program is valid only for the term for which it is issued. Deferral of admission is not permitted. If a student decides to not undertake the courses required for the program following their admittance, they would need to reapply and be readmitted for a subsequent intake term.

### Academic Regulations

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program has regulations and requirements, published below, that apply specifically to its students.

### Course Availability

#### Courses and Transfer Credit

Students are expected to complete all courses required with registration in the Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program.

### Examinations and Scholastic Standards

#### Deferred Examinations

A student may request a deferred examination in PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008 or PHGY 5010 on the grounds listed in the University's Deferred Examination policy (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/final-examinations-grades-policy/>) which are:

- participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event;
- religious obligations; or
- a medical condition.

Students requesting a deferred examination due to a known condition as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination with the Department.

Applications for a deferred examination after the examination has been missed will also be considered for medical or compassionate reasons, but must be filed within two working days of the date of the missed examination to the course instructor and Department Office staff. A medical certificate or other appropriate documentation may be required.

For PHGY 5012, the student is normally required to complete two research projects, one in each of the Fall and Winter terms. Completion of at least one research project is required and a literature review project is available as an option in the event a second research project is not available. Thus, a student may defer a "research project" in the Fall term but will be required to complete a research project in the Winter term, and must apply for a deferred examination as described above. If a student has completed a research project in the Fall term, and applies and is approved for a deferred examination in the Winter term, this will take the form of a literature review project. In addition, a student can make a

request to the course coordinator for an "incomplete" in PHGY 5012 and if approved could be provided with additional time to complete the course.

#### All deferred examinations

for PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008, PHGY 5010 and PHGY 5012 are normally scheduled to take place within 30 working days from the end of the final PHGY 5008 Neurophysiology and Pathophysiology examination. The date of the deferred examination for a particular course(s) will be set by the program coordinator no later than May 15 and in consultation with the course instructor(s). The deferred examination for PHGY 5012 will normally be a literature review project.

### Continuation in the Post-Baccalaureate Diploma Program

A student must complete all required courses with no grade below a B. Students that fail to maintain this standing will be required to withdraw. However, the Department will allow one supplemental examination in each of PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008 and PHGY 5010 to improve a failing grade. Passing the supplemental examination will result in replacement of the previous course attempt by a B grade on the student's record. A supplemental examination option is available for PHGY 5012 in the form of a literature review project but only applies if at least one research project (of two required projects) is successfully completed with a B grade. In the event that the supplemental examination is not successfully passed for PHGY 5002, PHGY 5004, PHGY 5006, PHGY 5008, or PHGY 5010, the course must be repeated again in the next term the course is offered. The grade obtained will replace the grade of the previous course attempt in the Degree Grade Point Average. This option only applies to PHGY 5012 if the requirement for at least one completed research project has been met.

### Appeals

Students who feel that they have received an unfair grade in a course should appeal to the instructor. If the matter is not thereby resolved or is related to academic matters other than grade appeals, it should be raised with the program coordinator and subsequently the Department's Undergraduate Program Committee. By default, the Undergraduate Program Committee is composed of members of the Department Executive Committee (that includes the four Heads of the major Divisions in the Department (or Department Head approved designate) and the Department Head).

### Attendance

This will be monitored by the course instructor(s). If absences exceed 10% of class or laboratory time without explanation then a warning may be given, and this will be reported to the program coordinator. If attendance continues to be unsatisfactory, the instructor has the authority to exclude the student from classes, laboratory and/or examinations. Such cases shall be reported to the program coordinator and the Undergraduate Program Committee at the first opportunity and within two working days. Students who are excluded from an examination for inadequate attendance will receive a failing grade.

### Maximum Time to Completion

Students are expected to complete all program requirements within one-year of entry. However, all requests for extensions must be made to the program coordinator, and must be made in writing by June 30th. Only one request for an extension will normally be considered and must be accompanied by a realistic timeline for completion, but with a maximum total extension period of one year. Requests for an extension will be reviewed by the program coordinator in consultation with instructors on a case by case basis.

**Voluntary Withdrawal**

The date for voluntary withdrawal for the Fall and Winter terms can be found in the Academic Schedule (<https://catalog.umanitoba.ca/undergraduate-studies/academic-schedule/>), but is normally within the 2nd-3rd week of November and the 2nd-3rd week of March, respectively, for regular courses. For irregular courses, a formula for determining a withdrawal date can be found on the Registrar's Office website (<https://umanitoba.ca/registrar/important-dates-deadlines/>) It is the sole responsibility of the student to initiate a withdrawal, and no voluntary withdrawals are permitted after the deadlines for voluntary withdrawal without academic penalty.

**Part-time Students**

The Post-baccalaureate Diploma in Medical Physiology and Pathophysiology program is not available as an option for part-time students.