



# Academic Calendar

September 1, 2014 - August 31, 2015



# Academic Calendar

September 1, 2014 – August 31, 2015

## University Canada West

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The term “university” is used under the written consent of the Minister of Advanced Education, Government of British Columbia, Canada.

The following statement applies to all University Canada West programs; as per the Ministry of Advanced Education:

Programs are offered under the written consent of the Minister of Advanced Education, having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).

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*The British Columbia Education Quality Assurance (EQA) designation has since 2009 provided “one standard provincial seal that can be recognized globally as a symbol of quality education and consumer protection.” The Education Quality Assurance (EQA) designation identifies BC public and private post-secondary institutions that have met or exceeded provincial government-recognized quality assurance standards and other consumer protection. UCW has received permission from EQA to use the following seal on its materials.*



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*University Canada West has been approved to enter Candidacy for Accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). University Canada West will be awarded a Certificate of Candidacy for Accreditation at an Accreditation Banquet held June 23, 2013 during the 2013 ACBSP Annual Conference in Salt Lake City, Utah.*



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*University Canada West is a member of the BC Transfer System.*



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# Table of Contents

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<b>Vision</b> .....	<b>1</b>
<b>Mission</b> .....	<b>1</b>
<b>University Schedule: 2014 - 2015</b> .....	<b>2</b>
July Term 2014.....	2
September Term 2014 .....	2
January Term 2015 .....	2
April Term 2015.....	3
July Term 2015.....	3
<b>Introduction</b> .....	<b>5</b>
<b>Milestones</b> .....	<b>6</b>
<b>Disclaimer Statements</b> .....	<b>7</b>
Enrolment Agreement .....	7
Limit of the University's Responsibility .....	7
Protection of Privacy .....	8
University's Right to Limit Enrolment .....	8
Course Outlines .....	8
<b>General Information</b> .....	<b>9</b>
Campus Closures.....	9
Academic Terms .....	9
<b>UCW Governance</b> .....	<b>10</b>
UCW Program Approval.....	10
Other Recognition .....	10
<b>Programs Offered</b> .....	<b>11</b>
Undergraduate Programs.....	11
Tier Structure .....	11
Tier 1: University Foundation (30 credits) .....	11
Prerequisites .....	11
Tier 2: Disciplinary Foundations (30 credits).....	11
Prerequisites .....	12
Tier 3: Disciplinary Applications (30 credits) .....	12
Prerequisites .....	12
Tier 4: Integrative Applications (30 credits).....	12
Prerequisites .....	12
Breadth Requirement .....	12

Program Consultation & Review .....	12
Applications .....	12
Bachelor of Arts in Media and Communication (BA) .....	13
BA Concentrations .....	13
Bachelor of Commerce (BCom) in General Studies .....	13
BCom Concentrations .....	14
Undergraduate Degree Completion Programs .....	14
MBA Foundation Courses .....	14
Graduate Programs.....	15
Undergraduate Residency Requirement.....	16
Graduate Program Residency Requirement.....	16
<b>General Admission Requirements .....</b>	<b>16</b>
General Information for All Applicants .....	16
Application Due Date .....	17
Categories of Applicants .....	17
General Admission Requirements .....	17
Letter of Acceptance (LOA).....	18
Admission Decisions .....	18
Admissions .....	18
Admissions Committee .....	19
Deferred Admission.....	19
Credential Evaluation .....	19
Admission to a Second Degree .....	19
Non-Program Option .....	19
Visiting Students .....	20
Exceptions.....	20
Readmission .....	20
Appealing Admission Decisions .....	20
<b>Undergraduate Admissions .....</b>	<b>21</b>
Additional Undergraduate Requirements for International Students .....	22
<b>Graduate Admissions .....</b>	<b>22</b>
GMAT/GRE Requirement .....	22
Additional Graduate Requirements for International Students .....	23
<b>Required Documentation .....</b>	<b>24</b>
Official Documentation .....	24
Credential Evaluation .....	24
Misrepresentation of Documentation .....	24
Translation of Documentation .....	25

<b>Returning to UCW .....</b>	<b>25</b>
Exceptions .....	25
<b>English Language Proficiency .....</b>	<b>26</b>
<b>How to Apply to University Canada West.....</b>	<b>27</b>
Domestic Applicants.....	27
Apply .....	27
Documents .....	27
Enrolment Agreement .....	28
International Applicants.....	28
Apply .....	28
Documents .....	28
Enrolment Agreement, Deposit and Visa .....	28
<b>Implied or Explicit Offers.....</b>	<b>30</b>
<b>Transfer Credit .....</b>	<b>30</b>
Courses Not Eligible for Transfer Credit .....	31
Grades Required.....	32
Types of Transfer Credit .....	32
Block Transfer (Program Based).....	32
Transfer Credit (Course Based).....	32
How to Apply for Transfer Credit.....	32
<b>Prior Learning Assessment &amp; Recognition .....</b>	<b>33</b>
How to Apply for PLAR .....	35
<b>Other Academic Credits .....</b>	<b>35</b>
Credits in Established International Exchange Programs.....	35
Course Challenge .....	35
<b>Information for International Students .....</b>	<b>36</b>
Student Visas and Study Permits .....	36
Off Campus Work Permit .....	36
Full Time Status .....	37
Online Courses .....	37
<b>Technology Requirements .....</b>	<b>38</b>
Technology Needs .....	38
<b>Readiness to Study at UCW (SOAR 098) .....</b>	<b>38</b>
<b>Registration Information .....</b>	<b>39</b>
General Registration Information .....	39
How to Register.....	39
Adding and Dropping Courses .....	39
Course Selection.....	40

Enrolment Agreement .....	40
Incomplete Status .....	40
Letter of Permission .....	40
Medical Insurance .....	41
Registration of Continuing Students .....	41
Registration Deferral .....	41
Registration of Returning Students .....	41
Course Changes & Course Withdrawals .....	41
Changing Courses & Withdrawing from Courses (Dropping and Adding Courses) .....	41
Section Changes in Courses .....	42
Student Identification Cards .....	42
Term Start Date.....	43
Textbooks and Learning Resources .....	43
<b>Student Rights and Responsibilities .....</b>	<b>43</b>
Intellectual Property .....	44
Use of English Language On Campus.....	44
Violation of Rights & Responsibilities.....	44
<b>Academic Regulations.....</b>	<b>45</b>
Academic Probation .....	45
Attendance .....	45
General.....	45
International Students .....	47
Vancouver Students.....	47
Online Students.....	47
Deferred Examinations.....	47
Directed Studies .....	47
Internet Enhancement.....	47
Leave of Absence .....	47
Maximum Course Load .....	49
Maximum Program Length.....	49
Minimum Course Load .....	49
Readmission Following Withdrawal .....	49
Required Withdrawal from Program (RW) .....	50
Terms Off .....	50
Voluntary Withdrawal (VW) from Program .....	50
Compassionate Withdrawal .....	50
<b>Student Assessment and Grading .....</b>	<b>51</b>
Accumulation of Credit .....	51

Accumulation of Failing Grades .....	51
Assessment Techniques .....	51
Correction and Return of Student Work.....	51
Course Credits .....	51
Course Syllabus .....	51
Credit in Duplicate and Equivalent Courses .....	51
English Deficiency.....	52
<b>Examinations.....</b>	<b>52</b>
Administration of Examinations.....	52
Deferred Status Due to Illness, Accident, or Family Affliction.....	52
Final Examinations.....	53
Student Access to Final Examinations.....	53
Supplemental Examinations.....	53
Release of Grades .....	53
Repeating Courses .....	53
Progression from MBAR 660 Research in Preparation for MBAR 661 Consulting Research Project....	54
Progress in MBAR 661 Consulting Research Project.....	54
<b>Grading System.....</b>	<b>54</b>
Grading Scale .....	55
Values and Calculation .....	56
Other Transcript Notations .....	57
Transcript .....	58
Release of Final Grades .....	58
Academic Standing .....	58
Review of an Assigned Grade .....	58
Minimum Term Grade Point Average (GPA) .....	59
Transcript Request.....	59
<b>Graduation .....</b>	<b>59</b>
Applying for Graduation .....	59
Convocation .....	60
Graduation Eligibility .....	60
Graduation Honours.....	60
Refer to Policy 9018 Graduation Honours. ....	60
With Distinction (Undergraduate Only) .....	60
Dean's Award for Outstanding Performance .....	61
Minimum Degree Requirements for Graduation .....	61
Parchments .....	62
Second Degrees .....	62

<b>Issues Resolution at UCW</b> .....	<b>62</b>
<b>Complaints Resolution</b> .....	<b>62</b>
<b>Academic Appeals &amp; Misconduct</b> .....	<b>64</b>
APA Style .....	65
Copyright Compliance.....	65
Aiding Others to Cheat.....	65
Cheating on Assignments, Tests, and Examinations .....	65
Falsifying Materials .....	65
Plagiarism.....	66
Penalties for Academic Misconduct .....	66
Review Process .....	66
Appeals .....	67
Appeal Process .....	67
<b>Non-Academic Appeals &amp; Misconduct</b> .....	<b>68</b>
Student Misconduct.....	68
Student Rights.....	69
Non-Academic Appeals.....	69
Scope .....	69
Non-Academic Appeals Process .....	69
<b>Fees and Financial Aid</b> .....	<b>71</b>
Tuition Fees .....	71
Other Fees .....	71
Fee Payments .....	72
Fee Reimbursements.....	73
Financial Accounts.....	73
Financial Aid.....	73
Financial Hold Release .....	73
Financial Responsibilities.....	73
Financial Withdrawal .....	74
Tuition Change .....	74
Tuition Due Dates .....	74
Tuition Receipts .....	74
Tuition Refunds .....	74
Domestic Students .....	74
International Students .....	75
University Limited Financial Liability .....	75
Wire Transfers.....	75
<b>Student Financial Options</b> .....	<b>75</b>

Student Loans .....	76
Registered Education Saving Plan (RESP) .....	76
Registered Retired Savings Plan (RRSP).....	76
Student Line of Credit .....	76
<b>Student Services .....</b>	<b>77</b>
Academic Advising.....	77
Guest Speaker Seminars & Workshops .....	77
Student Orientation and Academic Readiness .....	77
Social Activities and Student Committee .....	77
Student ID Cards.....	78
Tutoring/Coaching.....	78
<b>Library .....</b>	<b>79</b>
Library Collection .....	79
Library Services .....	79
Information and Reference:.....	79
Circulation: .....	80
Computer and Study Space: .....	80
Bibliographic Instruction: .....	80
Library Circulation Policy.....	80
Library Cards.....	80
External Client Library Borrowing Privileges .....	80
Privacy of Circulation Records .....	80
Suspension of Borrowing Privileges & Suspension of MyUCW Access .....	81
Replacement Costs .....	81
Loan Regulations .....	81
Recalls.....	81
Renewals.....	82
Returning Library Materials .....	82
Fines.....	82
End of term returns .....	82
<b>University Contact Information .....</b>	<b>83</b>
<b>Undergraduate Course Descriptions .....</b>	<b>85</b>
Course Coding Changes.....	85
<b>Graduate Course Descriptions .....</b>	<b>97</b>
Course Coding Changes.....	97
<b>Appendix A: Standard Degree Pathways .....</b>	<b>102</b>
Degree Pathway: Bachelor of Arts (BA) – Media & Communications .....	102
Degree Pathway: Bachelor of Commerce – General Studies.....	103

Degree Pathway: Master in Business Administration .....	104
<b>Appendix B: .....</b>	<b>105</b>
UCW Approvals, Accreditation, & Recognition .....	105
Under what authority does UCW grant degrees? .....	105
Is UCW accredited? .....	105
What other quality recognition does UCW have? .....	105
Are UCW courses transferrable to other institutions? .....	107
<b>Appendix C: Glossary of UCW Terms &amp; Definitions .....</b>	<b>109</b>
<b>Index .....</b>	<b>112</b>
University Canada West.....	115

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## Vision

UCW is Canada's contemporary university.

We are independent, accessible, and globally respected.

We transform students into leadership-ready graduates for communities around the world.

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## Mission

We open doors to possibilities that can change life and lives.

Our faculty and staff provide exceptional service and support to students.

We foster a diverse and challenging learning environment focused on practical application of knowledge and building competencies for scholarship, leadership, and responsible citizenship in a global context.

We take pride in our alumni who are ready to embrace the leadership and community possibilities that await them.

# University Schedule: 2014 – 2015

<b><i>July Term 2014</i></b>	
June 23	SOAR Online opens
June 30	Term start
July 1	Canada Day - campus closed & no classes
July 6	SOAR online closes: completion deadline
July 7	Last day to drop or add courses without fee penalty
July 28	Last day for withdrawing from courses without academic penalty
August 4	BC Day – campus closed & no classes
September 1	Labour Day – campus closed & no classes
September 21	Last day of July Term
<b>September 22 to September 28: Term break</b>	
<b><i>September Term 2014</i></b>	
September 22	SOAR online opens
September 29	Term start: First day of classes
October 5	SOAR online closes: completion deadline
October 6	Last day to drop or add courses without fee penalty
October 13	Thanksgiving Day – campus closed & no classes
October 27	Last day for withdrawing from courses without academic penalty
November 11	Remembrance Day – campus closed & no classes
December 21	Last day of September Term
December 25	Christmas Day – campus closed
December 26	Boxing Day – campus closed
<b>December 22 to January 4: Term break</b>	
<b><i>January Term 2015</i></b>	
December 29	SOAR online opens
January 1	New Year's Day – campus closed
January 5	Term start: First day of classes
January 11	SOAR online closes: completion deadline
January 12	Last day to drop or add courses without fee penalty
February 2	Last day for withdrawing from courses without academic penalty

February 9	BC Family Day – campus closed
March 29	Last day of January term
<b>March 30 to April 6: Term break</b>	
<b><i>April Term 2015</i></b>	
March 30	SOAR online opens
April 3	Good Friday – Campus closed
April 6	Easter Monday – Campus closed
April 7	Term start: First day of classes
April 12	SOAR online closes: completion deadline
April 14	Last day to drop or add courses without fee penalty
May 4	Last day for withdrawing from courses without academic penalty
May 18	Victoria Day – Campus close
June 28	Last day of April term
<b>No term break</b>	
<b><i>July Term 2015</i></b>	
June 22	SOAR online opens
June 29	Term start: First day of classes
June 28	SOAR online closes: completion deadline
July 1	Canada day – Campus closed
July 5	Last day to drop or add courses without fee penalty
July 27	Last day for withdrawing from courses without academic penalty
August 3	BC Day – Campus closed
September 7	Labour day – Campus closed
September 27	Last day of July term
<b>September 21 to September 27: Term break</b>	



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# Introduction

University Canada West (UCW) welcomes all applicants. This Calendar is a very important resource and reference for students. It is each student's responsibility to review and become familiar with the policies, procedures, and responsibilities required of them while a student at the University.

Please take the time to review the Calendar, seek clarification for any questions, and ensure that the program the applicant has chosen will enable them to meet their personal and professional goals. Specific University policies are cited throughout this Calendar. All UCW policies are available on the UCW website.

University Canada West is an expanding, young, independent university. At its campus located in Vancouver, one of the top ranked cities in the world according to UNESCO based on the standard of living, University Canada West offers both regular and accelerated program delivery options providing a range of educational choices.

We respect the investment of time and resources that each student makes and take our responsibility seriously to provide high calibre post-secondary studies.

Thank you for your interest in University Canada West.

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# Milestones

<b>2004</b>
University Canada West (UCW) was established under the Degree Authorization Act as an independent university in Victoria, B.C. The provincial Ministry of Advanced Education provided written consent authorizing Bachelor of Arts (Media and Communications), Bachelor of Commerce, and Master of Business Administration degree programs.
<b>2008</b>
UCW's first graduates received degrees.
UCW's first Honorary Doctorate awarded.
LearningWise Incorporated (LINC), dba University Canada West, became part of The Eminata Group of post-secondary education institutions.
<b>2009</b>
New members formed the senior management team. Process re-engineering was initiated and investments were made across the academic and service areas of the University.
<b>2010</b>
All on-line and campus activities centralized in Vancouver.
Self-studies and external reviews of all programs completed.
The University's second President and Vice Chancellor, Dr. Verna Magee-Shepherd, was installed, succeeding Dr. David Strong, the University's Founder and first President. With the conclusion of Dr. Myer Horowitz's term as Founding Chancellor, the University's second Chancellor, Mr. John Winter, was installed.
Education Quality Assurance (EQA) designation conferred.
<b>2011</b>
International student population expansion representing over 30 different countries.
EQA designation renewed.
<b>2012</b>
The University's third President and Vice Chancellor, Dr. Arthur Coren was installed, succeeding Dr. Verna Magee-Shepherd.
<b>2014</b>
UCW moves to its new location at the heritage London Building.

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# Disclaimer Statements

*Effective date of information, unless otherwise noted: September 1, 2014 to August 31, 2015*

In the event of a discrepancy between the printed/PDF and on-line PDF edition, the on-line edition shall be considered to be the University's official statement. The information below is provided to all students as part of student orientation and/or as part of the normal admission process, which students acknowledge as having received.

The contents of this Calendar, including all policies, procedures, and fees herein described, are subject to change from time to time. Notice is not required for a new policy to take effect. The University reserves the right to add other mandatory program or graduation components. However, UCW will make reasonable attempts to notify students promptly of any significant policy changes through its web site, through e-mail distribution, or other methods deemed appropriate by the UCW administration. For greater certainty, UCW reserves the right to make additions, deletions, substitutions, changes, or modifications to its policies, practices, procedures, tuition fees, course availability, delivery mode, schedules, or program requirements at any time without prior notice. Please check the web site for any updates that may be applicable to your program of study.

The publication of information in the Calendar does not oblige the University to the delivery of particular courses, programs, services, or facilities as listed herein. Furthermore, as an organization committed to continuous improvement and review, change is a part of who we are as an institution. Possible changes may include changes to courses, programs, admissions and graduation requirements, curricula, course content or titles, etc.

The University reserves the right to revise or cancel any rule or regulation published in the Calendar or its supplements, at any time.

Students are responsible for informing themselves of the Student Rights and Responsibilities and the specific requirements of the courses and degrees sought. Refer to Policy 9014 Student Rights & Responsibilities. Students are also responsible for informing themselves of the University's procedures and policies and the specific requirements associated with the degree sought.

The University reserves the right, at its sole discretion, at any time, to cancel classes and courses without notice if enrolments are insufficient for a good student learning experience.

The University specifically reserves the right to use its sole, absolute, and unfettered discretion, without interference, in admitting individuals to the University, its courses and programs.

## **Enrolment Agreement**

Students are required to review, agree to, and sign (either digitally or in hard copy) the terms and conditions specified in the UCW Enrolment Agreement in order to be eligible to register in courses. Students further agree to abide by the terms and conditions of the agreement each year by logging into and accepting the conditions as noted in the online learning system. The Enrolment Agreement clarifies the students' rights and responsibilities and what students can expect from the University throughout their studies.

## **Limit of the University's Responsibility**

The University accepts no responsibility for the interruption or discontinuance of any class or course of instruction because of natural disasters/an act of God, fire, riot, strike, or any cause beyond the control of the University.

## **Protection of Privacy**

University Canada West is committed to using personal information we collect in accordance with applicable provincial and federal privacy legislation. Students are responsible for the completeness and accuracy of their personal contact information they provide to the University. Students are advised that all information they provide, and any other information placed into their student records, will be protected and used in compliance with the BC Personal Information Protection Act (2004). The UCW Privacy Officer can be reached at [privacy@ucanwest.ca](mailto:privacy@ucanwest.ca).

## **University's Right to Limit Enrolment**

The University reserves the right to limit enrolment or registration in courses, to revise or cancel the curricula, or to cancel or revise any of the programs or courses listed. Course offerings are subject to sufficient enrolment or program revisions. However, every effort will be made to accommodate students already enrolled in a program. Since dates may be subject to change, students are advised to ascertain that all travel bookings are flexible.

## **Course Outlines**

Frequently, current students or graduates of a university require course outlines or other details of their studies. University Canada West retains the University Calendar(s) as part of its archive. It is the students' responsibility to retain copies of their course outlines for future reference and transfer credit purposes. While every effort is made to retain course outlines, in the event they are not available, the UCW Calendar becomes the official version.

**NOTE: EVERY STUDENT ADMITTED TO THE UNIVERSITY AND WHO REGISTERS FOR CLASSES WITH UNIVERSITY CANADA WEST (UCW) IS DEEMED TO HAVE AGREED TO BE BOUND BY THE POLICIES AND PROCEDURES HEREIN.**

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# General Information

Welcome to our learning community. University Canada West is a contemporary university dedicated to student success in the achievement of educational and career goals.

Established in 2004, we are an independent government-recognized institution providing quality undergraduate and graduate education at our Vancouver campus and online.

This Calendar is a resource and reference tool for students. It is each student's responsibility to review and become familiar with the policies, procedures, and responsibilities required of them while attending the University. Please take the time to read the Calendar and seek clarification if necessary.

## Campus Closures

### Refer to Policy 2002 Closure Due to Inclement Weather.

The University remains open during normally scheduled hours of operation unless climatic conditions pose a hazard to public safety or adversely affect UCW's ability to continue to offer services. UCW responds to severe weather conditions (snow and ice) by conducting a risk assessment on the weather and road conditions, and determining whether or not to close campus operations. UCW will advise students, faculty, and staff of a campus closure by 8:00 AM (if possible) to limit issues related to early classes, or in the case of weather deteriorating during the day, sometime during the day, or before 9:00 PM if forecasted weather is deemed to be severe for the next day.

Extra classes to make up for missed classes will be at the discretion of the Program Chairs in consultation with the faculty.

## Academic Terms

The UCW Academic Year is organized to create an environment of learner flexibility and rapid degree completion. Courses are organized in four terms, each of which consists of 11 weeks of classes plus one week for exams. The terms begin in September, January, April and July. There is a three-week winter break at the end of the calendar year. Within the framework of each term, students and faculty work together to organize learning activities and assessments that accomplish a full standard university course. Online and face-to-face courses have the same term structures to enable students to choose the course combination that works best for them, either all online, face-to-face or a mix of online and face-to-face classes. Some activities are scheduled outside of the normal terms to maximize student learning opportunities.

Note: All NEW students must complete SOAR 099 online prior to the start of the term. Refer to the "Readiness to Study" section of this Calendar for details.

All NEW on campus students are required to attend an orientation session the week prior to the term start. Refer to the University Schedule for details within each term.

Term	Dates
September Term	September 29, 2014 to December 21, 2014
January Term	January 5, 2015 to March 29, 2015
April Term	April 7, 2015 to June 28, 2015
July Term	June 29, 2015 to September 27, 2015

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# UCW Governance

University Canada West was established in 2004 as an independent institution that provides quality education to undergraduate and graduate students through their onsite campus in Vancouver as well as through their virtual campus through the use of technology. It received approval from the Government of British Columbia through the Degree Quality Assessment Board (DQAB) to offer the following degrees:

- Bachelor of Arts (Media and Communications);
- Bachelor of Commerce; and
- Master of Business Administration.

UCW is governed by two senior governing bodies (bicameral governance), which share authority over decisions:

- **Board of Governance**, which has fiduciary, legal, and financial responsibility for UCW, and
- **Academic Council**, which governs the University's academic affairs.

The University President and Vice Chancellor is the common tie between the Board and Academic Council.

Academic Council consists of broad representation of senior administrative staff, faculty, staff, students, alumni, and external members.

## UCW Program Approval

University Canada West's programs are offered under the written consent of the Minister of Advanced Education having undergone a quality assessment process and been found to meet the criteria established by the Minister. In addition, University Canada West has achieved **Education Quality Assurance (EQA)** designation from the Province of British Columbia. As stated by the Government of British Columbia:

*"EQA is a quality assurance designation that identifies BC public and private post-secondary institutions that have met or exceeded provincial government recognized quality assurance standards and offer consumer protection. EQA provides one standard provincial seal that can be recognised globally as symbol of quality.*

*The EQA seal allows students to identify easily which provincial institutions the government of BC recognizes as having met quality assurance standards and that offer consumer protection to learners. EQA is a voluntary designation available to all BC public and private post-secondary institutions."*

UCW is proud to be a designated EQA institution as further proof of its commitment to providing students with a quality education.

## Other Recognition

On November 28, 2012, UCW was approved to enter Candidacy for Accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP's mission is to promote continuous improvement and recognize excellence in the accreditation of business education programs around the world. ACBSP is recognized by the Council for Higher Education Accreditation (CHEA) as a specialized accreditation agency for business education. ACBSP currently has 1,134 member campuses, 167 of which are located outside of the U.S. Of those campuses, 572 have achieved accreditation and more than 485 are in candidacy for accreditation.

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# Programs Offered

## Undergraduate Programs

University Canada West offers the following undergraduate programs:

- Bachelor of Arts, Media and Communications, (BA) and
- Bachelor of Commerce (BCom) degree.

Both the BA and BCom programs are designed to produce graduates who are professionally competent and effective thinkers. In order to accomplish these objectives, students are provided with a significant background in critical thinking, decision making, and quantitative research and analysis.

## Tier Structure

Both of the BA and BCom programs are designed in tiers that carefully and sequentially develop a student's abilities according to the best professional standards. Each program also includes optional concentrations, groups of electives targeted at specific professional outcomes. Transferability between programs is easy and ensures students who wish to change programs lose few credits.

### ***Tier 1: University Foundation (30 credits)***

The University Foundation is a set of courses designed to create a strong world-awareness and critical thinking set of competencies built around a required breadth of courses in the sciences, social sciences and humanities, with some program specific components. All BA and BCom students take this foundation.

BA students must take the following courses in their first 24 credit hours of study:

- COMM 100 - Mass Media and Society
- ANTH 102 - Introduction to Cultural Anthropology
- ENGL 100 - English Language Writing Skills
- MATH 101 - Foundation Mathematics

BCom students must take the following course in their first 24 credit hours of study:

- BUSI 100 - Introduction to Business
- ECON 102 – Principles of Microeconomics
- ENGL 100 – Academic English
- MATH 101 - Foundation Mathematics

### ***Prerequisites***

University admission requirements must be met. SOAR 098 Student Orientation and Academic Readiness must be taken before beginning any Tier 1 courses. There are no additional prerequisites for any Tier 1 courses, unless such pre-requisites are conditions of initial enrollment. COMM 099 Business Communications Foundation may be a program pre- or co-requisite.

### ***Tier 2: Disciplinary Foundations (30 credits)***

Tier 2 is the core of disciplinary foundational courses in media and communications and in business as appropriate to the degree program. These courses are selected on the basis of their commonality to university level communications or business programs and support by industry review. Tier 2 is rounded out by additional Arts or Science courses that allow the student to shape their program more clearly in the direction of their general interest and strengthen their critical thinking and world awareness.

### ***Prerequisites***

Students must have completed at least 24 credit hours of Tier 1 before they can take Tier 2 courses. (Tier 1 need not be complete.) Specific course prerequisites may also apply.

### ***Tier 3: Disciplinary Applications (30 credits)***

Tier 3 consists of advanced courses in media and communications or business. These courses form a required and elective set that produce graduates with strengths in practical applications. Half the courses are required and the other half electives that permit the student to choose field options that will develop their career pathway.

### ***Prerequisites***

Students must have completed Tier 1 and at least 24 credit hours of Tier 2. (Some flexibility is permitted for students with work experience or advanced credit from earlier study). Specific course prerequisites may also apply.

### ***Tier 4: Integrative Applications (30 credits)***

Tier 4 consists of advanced courses that require students to think in critical and real-world terms about a wide range of problems from a media and communications or business point of view and develop realistic responses. Courses focus on projects that permit a student to develop a significant portfolio that can be displayed to potential employers. It concludes with a pair of capstone courses. In addition, students may choose up to five elective courses that develop a concentration.

### ***Prerequisites***

Students must have completed Tier 3. Specific course prerequisites may also apply.

### ***Breadth Requirement***

As part of the University's commitment to degrees that effectively prepare students for a full range of challenges, all UCW undergraduate degrees require students to take courses from five fields of knowledge. These include the humanities, science, social sciences, business, and communications. In addition, students in each full degree program must complete a required set of courses in quantitative analysis and research skills.

## **Program Consultation & Review**

Refer to Policy 5000 Program Advisory Committee.

UCW solicits input on a regular basis from Program Advisory Committees (PACs) to ensure the continued currency, relevancy and quality of its existing programs and to support new program development. Each degree program has a Program Advisory Committee. This is a representative body of professionals who work with the Program Chair to discuss issues related to the outcomes of the program. It is the responsibility of the Advisory Committee to ensure that the UCW degrees are up to date with current and emerging trends in the industry.

## **Applications**

To apply for admission to any of the degree programs, please see the "How to Apply" section of this Calendar or go to the UCW website at [www.ucanwest.ca](http://www.ucanwest.ca).

## **Bachelor of Arts in Media and Communication (BA)**

The BA in Media and Communications provides students with an opportunity to develop a broad knowledge of media, cultural studies and business along with theoretical and practical skills that are relevant to careers in professional writing, journalism, public relations, communications, and advertising.

Graduates will be able to:

- Use communication theories to assess basic issues in cultural contexts;
- Critique communication media influence on audience perceptions of issues, events, products, and services;
- Evaluate the effectiveness and integration of all types of media and communication;
- Demonstrate communication oriented research and information seeking strategies;
- Create ethically and legally sound content for a variety of forms of media and markets;
- Integrate media and content to communicate persuasively to specific audiences;
- Apply communication methods to business problems and contexts; and
- Work productively in a collaborative environment.

The program focus is found in a sequence of courses in media and communications. At the same time, it integrates business courses to create an interdisciplinary degree that provides a sound background for work in media and communications organizations and other communications related business careers. Team activities are an intrinsic part of many courses and build team skills vital for real world success as well as providing a collegial learning environment.

Courses are provided in both the on-line and face-to-face learning environments. However, due to program constraints, students may be required to complete some course work on-line.

### **BA Concentrations**

The University follows professional trends in industry closely and develops course concentrations that reflect the best professional standards in specific fields. Currently, UCW offers the following concentrations in the Media and Communications degree:

- Public Relations

One of the largest sectors in the communications field is public relations. Job prospects continue to be good as the field expands. The concentration provides the training for both entry level and management positions in the public relations field.

- Communications Management

One of the fastest growing fields in communication is communication management. This concentration provides the training for those who hope to manage complex communications projects and departments in industry.

Please refer to the “Course Descriptions” section for detailed information on the actual courses. See the course pathways options in Appendix A at the end of the calendar.

### **Bachelor of Commerce (BCom) in General Studies**

University of Canada West's BCom graduates are provided with a broad foundation of contemporary business knowledge and practices. The BCom program prepares students for a successful career where they will contribute constructively in a global economy.

Graduates will be able to:

- Use managerial and financial tools to assess basic business issues critically;
- Research and analyze business systems, processes and functions in the context of local, regional, and global conditions;
- Apply contemporary business methods to problems and contexts;
- Create ethically and legally sound proposals, plans, and projects;
- Organize information to communicate persuasively to target audiences; and
- Work productively in a collaborative and multicultural environment.

The program focus is found in a sequence of business courses. At the same time, it integrates communications courses to create an interdisciplinary degree that provides a sound background for work that includes the development and management of organizations. Team activities are an intrinsic part of many courses and build team skills vital for real world success as well as providing a collegial learning environment.

## **BCom Concentrations**

The university follows professional trends in industry closely and develops course concentrations that reflect the best professional standards in specific fields. Currently the university offers the following concentrations in the Commerce degree:

- Accounting

Accounting skills are in consistent demand. The accounting concentration, in combination with the rest of the BCom degree, prepares students for entry into a professional accounting program.

- Public Relations

Good public relations is an important part of any organization. The Public Relations concentration prepares students to produce and manage public relations materials and projects in an organizational context.

- Business Communications

Communication is an essential component of every organization, whether communicating internally to staff and managers, or externally to customers, stakeholders, or the public. The Business Communications concentration prepares students to produce effective communications materials for a wide range of contexts and in the framework of business strategy.

Please refer to the Course Descriptions section for detailed information on the actual courses. See the course pathways options in Appendix A at the end of the Calendar.

## **Undergraduate Degree Completion Programs**

University Canada West also offers undergraduate degree completion programs for those with previous academic credits or an equivalent level of training and work experience:

Credentials are assessed on an individual basis or through recognized block transfer program. Prior learning assessments are also offered for students with substantial formal and informal learning and experience related to a specific subject area. Refer to the section on Prior Learning Assessment and Recognition later in this Calendar.

## **MBA Foundation Courses**

Applicants who seek admission to the MBA program and do not have a current GMAT/GRE score or professional experience waiver may choose to complete a set of four MBA Foundation courses as a means of qualifying for admission. Additionally, the Admissions Committee may recommend that certain

applicants complete MBA Foundation courses to demonstrate academic readiness for admission to the MBA program.

The MBA Foundation courses include courses in the following areas:

- Business and Academic Writing
- Quantitative Reasoning and Analysis
- Business Fundamentals
- Economics from a Business Perspective

## **Graduate Programs**

University Canada West offers the following graduate program:

### **Master of Business Administration (MBA)**

As an MBA graduate, students will be prepared to act as an effective leader in global contexts. They are able to take on complex business challenges, apply pragmatic problem-solving methods, communicate persuasively and make informed, responsible decisions that drive organizational success.

Graduates will be able to:

- Construct strategic responses to business challenges/opportunities;
- Assess ethical implications of business activities;
- Develop, implement and evaluate solutions to business problems;
- Formulate business decisions and systematic analysis that reflects critical thinking;
- Demonstrate effective skills to collaborate with diverse groups of people;
- Lead teams through the resolution of problems and successful completion of projects and tasks;
- Integrate personal values and perspectives into problem solving and take responsibility for decisions;
- Communicate ideas persuasively (written and oral) as a result of thorough analysis of information; and
- Gather, analyze and synthesize information for a business context.

The program is a sequence of courses in four tiers that will progressively develop skills until students are able to undertake sophisticated analysis of a business case and manage complex business problems. Team activities are an intrinsic part of many courses and build team skills vital for real world success as well as providing a collegial learning environment. The program completes with a major research project that showcases student skills as applied to a real world business problem.

Courses are provided in both on-line and face-to-face learning environments with the flexibility to meet a wide range of student needs. Students working full-time can use the on-line option to maximize their access and work at their own pace. International students will appreciate UCW's downtown Vancouver location, with its small classes and good working relationships between faculty and students.

Students beginning the program in and after the January 1st, 2013 will have an additional degree requirement of a Tier 1 Competency Evaluation (MBAP 619). Coming at the end of the first Tier of their program, this evaluation assesses critical thinking, communication, synthetic thinking, and personal perspective integration. Successful completion of this evaluation is required to continue to the upper tiers of the their program.

Please refer to the "Course Descriptions" section for detailed information on the actual courses. See the degree pathways options in Appendix A at the end of the Calendar.

## **Undergraduate Residency Requirement**

An undergraduate degree requires successful completion of 120 credits, typically 40 3-credit courses of study. The maximum number of transfer credits that may be applied towards a UCW undergraduate degree is 60 credits. Therefore, any applicant who transfers to UCW must complete a minimum of 60 undergraduate credits at UCW. If an applicant qualifies for degree completion status, the maximum number of credits that can be applied towards a UCW degree is 60 credits. At least one-half of a student's course credits must be completed at the upper level (i.e., third and fourth year or equivalent) as specified in their Degree Pathway approved by the Dean, Chair, or academic program head. This specification includes students transferring courses from other recognized schools and universities.

## **Graduate Program Residency Requirement**

No student shall be awarded a graduate degree from UCW unless s/he has successfully completed a minimum of 10 UCW courses or 30 credits as specified in his or her degree pathway approved by the Dean, Chair, or academic program head. This includes students transferring courses from other recognized schools or students with graduate degrees from other recognized schools and universities.

Courses for which credit is granted through either PLAR or transfer credit may not be used towards UCW's residency requirement.

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# **General Admission Requirements**

Refer to Policy 9007 Admissions.

University Canada West accepts qualified applicants who meet the stated admission requirements. The University has clearly articulated admission requirements that support the likelihood of success in undergraduate and graduate programs while adhering to necessary academic standards. In addition, the admission policy outlines satisfactory English language proficiency levels for admission to ensure the adequacy of language skills essential for academic success in a Canadian university.

The University welcomes applications from Canadian and International students. New students must apply and receive a "Letter of Acceptance" (LOA), issued by the UCW Registrar's Office, as official confirmation of admission to the University before registering in courses. The University reserves the right to set enrolment limits, although the intention is to admit all qualified students.

Applicants are urged to ensure they clarify which sections of this Calendar apply to them to avoid delays in processing their application for admission. In addition, there are specific federal regulations which apply solely to international applicants. Applicants should contact their Recruitment Advisor to ensure they are aware of which regulations apply to their personal circumstances.

## **General Information for All Applicants**

Applicants must furnish information necessary for the University record, disclosing all post-secondary institutions where any course registrations were made, and arranging for all official transcripts to be sent directly to the UCW Registrar's Office on a timely basis. Failure to do so could lead to admission delays or denial.

## Application Due Date

All new students must provide for adequate time to prepare for a term start and to acquire textbooks and other materials. On campus students must ensure sufficient time to arrive on campus by the Orientation start date. Therefore, an applicant must submit a complete application, including all required supporting documentation, no later than the application due date below:

Domestic Undergraduate	at least 5 business days prior to the start date of the preferred term
International Undergraduate	at least 15 business days prior to the start date of the preferred term
Domestic Graduate	at least 5 business days prior to the start date of the preferred term
International Graduate	at least 25 business days prior to the start date of the preferred term

Applications received after this date will normally be processed for the next term. If an applicant is considering applying for transfer credit, note that the later an application is received, the less likely the transfer credit assessment can be done before the term start. Consult a Recruitment Advisor to plan time accordingly.

## Categories of Applicants

Applicants to UCW must identify whether they are domestic or international applicants. *Domestic* applicants are those who are either:

- Canadian citizens;
- Permanent residents of Canada who hold a Permanent Resident Card (PRC); or
- Convention Refugees.

*International* applicants are all others, meaning those who are citizens of any country except Canada and who do not hold permanent resident status in Canada.

Applicants may be required to provide proof of citizenship by the Registrar's Office.

## General Admission Requirements

Applicants must furnish information necessary for the University record, disclosing all post-secondary institutions attended, and arranging for all official transcripts to be sent directly to the UCW Registrar's Office. Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.

Letters of Acceptance for a specific term start will be issued up to, but no later than, 5 working days prior to the start of the mandatory orientation for that term. Applications received less than 5 working days before orientation start will be deferred to the next term.

Applicants must submit a non-refundable application fee with their applications. The fee is non-refundable and cannot be applied to tuition.

All applicants must submit official copies of the required supporting documentation, including official transcripts of past education. Transcripts are only deemed official if they are received by the UCW Registrar's Office in a sealed envelope that remains unopened and free of tampering. Official documentation must be received before the Letter of Acceptance will be issued.

Photocopies, faxes, or notarized copies of transcripts are only used for preliminary evaluation by Admissions. They are not acceptable for final admission to UCW programs.

In lieu of an original copy of the official transcript, UCW may accept:

- Copies of transcripts if they are duly notarized by Citizenship and Immigration Canada (CIC) or Canadian Consular officials;
- Official documentation provided by International Credential Evaluation Service (ICES), or World Education Services (WES) evaluation, or, subject to additional verification and at the sole discretion of the University, other recognized credential evaluation service that requires official copies of transcripts to make their determination.

All documents submitted to UCW become the property of the University and will not be returned.

Applicants who are permanent residents must provide a copy of a current Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.

The Registrar's Office provides written notification to all applicants to advise whether or not their application for admission has been approved.

### **Letter of Acceptance (LOA)**

No student may register for courses at UCW unless they have received an LOA or an LOA with conditions from the University Registrar. An LOA will only be issued to an applicant once Admissions or the Admissions Committee has approved the application and all required documents have been received.

### **Admission Decisions**

The Registrar's Office provides written notification to all applicants to advise whether or not their application for admission has been approved or not. Admissions status may be:

- Full admission, with no conditions (student meets all entrance criteria and can register in courses per Degree Pathway). Student receives a "Letter of Acceptance (LOA);
- Admission with conditions, with specific conditions specified by the Admissions Committee (student meets most entrance criteria but may have limits on numbers of courses for registration or on minimum grade standards to be achieved during his/her first terms at UCW). Student receives a "Letter of Acceptance with Conditions"; or
- Denied, when the applicant does not meet the requirements for admission to the University.

### **Admissions**

The Admissions Coordinator is authorised to admit applicants who:

- Meet or exceed the stated minimum entrance requirements;
- Meet all the entrance requirements and who require an English Language proficiency condition; or
- Are 'mature' applicants for an undergraduate program.

The Admissions Coordinator admits graduate students into the appropriate entrance option for that program.

The Admissions Coordinator will refer all other applications to the Admissions Committee for decision.

## **Admissions Committee**

The Admissions Committee may require an interview with the student or determine any other documentation or form of evaluation deemed appropriate in order to assess the applicant's potential for success or to verify the applicant's information or qualifications.

The Admissions Committee may consider a combination of the applicant's work experience, previous post-secondary education, in-house training, professional designations, and other supplemental information as elements of the admissions assessment process.

The Admissions Committee may specify admission with conditions where a student is required to achieve a minimum grade or to meet additional program, course, upgrading, and/or limited course load requirements. The conditions shall be specified in the student's LOA.

With the approval of the Admissions Committee, a student may be admitted with conditions to a program. A student admitted with conditions must meet specific conditions established by the Admissions Committee. The conditions will be specified in the LOA.

The Admissions Committee may request additional documentation to be submitted to support assessment of an application for admission.

## **Deferred Admission**

Once students have been admitted, they may defer their start date for up to maximum of one (1) year from the date the application for admission was approved. If an accepted student does not start his/her studies within one year from the date of approval, UCW retains the admission documents for one year from the date the application was initially received after which they are destroyed. If an applicant reactivates their application after one year, the applicant must provide complete new documentation and meet the current published admissions standards.

## **Credential Evaluation**

When an applicant submits a credential from an unrecognized or without precedent institution, or if additional analysis is required, ICES/WES evaluations may be required. Such evaluation may be stipulated by the Registrar's Office and/or the Admissions Committee.

## **Admission to a Second Degree**

Students with a previously earned degree from UCW or from another recognised institution may be admitted to a second degree program at the same level and of a different discipline if they meet the program admission requirements, and must meet the following conditions:

- The applicant must meet the admission requirements for the program of the second degree;
- The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree; and
- The student must meet the minimum residency requirement for the second degree.

## **Non-Program Option**

Applicants may be admitted to the University, but not to a specific program, as "Non-Program" students. They are permitted to register for a maximum of four (4) undergraduate courses (12 credits) without the

necessity of completing a full application for admission. Generally, non-program students are limited to courses in Tiers 1 and 2 only.

This status may not be used for full program admission. It allows applicants an expedited admission process where only the application form itself needs to be completed if they are interested in exploring one or more specific courses but may not be interested in completing a full degree program. After completing the maximum 4 courses, if the student wishes to continue with additional courses, he/she must apply for full program admission. Admission to the Non-Program option does not guarantee subsequent admission to the full program.

International students are not eligible to use the Non-Program option in order to be issued an LOA for purposes of a study permit.

Non-program applicants must also meet the English language proficiency requirements of the University.

## **Visiting Students**

Students attending other post-secondary institutions (their “home” institution) may be admitted to UCW to complete specific courses only as a “visiting student”. To ensure that the course(s) taken at UCW are eligible for transfer, students are advised that they should obtain a “Letter of Permission” from their home institution prior to registering at UCW. Visiting students submit an abbreviated application and are not required to submit official transcripts from their home institution to support their request to register.

## **Exceptions**

Students who do not meet the minimum admission requirements will have their application reviewed by Admissions Committee. Such requests for review, detailing any extenuating circumstances, must be submitted to the Registrar’s Office via their Recruitment Advisor. Requests for exception are reviewed by the Admissions Committee.

With the approval of the Admissions Committee, a student may be admitted with conditions to a program. A student admitted with conditions must meet specific conditions established by the Admissions Committee. Any conditions will be specified in the letter of acceptance.

## **Readmission**

Students who have been inactive for two (2) or more terms and not on an approved leave of absence must apply for readmission through the Registrar’s Office, and must submit the readmission fee. All readmissions applications are reviewed by the Admissions Committee which may approve, deny, or place special conditions upon a readmission request.

Applicants who have undertaken additional academic coursework during an unapproved period of inactivity must also submit official transcripts of any courses taken elsewhere during that time.

Students who are required to withdraw for academic reasons may apply for readmission no sooner than one (1) year from the date of their academic withdrawal for a first occurrence. After a second or subsequent academic withdrawal, students may apply for readmission after two (2) years from the date of the last withdrawal. The Vice President Academic may approve adjustments to the reapplication period.

## **Appealing Admission Decisions**

Applicants denied admission or readmission, and who can demonstrate extenuating circumstances or provide information not presented initially, may appeal to the Admissions Appeals Committee. The applicant must initiate the appeal.

Appeals must be received by the Registrar's Office no later than 30 days from the date of the letter in which admission is denied. The appeal must contain a statement and clarifying information to explain why the appeal should be considered.

The Registrar's Office will provide written notification to the applicant on the Admissions Appeals Committee decision. The decision of the Admissions Appeals Committee is final and cannot be appealed further.

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## Undergraduate Admissions

All applicants to undergraduate programs must submit:

- A completed application form;
- An official high school transcript (or attested copy) (if applicable);
- Official transcripts from all post-secondary institutions attended (if any);
- A detailed chronological résumé to demonstrate educational achievements, work experience and progression, community involvement, volunteer experience, and other related experience; and
- A Letter of Intent (LOI) that clearly explains why the applicant is applying and outlines the student's academic intentions.

Applicants to undergraduate programs may qualify for admission based on a Canadian High School (Grade 12) diploma (or equivalent). Applicants are required to meet the following criteria:

- Have at minimum, the equivalent of a Canadian high school (Grade 12) diploma, with an overall average of 65% or better. This average is calculated based on the grade for British Columbia English 12 (or equivalent) and the best three additional academic Grade 12 courses.
- Bachelor of Commerce applicants must have 65% or better in the BC Principles of Mathematics 11 (or equivalent) unless the applicant has successfully completed equivalent courses in post-secondary education with a grade of "C+" or better, in which case official transcripts are required.

High school graduates who do not meet the minimum grade levels may be considered for admission if they have successfully completed at least 30 academic post-secondary credits at a recognised institution.

Applicants who completed high school or any post-secondary studies outside Canada must also submit:

- Documentation confirming they were awarded high school completion, if not already indicated on official transcripts; and
- Proof of English language proficiency as specified in the "English Language Proficiency" section.

Applicants who have not completed the equivalent of a Canadian High School (Grade 12) diploma, or do not meet the minimum admissions requirements, may be accepted into an undergraduate program. In lieu of a high school diploma, the Admissions Committee will consider if the applicant has the work experience, or a combination of education and experience, that will indicate ability to be successful in their program of study. Applicants generally must:

- Be over twenty-one (21) years of age on or before the first day of classes;
- Have been out of high school for at least two years; and
- Be approved by the Admissions Committee.

The Admissions Committee may require an interview with the student or determine any other documentation or form of evaluation deemed by appropriate in order to assess the applicant's potential for success.

The Admissions Committee may also specify admission with conditions where a student is required to participate in additional program, course, upgrading, and/or limited course load offerings.

### **Additional Undergraduate Requirements for International Students**

Before the Official Letter of Acceptance (LOA) is issued, students must prepay the tuition deposit for four (4) bachelor degree courses plus the fee for SOAR 098.

Before being permitted to register for courses, all new International students must provide proof of valid current medical insurance coverage. See Medical Insurance section for more details.

Students who have successfully completed a diploma or certificate from a college, institute, or university that is not recognized shall have transfer credit assessed on a course-by-course basis with courses assessed on the basis of equivalence, in lieu, or program applicability. A maximum of 60 credit hours of transfer credit will be applied.

Please check with the enrollment staff or the appropriate university academic department to confirm the applicability and available transfer credit for any existing diploma or certificate.

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## **Graduate Admissions**

Applicants to the MBA program may qualify for admission based on meeting the following requirements:

- A Bachelor's degree program at a recognized university, with a grade of 70% (or equivalent) or better average in the last year of their program or a cumulative GPA of 3.0 (or equivalent) or better;  
OR
- Applicants who have not completed a recognized baccalaureate degree may be considered for admission if they can demonstrate a significant depth and breadth of business/management experience, or a combination of education and experience, to be successful in the MBA program. Applicants in this category of admission must:
  - Be over twenty-one (21) years of age on or before the first day of classes, and
  - Demonstrate at least five (5) years of professional or management experience with evidence of career progression and relevant education and/or training.

Applicants who have an undergraduate GPA between 2.7 and 3.0 may qualify for entry to the MBA Foundation courses by special admission as determined by the Admissions Committee. They must earn a grade of B (GPA of 3.0) or better on each Foundation course in order to continue into the MBA program.

### **GMAT/GRE Requirement**

Applicants to the MBA program must meet the following admissions criteria in addition to those specified previously:

- An acceptable score on the Graduate Management Admissions Test (GMAT) or an equivalent score on the Graduate Record Exam (GRE). The Admissions Committee will look for scores that indicate

strengths in the verbal, quantitative, and analytical writing assessment portions of the exams. The score must be no more than five (5) years old.

- Waiver of GMAT/GRE Requirement: Applicants may apply for a waiver of this requirement if they possess one or more of the following:
  - an appropriate professional designation (e.g., CA, CMA, CGA, CHRP, P.Eng.);
  - completion of a graduate degree or higher credential at a recognized university; OR
  - a minimum of five (5) years documented professional or management experience with evidence of career progression and relevant education and/or training; OR
  - Successful completion of the MBA Foundation courses.

Applicants who elect to submit their scores directly to UCW from standard testing services should specify UCW's institution code as follows:

- GMAT 5HW
- GRE 7570

All applicants to the MBA program must submit:

- A completed application form;
- Official transcripts from all post- secondary institutions attended;
- Official documentation confirming professional designations, where applicable;
- Two (2) letters of reference that may include academic, employer, or business references. The Admissions Committee may specify additional criteria for letters of reference;
- A detailed chronological résumé clearly outlining educational achievements, work experience and progression, and other related experience; and
- A Letter of Intent (LOI) that clearly explains why the applicant is applying and outlines the student's academic intentions.

Note that letters of reference are not required for applicants to the Foundation level MBA courses. Letters of reference are required from applicants for direct entry to the MBA program.

Applicants who completed undergraduate studies outside Canada must also submit:

- Documentation confirming their degree was awarded, if not already indicated on official transcripts,
- A credential evaluation from a recognized service confirming equivalency if the applicant submits a credential from an unrecognized institution or if additional analysis is required by the Admissions Committee; and
- Proof of English language proficiency as specified in the "English Language Proficiency" section.

The Admissions Committee may request additional documentation to be submitted to support assessment of an application for admission.

Note that ICES/WES evaluations may be required for admission, but are only required if specified during the admissions process when an applicant submits a credential from an unrecognized institution or if additional analysis is required.

### **Additional Graduate Requirements for International Students**

- Before the official Letter of Acceptance (LOA) is issued, students must prepay the tuition deposit for three masters level courses plus the tuition for SOAR 098;
- Before being permitted to register for courses, all new International students must provide proof of valid current medical insurance coverage. See Medical Insurance section in the Calendar for more details.

- If the Admissions Committee specifies the requirement for a credential evaluation, students must have their credentials officially evaluated by one of the international credential evaluation services (i.e., ICES or WES) before the end of first term at the university.

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## Required Documentation

### Official Documentation

All applicants must submit official copies of the required supporting documentation, including official transcripts of past education. An official transcript is one that is sent directly from the issuing institution to UCW's Registrar's Office. It must bear the official seal and/or signature of the issuing institution and have been produced on the institution's security paper. Transcripts are deemed official if they are received by the UCW Registrar's Office directly from the issuing institution and which are in a sealed envelope that remains unopened and free of tampering.

Photocopies, faxes, or notarized copies of transcripts are only used for preliminary evaluation by Admissions. They are not acceptable for final admission to UCW programs. An LOA will not be issued until all required official documents have been received by UCW's Registrar.

In exceptional circumstances (i.e., countries where students only receive 1 copy of an original transcript), in lieu of an original copy of the official transcript, UCW may accept:

- copies of transcripts if they are duly notarized by Citizenship and Immigration Canada (CIC) or Canadian Consular officials;
- official documentation provided by International Credential Evaluation Service (ICES), or World Education Services (WES) evaluation, or, subject to additional verification and at the sole discretion of the University, other recognized credential evaluation service that requires official copies of transcripts to make their determination.

The Admissions Committee makes the final decision on what documentation may be required.

**Students who change their names legally (e.g., through marriage) after submitting their documentation must provide proof of the legal name change to the Registrar's Office.** This may be a copy of a marriage certificate or legal name change notification.

NOTE: Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.

### Credential Evaluation

ICES/WES evaluations will only be required if specified during the admissions process when an applicant submits a credential from an unrecognized or without precedent institution or if additional analysis is required.

UCW will provide one (1) direct notice to comply with the credential evaluation requirements within 30 days of the start of the first term, including the consequence of non-compliance. If the student does not submit the required documentation by the end of the student's second term, UCW withdraws the student.

### Misrepresentation of Documentation

Refer to Policy 9010 Misrepresentation of Student Documentation.

All applicants and students must provide materially complete documentation, must not willfully omit documents or other information, and must not submit documents to misrepresent their personal identify that may impact their eligibility for admission or graduation.

If an applicant submits any false statements or documents such as passports, identification documents, transcripts, diplomas, certificates, test scores, references, résumés, or the applications themselves, which are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive in support of an application for admission, the Registrar's Office will cancel the application immediately.

If an applicant submits any false statements or documents such as transcripts, diplomas, certificates, course outlines, course descriptions, or syllabi, which are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive in support of a request for transfer credit or any other type of advanced standing, the Registrar's Office will cancel the application immediately.

If an applicant submits a materially incomplete application or fails to include all prior post-secondary education documentation, regardless of the country in which the post-secondary institution is located, the application may be declined and any offers of admission may be revoked. If an applicant or student willfully omits required documentation as a means to conceal or mislead, the application may be declined and any offers of admission will be revoked. UCW has the right to request additional documentation from a student before admission or graduation.

## **Translation of Documentation**

Any document that is not in English and which is submitted to UCW in support of admission or any other request for service or academic credit must be accompanied by a certified, official translation. The only exception are Canadian documents in French. Official documents in all other languages must be accompanied by official English translations. Only translations made by a certified translator or a court appointed translator will be considered acceptable for admission.

The applicant or student is responsible for any and all costs associated with such translations. Both the original and the certified copies become part of the student's file and will not be returned. All documents submitted become the permanent property of UCW. Refer to Policy 9015 Student Records.

If an applicant is unable to access a certified translator, a Recruitment Advisor can refer the applicant to a certified translation service in Vancouver.

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## **Returning to UCW**

Students who have registered at another university or college since attending UCW, and who want to transfer back, are required to:

- Complete and submit a "Request for Readmission" form;
- Identify all post-secondary educational institutions attended while absent from UCW;
- Submit official transcripts of their academic records from these institutions; and
- Pay the readmission fee, before re-registering.

## **Exceptions**

Students who do not meet the minimum admission requirements will have their application reviewed by Admissions Committee. Such requests for review, detailing any extenuating circumstances, must be

submitted to the Registrar's Office via their Recruitment Advisor. Requests for exception are reviewed by the Admissions Committee.

With the approval of the Admissions Committee, a student may be admitted with conditions to a program. A student admitted with conditions must meet specific conditions established by the Admissions Committee. Any conditions will be specified in the letter of acceptance.

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## English Language Proficiency

All courses at UCW are taught in English. If English is not an applicant's first language, he/she must provide evidence of English language proficiency, with the exception of applicants who have successfully completed their undergraduate or graduate studies in English as the language of instruction.

Applicants who provide official documentation that they have successfully completed a minimum of 30 credits of post-secondary education at an institution where English is the language of instruction may be considered for admission without providing English language proficiency test scores.

The Admissions Committee may require proof of English language proficiency from applicants who attended English language-based education systems if the Committee sees deficiencies in language proficiency when the application package is reviewed.

English language proficiency scores are valid for admissions purposes for a maximum of 2 years from the date of the report.

Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of an English Preparation for University Studies (ENGL 099) or equivalent in order to be considered for admission. Applicants will not be permitted to start UCW courses until proof of the required level of English language proficiency is achieved.

In the event an applicant cannot readily access any of the specified tests, English language assessments may be conducted through alternative means as directed and approved by the Admissions Committee. The Admissions Committee has sole authority to approve and direct alternate language proficiency testing for applicants.

For UCW degree programs, the required minimum level of English proficiency is equivalent to IELTS 6.5, with a minimum of 6.0 in the writing band. The Admissions Committee reserves the right to require any applicant to take and pass a remedial writing course as a condition for admission.

Refer to full language proficiency levels below.

Depending on the results of this evidence/testing students may be required to take English language classes or tutorials prior to, or concurrently with, their academic program. The following, while not firm thresholds for entry, are levels of proficiency that would be expected as minimum requirements for successful completion of a degree at UCW:

CanTEST	4.5 in reading and listening, 4.0 in writing
Carleton English Language Test	60 overall, with 60 in writing proficiency
EAP (English for Academic Purposes)	Successful Completion of program

Level 4	
IELTS (International English Language Testing Services)	6.5 overall, with no band less than 5.5 and with a minimum of 6.0 in the writing band
Language Proficiency Index	5 or better
Michigan English Language Assessment Battery	82
PTE Academic	58
TOEFL	575 paper-based, or 233 computer-based, or 86 internet-based. For applicants who wish to have their TOEFL scores sent directly to UCW: use institution code: 7570

Applicants will not be permitted to start UCW courses until proof of the required level of proficiency is achieved. Students are admitted subject to English Proficiency as a condition must achieve the minimum English level required before registration in UCW courses.

Students who do not demonstrate English proficiency after being admitted to the program may also be required to take ENGL 099 or COMM 099 or equivalent.

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## How to Apply to University Canada West

### Domestic Applicants

#### **Apply**

Contact a UCW Recruitment Advisor. The Recruitment Advisor will be pleased to assist in selecting the best program that meets the applicant's needs.

Apply on-line using the on-line application form. Applicants may also choose to print off and complete the form, then send it to UCW.

Consult with the Recruitment Advisor to choose a program and commit to a start date for the first term at UCW.

Pay the application fee. Applicants may do this on-line or via telephone using a credit card, PayPal, bank draft, or wire transfer. Applicants may also pay by cash or debit card in person. This fee is non-refundable and cannot be applied to tuition.

#### **Documents**

Arrange for official high school and college/university transcripts (if any) to be sent to UCW. All transcripts must be sent directly to the UCW Registrar. ***An official transcript is one that is sent directly from the issuing institution to UCW's Registrar's Office. It must bear the official seal and/or signature of the issuing institution and have been produced on the institution's security paper. Transcripts are deemed official if they are received by the Registrar's Office in a sealed envelope that remains free of tampering.***

Gather and submit all other supporting documents and send them to the Recruitment Advisor. The completed application package must be received by UCW by the application due date.

## ***Enrolment Agreement***

Review and confirm the Enrolment Agreement through the Recruitment Advisor. Students may not be able to register for courses unless they sign their Enrolment Agreement.

Once Admissions has reviewed the application file, the Registrar's Office will send an official "**Letter of Acceptance**" (LOA). Students may not register for courses at UCW unless they have received this letter. In the event an application is not accepted, the applicant will receive a letter from the Registrar's Office explaining the rationale.

When applicants receive their LOA, they will also receive an application for transfer credit.

## **International Applicants**

### ***Apply***

Contact a UCW Recruitment Advisor. The Recruitment Advisor will be pleased to assist in selecting the best program that meets the applicant's needs.

Apply on-line using the on-line application form. Applicants may also choose to print off and complete the form, then send it to UCW.

Consult with the Recruitment Advisor to choose a program and commit to a start date for the first term at UCW.

Pay the application fee. Applicants may do this on-line or via telephone using a credit card, PayPal, bank draft, wire transfer. Applicants may also pay by cash or debit card in person.

### ***Documents***

Arrange for official high school and college/university transcripts to be sent to UCW. All transcripts must be sent directly to the UCW Registrar. ***An official transcript is one that is sent directly from the issuing institution to UCW's Registrar's Office. It must bear the official seal and/or signature of the issuing institution and have been produced on the institution's security paper. Transcripts are deemed official if they are received by the Registrar's Office in a sealed envelope that remains free of tampering.***

Please refer to "General Admission Requirements" for further information on attested documents.

Gather and submit all other supporting documents and send them to the Recruitment Advisor.

The completed application package must be received by UCW by the application due date.

### ***Enrolment Agreement, Deposit and Visa***

Once the applicant has completed and submitted the application package, the Recruitment Advisor will provide an 'Application Confirmation' letter.

Pay the tuition deposit fee to UCW. International students must check with their local Canadian High Commission Office for the required tuition deposit. The amount varies by country.

Review and confirm the Enrolment Agreement through the Recruitment Advisor. Students may not be able to register for courses unless they sign their Enrolment Agreement.

Once Admissions has reviewed the application file and only upon receipt of all required official documentation, the Registrar's Office will send an official "Letter of Acceptance" (LOA). Students may not register for courses at UCW unless they have received this letter.

Upon receipt of the LOA from the UCW Registrar, apply for a Canadian Study Permit and visa. In the event an application is not accepted, the applicant will receive a letter from the Registrar's Office explaining the rationale. When an applicant receives their LOA, they will also receive an application for transfer credit.

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## Implied or Explicit Offers

No implicit or explicit offers will be made by Recruitment Advisors to applicants that may indicate acceptance of admission or awarding of transfer credit pending a full and complete review of all documentation through Admissions. All offers are made solely through the Registrar's Office.

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## Transfer Credit

Refer to Policy 9004 Transfer Credit.

UCW supports and abides by the principles of transfer credit as defined by the **BC Council of Admission and Transfer**, that is, that students should not be required to retake academic courses successfully completed elsewhere, nor should they expect to receive duplicate credit for equivalent courses. University Canada West is committed to enabling students to transfer academic credit taken at other recognized institutions and programs where there is a reasonable fit or match with the majority of learning outcomes of a course. For applicants who have completed courses at other BC post-secondary institutions, transfer credit will be awarded according to those agreements articulated in the **BC Transfer Guide**, which can be found at [www.bctransferguide.ca/](http://www.bctransferguide.ca/) .

Transfer credit policies apply to both domestic and International students. Note the following important points regarding transfer credit:

A student may only apply for transfer credit once the student has been issued a Letter of Acceptance (LOA) to the University.

Students must apply for transfer credit directly to the Registrar's Office.

Transfer credit is not granted automatically.

Only courses taken at recognized or accredited post-secondary institutions (public or private) will be considered. Courses taken at non-recognized institutions will be assessed on a case-by-case basis.

Only the Registrar's Office issues decisions on transfer credit.

If a student disagrees with the transfer credit decision, he/she may appeal the decision by submitting a written appeal with supporting documentation to the Registrar's Office

If a student has completed courses or programs offered through corporations, learning organizations and non-governmental organizations, has a recognized professional designation, and/or has significant work experience related to their intended program, they may not qualify for academic transfer credit. Instead, he/she may qualify for Prior Learning Assessment and Recognition (PLAR). Refer to following section for details.

Transfer credit is not assessed automatically for all applicants to UCW. Applicants must be admitted to UCW and have received a Letter of Acceptance (LOA) before they may apply for transfer credit. Students

must apply for transfer credit through the Registrar's Office unless UCW has an articulation agreement with the sending institution.

All requests for transfer credit must be supported by official documentation plus transcripts that describe and support the request, i.e., course descriptions, syllabi, and course outlines. Courses directly related to the student's program of study and which are older than 10 years are generally not sufficiently current for transfer credit.

Once transfer credit has been granted for a course, it cannot be used for any subsequent course(s).

Transfer credit will be granted for a course only where UCW offers a parallel or similar course with substantially the same content at a similar level. Lower level (100- and 200-level) undergraduate courses do not normally fulfill academic requirements for upper level (300- and 400-level) undergraduate courses.

Lower level (100- and 200-level) undergraduate courses do not fulfill requirements for graduate courses. In exceptional circumstances, an upper level undergraduate course, or a combination of two or more courses, may be considered for transfer credit and/or waiver purposes for a graduate course. The course content(s) must have a high degree of correlation and the grade received must be equivalent to UCW's grade of 'B' or 70% (or equivalent) or better.

Applicants without official transcripts or any experience in a recognized institution and who have significant work experience may request the Prior Learning Assessment & Recognition (PLAR) for credit assessment. Such experiences are not awarded through transfer credit. Credits awarded through transfer credit or PLAR shall not reduce the number of credits required to meet UCW residency requirement.

Transfer credit decisions are only for the program to which the student was admitted at the time of the request. Credits or waivers are not automatically transferrable to another program if the student changes program.

Graduate students who do not have an undergraduate degree are not normally eligible for transfer credit.

Students admitted under the flexible admission policy are not eligible for block transfer credit. If there is an articulation agreement in place with their sending institution.

### **Courses Not Eligible for Transfer Credit**

Not all courses are eligible for transfer credit. Note that the following courses must be completed as part of the required degree pathway and are therefore not eligible for transfer credit:

<b>Undergraduate</b>	
COMM 497	Communications Capstone 1
COMM 498	Communications Capstone 2
BUSI 497	Business Capstone 1
BUSI 498	Business Capstone 2
<b>Graduate</b>	
MATH 600	Numerical Analysis
MBAP 619	Tier 1 Competency Assessment
MBAR 660	Research in Preparation for MBAR 661
MBAR 661	Consulting/Research project

## Grades Required

For undergraduate programs, transfer credit will only be granted for courses with a minimum grade of 60% (or equivalent) or better. Applicants who have earned an Associate degree or equivalent with a GPA of 2.0 (or equivalent) or better may be eligible to transfer up to 60 credits towards an undergraduate degree at UCW.

For graduate programs, transfer credit will only be granted for graduate courses with a minimum grade of 70% (or equivalent) or better. Applicants who have earned an undergraduate degree or equivalent with a GPA of 3.0 (or equivalent) may be eligible to transfer up to 30 credits towards a graduate degree at UCW.

Students will be advised of the credits granted or denied via email through their student account in MyUCW. If denied, they will be provided with a rationale. If students wish to appeal transfer credit decisions, they must submit their appeal with supporting documentation to the Registrar's Office.

The Admissions Appeal Committee reviews all transfer credit appeals. Their decision is final.

## Types of Transfer Credit

### ***Block Transfer (Program Based)***

Students who have successfully completed (with minimum overall average of 'C+' in their last 30 credits (or equivalent)) a recognized diploma program or equivalent at a post-secondary institution may be eligible to transfer up to 60 credits towards their degree program.

### ***Transfer Credit (Course Based)***

Students who have completed courses at a recognized post-secondary institution may be eligible to transfer up to 60 credits towards their degree program. Only courses with a grade of 'C' (60%) or better are eligible for transfer.

For students transferring from BC institutions, transfer credit is based on courses approved by the receiving institution. BC Council on Admissions and Transfers (BCCAT) ([www.bccat.bc.ca](http://www.bccat.bc.ca)) has summarized courses accepted by each institution. For more information please see ([www.bctransferguide.ca](http://www.bctransferguide.ca)). Courses not listed in the BC Transfer Guide may be accepted as transfer credit on a case by case basis. Transfer credit decisions are made by the receiving institution.

For students transferring from institutions outside BC, transfer credit is determined on an individual case-by-case basis. Transfer credit for courses completed more than ten years prior to admission to UCW require approval of the Dean, Chair, or academic program head.

## How to Apply for Transfer Credit

If a student has taken courses at another recognized post-secondary institution, s/he may apply for transfer credit for specific required courses. A student is only eligible to apply for transfer credit once they have been admitted to the University and have received their Letter of Acceptance (LOA) from UCW. All requests for transfer must be submitted to the Registrar's Office.

Applicants must include a copy of all official transcripts plus the course description, calendar description and/or course syllabus for each course for which the student applies to receive credit. If the applicant does not include the required supporting documents or if the documentation is inadequate, the request will not be processed.

In order to be eligible for transfer credit, the student must have received a grade of 'B' (3.00 GPA) or better for credit towards a graduate course and a grade of 'C' (2.00 GPA) or better for credit towards an undergraduate course.

The student completes and submits a "Request for Transfer Credit" form, including all supporting documentation, to the Registrar's Office through Reception. The "Request for Transfer Credit" form is available at Reception and online in the Library page of MyUCW.

The Registrar's Office reviews all applications for transfer credit and determines the amount of transfer credit based on precedent in collaboration with the Dean, Chair, or academic program head. The Registrar's Office notifies the student in writing by mail of the transfer credit, provides the student with an updated degree plan, and retains the official copy as part of the student's permanent record.

Transfer credit is recorded on the UCW academic record as 'TC' (transfer credit) with no grade. Credits granted through transfer will not be used in the calculation of a student's cumulative Grade Point Average (GPA).

Courses for which transfer credit is granted are notated in the student's Degree Pathway. If the transfer credit results in a student not having sufficient credits to meet the graduation requirement, substitutions (other courses or directed studies) must be taken to meet the minimum requirements of the program.

Requests for transfer credit should be made as early as possible before the beginning of the term to which the student applies. Students should consult Student Services to determine the most appropriate initial courses in their first Tier of their Degree Pathway while they await the results of their request for transfer credit.

Students have a right to appeal transfer credit decisions. All appeals must be in writing and submitted to the Registrar's Office within 7 days of receipt of the decision. The appeals must include any documentation that supports the request, i.e., additional course-related materials to demonstrate new or clarifying information. Appeals will only be considered if new or additional supporting information is available to supplement the application.

Transfer credit appeals will be reviewed by the Admissions Appeals Committee. The Registrar's Office notifies the student in writing of the Appeals Committee's findings. Their determination is final and there is no second appeal. Any requests for a subsequent review will not be considered.

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## Prior Learning Assessment & Recognition

Refer to Policy 9022 Prior Learning Assessment & Recognition.

Prior Learning Assessment and Recognition (PLAR), is a means by which students may be granted UCW academic credit through assessment of their knowledge and skills gained through substantive formal and informal learning and work experience related to a specific course subject area and non-academic courses.

PLAR complements transfer credit as a means for students to gain academic credit for prior learning. The UCW PLAR Review Team includes UCW staff and faculty, as well as participation from external reviewers experienced in relation to PLAR (as required), respectively for local, national, and international students.

UCW actively supports the concept of Prior Learning Assessment and Recognition (PLAR) for all its programs and courses, and will grant credit, where warranted, for the knowledge and skills a student has

already acquired, whether in a formal setting through academic courses, or an informal setting through professional development or experience. PLAR complements transfer credit as a means for students to gain academic credit for prior work.

The purpose of this policy is to articulate the circumstances under which UCW will grant academic credit for PLAR. PLAR determines whether an applicant has the background appropriate to gain academic credit for specific courses within a particular program.

Students are eligible to apply for PLAR once they have been admitted to the University and have been issued a Letter of Acceptance (LOA). If a student wishes to apply for PLAR for multiple courses, UCW generally processes them sequentially, not concurrently.

Students must apply for PLAR directly to the Registrar's Office.

The Registrar's Office receives and processes requests for PLAR. The Dean, Chair, or academic program head assigns the type and amount of academic credit granted for PLAR, if any.

PLAR requests are normally processed within 30 days of receipt of the completed application and payment of associated fees. Completion of the assessment is dependent upon the student's submission of the portfolio.

The UCW PLAR Review Team includes UCW staff and faculty, as well as participation from external reviewers experienced in relation to PLAR (as required), respectively for local, national, and international students.

The PLAR process is an assessment of a portfolio including, but is not limited to, any of the following:

- Evaluation and verification of credentials from non-recognised institutions;
- Verification of transcripts;
- Demonstration of competencies before objective observer(s);
- Credit challenge through examinations;
- Completion of research, position, or other papers to demonstrate currency of knowledge;
- Interviews; and
- References from persons familiar with the applicant's skill set.

The Dean, Chair, or academic program head selects internal and/or external reviewers who have the necessary expertise to assess the portfolio. The Dean, Chair, or academic program head, in consultation with one or more content experts, determines the components and methodology of an assessment for a PLAR applicant.

The reviewer assesses the portfolio and recommends what, if any, academic credit is warranted towards the degree.

If the PLAR process reveals specific deficiencies in a student's preparation, the University may recommend a remedial course of action for the student to undertake before credit may be considered.

The fee for PLAR is non-refundable and is payable in full prior to the PLAR assessment, regardless of the number of credits granted. The PLAR fee is payable for each course for which credit is sought. If credit is granted for PLAR, UCW does not impose additional tuition fees for those courses for which credit was granted.

Undergraduate students are eligible to apply for a maximum of 30 credits through PLAR. Graduate students are eligible to apply for a maximum of 12 credits through PLAR. Students who are granted credit through PLAR must meet the degree residency requirement. In the event students view PLAR decisions as unjust, they may appeal the decision as described in the Academic Appeals policy.

If a student is granted recognition through PLAR, their transcript notation will indicate 'PLAR', with no

Only the Registrar's Office issues decisions on PLAR.

If a student disagrees with the PLAR, he/she may appeal the decision by submitting a written appeal with supporting documentation to the Registrar's Office.

## How to Apply for PLAR

The student completes a “Request for PLAR” form, then submits a detailed chronological résumé plus a written summary (using professional presentation) of how their past education and work experience should be considered towards their request for PLAR. The application will not be processed until the required fee is paid through Financial Services. Drop off, fax or mail the PLAR request plus all documents to Reception, for the Registrar’s Office. The form and other documents may also be submitted directly to: registrar@ucanadawest.ca. grade. PLAR notation are not calculated into the GPA.

PLAR is not granted automatically based on a résumé.

The Admissions Department processes the PLAR Request and requests any clarifying information. Once the application is complete, the Academic Department reviews the application and assigns a faculty evaluator to assess the request. After the initial review and if the faculty sees potential, they will arrange an interview to determine the type and scope of portfolio work to be completed by the student.

The Dean, Chair, or academic program head contacts the applicant to make specific arrangements, including any possible assignments or other projects for assessment. The Dean, Chair, or academic program head advises the student of the specific academic projects which must be completed.

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## Other Academic Credits

### Credits in Established International Exchange Programs

Normally, students may receive a maximum of 15 credits (5 courses), or other limit as approved by the Dean, Chair, or academic program head, for course work completed in an exchange program established by a signed agreement between UCW and another institution. The credits are treated as UCW course credits to determine the student’s fulfillment of minimum requirements for graduation as well as the student’s standing at graduation. Courses completed on qualifying exchange programs are recorded on the student’s records as UCW courses.

While on exchange, students must obtain course outlines, reading lists, and information regarding the host institution’s grading system. Students should also keep essays, tests, and projects for submission (if required) on their return to UCW. In addition, a notarized and officially certified translation of documents issued in a language other than English will be required for all but language courses. On completion of the exchange, the student must request that the host institution forward an official transcript (and course descriptions, if not previously submitted) to UCW.

There will be a fee per course for evaluation of exchange courses, unless an articulation agreement with UCW exists. Contact the Registrar’s Office for further information.

### Course Challenge

Credit may be granted for a course through either an academic assessment (e.g., challenge exam, preparing a portfolio, etc.) or completing some form of academic content assessment as determined by the Dean, Chair, or academic program head.

The following regulations apply:

- A course challenge examination/ evaluation must normally be completed before the end of the period for adding courses in any term (4pm PST on the second Monday of a term), at a time determined by the Dean, Chair, or academic program head;

- Normally, no more than 15 credits (5 courses) can be gained by course challenge for an undergraduate program; and no more than 6 credits (2 courses) for graduate programs;
- No challenge credit will be given for a duplicate or equivalent credit course completed at another institution;
- A specific course may be challenged only once;
- The result of the course challenge, successful or not, will be entered on the student's academic record; and
- The grade received will be included in determining the student's cumulative and terminal standing.

Credit assigned through course challenge requires the approval of the Dean, Chair, or academic program head. A copy of all relevant material used for evaluation purposes is included in the student's file. A letter grade is assigned for courses and UCW transcripts will indicate the course was successfully challenged.

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## Information for International Students

UCW provides support and advice in all aspects of student life including academic, social, and cultural concerns. Student Services works closely with other departments and off-campus agencies to provide a range of support services to International students.

International students must make travel arrangements to ensure that they are on campus for the required SOAR 098 course which is the very first course of every student's program.

Upon registration, all new international students on campus are required to provide a copy of their passport, student permit, and evidence of current medical insurance (for a minimum of 3 months coverage). In addition, all International students must supply the University with their local contact information, including mailing address, local phone numbers, and emergency contact information.

### Student Visas and Study Permits

Each student is responsible for obtaining and maintaining their student visa and study permit. It is very important that International students must ensure that they reapply well in advance of the expiry dates to maintain their eligibility to study at UCW. It is recommended that International students reapply for their visas and study permits at least two (2) months before the expiration date. UCW will provide required documentation to confirm students attendance for Student Visa and Study Permit renewals such as Confirmation of Enrolment letters and transcripts.

To ensure International students remain in compliance with their study permits and/or student visas:

- New students must provide proof of their visa and study permit status to UCW staff before they will be permitted to register for their first term;
- Before they will be permitted to register for subsequent terms, returning students must provide current copies of their study permits and /or student visas to the Registrar's Office as proof that their documentation will remain valid for the duration of the term.

### Off Campus Work Permit

As of June 1, 2014 new regulations have been implemented through CIC. Students may be eligible to begin working 20 hours per week immediately, as long as they are studying full-time without applying for an Off-Campus Work Permit. *Please contact CIC for eligibility and requirements.*

Students who have obtained their Study Permit before June 1, 2014 are permitted not to obtain paid employment during their first 6 months in Canada. However, they may volunteer for unpaid work in the community. Note that certain volunteer work requires a work permit. For further information, please refer to <http://www.cic.gc.ca/English/study/institutions/work-volunteer.asp>.

International students who attend UCW are frequently interested in obtaining part time employment during their studies. Students may apply for the **Off Campus Work Permit (OCWP)** offered through **Citizenship & Immigration Canada (CIC)**. Note that this is not a UCW program. It is a Canadian federal government program that extends this privilege to international students who meet certain criteria. A student who is legally in Canada on a Student Study Permit must apply to the Canadian federal government and must be approved before he/she is eligible to accept paid employment in Canada. Any student who wishes to apply for an OCWP must study full time for a minimum of 6 months and must maintain the minimum required GPA in order to be approved. Refer to the CIC website for further information at: <http://www.cic.gc.ca/english/study/work-offcampus.asp>

Note that ESL or other English language courses taken outside of UCW may not be used for verifying full time status and thus eligibility for the Off Campus Work Permit.

Note that UCW does not grant or issue the OCWP. It is granted through CIC. The University simply verifies whether students are full time or not and whether or not they have maintained the required GPA. UCW is also asked by CIC to audit the status of each of our international students multiple times per year. UCW is required to report to CIC when students are no longer full time. Refer to the definition of “full time status” below.

Once students are granted an OCWP, they must continue to study full time. International students with Off campus work permits and who are academically eligible, may work a maximum of 20 hours per week during a regular term. The student must be taking a full course load.

International students who have been granted an OCWP by Citizenship & Immigration Canada are only eligible to work full time during an official term off. They may not work more than 20 hours per week during study terms. Students who are granted an OCWP are not permitted to work full time during their final project as they are considered to be full time student.

Please contact [Citizenship and Immigration Canada](#) for more information.

## **Full Time Status**

International students must be classified as full time at UCW in order to be in compliance with a Student Study Permit. Full time status is defined as follows:

- Graduate students must take a minimum of 3 courses per term, for 3 out of the 4 terms AND must maintain a GPA of 3.0 or above.
- Undergraduate students must take a minimum of 4 courses per term, for 3 out of 4 terms AND must maintain a GPA of 2.0 or above.

Note that full time status must be maintained in each term. Course load may not be “averaged” over multiple terms.

## **Online Courses**

International students who reside in Canada under the privilege of a Student Study Permit are not generally permitted to register for on-line courses.

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# Technology Requirements

The following hardware and software recommendations are intended to support students in their studies. As technology changes, these recommendations will be updated to reflect current computer environments.

## Technology Needs

A processor and operating system capable of handling the following software are required:

- Microsoft® Office 2007, or later version, including:
  - Microsoft® Word
  - Microsoft® Power Point®
  - Microsoft® Excel (for selected courses)
  - Microsoft® Project (for selected courses)
- Adobe Acrobat Reader version 11 or above;
- Adobe Flash player 11; and
- Skype 6.0 or above.

The remainder of the recommended computer configuration includes:

- A processor of 1.6 GHz or faster;
- A current anti-virus application which is updated regularly;
- 4 GB RAM or greater;
- 200 GB hard drive or larger;
- 56.6 kbps modem, or high speed internet connection;
- Monitor and Video card with 1024x768 ppi or greater resolution;
- Sound card with speakers;
- CD-ROM drive;
- Inkjet or laser printer;
- Internet service provider (ISP) account;
- Mozilla Firefox 19 or later;
- Chrome and/or Safari 2.0 or later; and
- Microsoft® Internet Explorer version 8.0 or later.

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## Readiness to Study at UCW (SOAR 098)

Every new student is required to participate in and complete their first course, SOAR 098, Student Orientation and Academic Readiness.

All new students who are registered for courses must attend the on-campus or online Orientation as specified. This is a mandatory preparation course for all students. Students who do not successfully complete SOAR may be required to complete additional preparatory courses, including English language preparation.

All new students will complete this course within a 2-week period as designated from the term start date.

A course description may be found in the Course Descriptions section of the Calendar.

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## Registration Information

### General Registration Information

Upon registration, all students are required to enter and maintain - during the entire period of their University registration - their personal contact information, including their local address, telephone number, and email address, as well as local emergency contact information.

### How to Register

New students are advised at Orientation how they should register for courses. All returning students are advised by Student Services when and how to register for their next term. Students should contact Student Services with any questions about course registrations. The steps for registration are outlined below:

The Academic Department sends out the new "Schedule of Courses" in an email to all students approximately a month prior to the start of each term.

Upon receiving the new "Schedule of Courses" students can contact Student Services to register for their desired courses, or for any academic advice.

Online students must clear any outstanding balances with Financial Services and can then register with Student Services either through an email or by phone.

### Adding and Dropping Courses

Please note: The academic deadlines for adding and dropping courses are not the same as those for tuition fee refunds. Please refer to the Fees and Financial Aid section of this Calendar for details on financial deadlines.

Students may add or drop courses only prior to 5 pm PST (1700 hours PST) on the Monday of Week 2 of the term. Courses dropped prior to 5 pm PST (1700 hours PST) on the Monday of Week 2 the end of the first week of the term will not show on the permanent record. After that date, all courses will show as transcript entries.

In addition, students who withdraw from courses during the first week of studies will have 100% of their course fees refunded except the following:

The non-refundable application fee.

Any other non-refundable fees as identified on the student's fee schedule.

Students may voluntarily withdraw from a course up to the 5th Monday of the term. If students drop a course no later than the 5th Monday of the term, they will receive a 'W' grade on their official transcript. A student who has a grade of 'W' in a given term may re-register in the course when it is next offered, if space is available. The 'W' grade is not calculated into the student's GPA.

If a student withdraws after the 5th Monday of the term, the grade for the course will be entered as 'F' or the grade entered to date on the student's permanent record, and is calculated as '0' in the GPA.

Please refer to the University Schedule for a clear understanding of the course withdrawal dates in each term, particularly the last date for withdrawing from a course without academic penalty. Students are expected to have a thorough understanding of the course drop policies and dates in order to avoid negatively affecting their grades and GPA.

## **Course Selection**

Following acceptance, students are responsible for registering in their courses each term in accordance with the following principles:

Register for courses that conform to their individual program requirements and with University regulations.

Meet requirements for prerequisites, course sequences, restrictions, and references to duplicate, mutually-exclusive, or cross-listed courses and consulting with Student Services and the appropriate Dean, Chair, or academic program head as required.

## **Enrolment Agreement**

The Enrolment Agreement is a requirement specified by the Ministry of Advanced Education. The Agreement clarifies what rights and responsibilities are as a student and what students can expect from the University throughout their studies. All students are required to review, agree to, and digitally sign the terms and conditions specified in the UCW Enrolment Agreement in order to be eligible to register in courses. (Refer also to Policy 9014 Student Rights & Responsibilities.)

The Recruitment Advisor sends each new student a copy of the Agreement via email for electronic “signature”, then it is returned to the University Registrar to become part of the student’s permanent record. Students further agree to abide by the terms and conditions of the agreement each new term by logging into and accepting the conditions as noted in the UCW learning platform.

If a student does not sign the required enrolment agreement by the end of the first week of the first term, their online account will be suspended.

## **Incomplete Status**

A student who, on medical or compassionate grounds, is unable to satisfy course requirements during the scheduled course dates may apply for an ‘Incomplete Course Contract’ from the Dean, Chair, or academic program head prior to the end of the term. The request must be received and must include the rationale and any supporting medical or other documentation. The Dean, Chair, or academic program head may approve a temporary grade of ‘incomplete’ for the course for up to 21 days after the official course end date. The Dean, Chair, or academic program head will notify the Registrar’s Office so that the student’s academic record will not be impacted negatively. If the student does not fulfill the terms of the Incomplete Course Contract requirements by this time, the grade will change to ‘F’.

## **Letter of Permission**

Normally, UCW students are allowed credits for a maximum of one (1) external course per term taken concurrently from another university or college. Students must obtain prior consent of the University by requesting a “Letter of Permission” (LOP) through the Registrar’s Office. If the LOP is granted, it ensures that the credit earned will be transferred back to UCW towards the UCW degree. Without an approved LOP, there is no guarantee that the course taken elsewhere may be accepted towards credit for the UCW degree.

Any UCW student who is on Academic Probation (AP), is not eligible to be issued a Letter of Permission to take a course elsewhere until their AP status is resolved.

Students with Letters of Permission from other post-secondary institutions may take courses at UCW, with the approval of the Dean, Chair, academic program head, or Vice President Academic. The LOP must cite the specific courses for which the applicant has permission to take at UCW. It is the student's responsibility to provide their home institution with official UCW transcripts. UCW cannot guarantee that the home institution will accept UCW courses for transfer.

## **Medical Insurance**

All on-campus UCW students are required to have current medical insurance while registered at University Canada West. International students must obtain private medical coverage for at least their first three (3) months in BC before they are eligible for coverage through the Medical Insurance Plan of BC. They must also provide written proof of medical insurance at the time of course registration. If students do not have coverage at the time of registration, they will be directed to an agent to enrol for coverage before they will be permitted to register.

## **Registration of Continuing Students**

Normally, students currently registered and enrolled in courses at the University are authorized automatically to re-register in the next term. Students will be notified if they are required to complete a new application. Students may take one term off and still be classified as continuing students. Students who take two successive terms off (i.e., do not enrol or complete courses) will be classified as returning students when they return.

## **Registration Deferral**

A student registered in an academic program who is unable to begin their program as scheduled due to unforeseen circumstances may request a deferral by advising the Registrar's Office, in writing and at least one (1) week prior to the term start date, clearly outlining the circumstances and providing any required documentation to: registrar@ucanadawest.ca or through their Recruitment Advisor.

## **Registration of Returning Students**

Students who have taken two or more successive terms off must submit an application for readmission. Students who have been away from UCW for one (1) year or longer must pay an associated readmission fee and must submit official transcripts of any courses taken elsewhere during their absence from UCW. Applications for readmission are available from Reception, the Registrar's Office, or on MyUCW.

## **Course Changes & Course Withdrawals**

Students may drop, add, or change courses after registration within the limits established by the University. The University may impose academic and/or financial penalties on students when they add, drop, or change courses.

Students require an opportunity to change their mind about the suitability and/or level of a course after they register in it. The University requires the ability to plan course loads, determine the academic implications of course and section changes, and optimize class sizes.

## **Changing Courses & Withdrawing from Courses (Dropping and Adding Courses)**

Refer to Policy 9017 Course Changes & Course Withdrawals.

Students may drop, add, or change courses after registration within the limits established by the University. The University may impose academic and/or financial penalties on students when they add, drop, or change courses.

Requests to drop or add courses must be made using the online portal. The drop request date of the entry is considered by the University to be the official date of the request.

Students may add or drop courses in which they have registered only prior to the “add-drop deadline” of 1700 hours PST on the Monday of Week 2 of the term. Student Services processes drop and add requests within 1 working day.

Students may not add additional courses to their term registration after the add-drop deadline except with the written permission of the Dean, Chair, or academic program head.

If a student drops a course by the add-drop deadline for the term, there shall be no academic or financial penalty. Such courses are not transcribed on the student’s permanent record. If a student drops or adds a course after the drop-add deadline, such courses are transcribed on the student’s permanent record.

If a student wishes to withdraw after the add-drop deadline, he/she must clear all outstanding financial obligations before the withdrawal request will be approved. The student remains responsible for all outstanding financial obligations after the add-drop deadline.

Students who withdraw from a course before the add-drop deadline will have their course fees refunded according to the Student Tuition Refund policy.

If a student withdraws from a course after the add-drop deadline, the student remains liable to pay the financial penalty in accordance with the Calendar.

Students may voluntarily withdraw from a course up to the fifth Monday of the term as specified in the Calendar. If students drop a course by that date, they will receive a ‘W’ grade on their official transcript. A student who has a grade of ‘W’ in a given term may re-register in the course when it is next offered, if space is available. The ‘W’ grade is not calculated into the student’s GPA.

If a student withdraws after the fifth Monday of the term as specified in the Calendar, the grade for the course will be entered as ‘F’ on the student’s permanent record, and is calculated as ‘0’ in the GPA.

A course withdrawal is only official once the *Request to Withdraw* form is completed, signed, and received in the Registrar's Office. The official date of withdrawal is upon receipt by the Registrar.

## **Section Changes in Courses**

Once a student is registered in a specific course section, she/he may apply to change the section of that course provided it is done before the add-drop deadline. However, the University reserves the right to restrict course changes to balance operational requirements.

## **Student Identification Cards**

All campus-based students require a current UCW photo Identification card. The card is the property of UCW and must be presented upon request as proof of identity at university functions and activities. The card must be presented in order to verify authority to access any personal information for services such as transcript requests, letters of confirmation, or any other university transaction. UCW is committed to ensuring personal information will only be accessed by the student.

On-line students who wish to receive a UCW student card should contact the Registrar’s Office to arrange for its production.

## Term Start Date

New students to UCW start their first term five (5) days in advance of returning students. Please refer to the University Schedule for specific details on term starts.

## Textbooks and Learning Resources

The payment of course registration fees does not generally include learning resources. Learning resources include, but are not limited to, textbooks, student manuals, study guides, and other instructional materials required to complete the course for the period of active registration. Additional lab fees may be required for some courses. Students may be required to pay for additional learning resources upon course registration. Students are expected to purchase the correct textbook(s) for their course as outlined in the Course Outline and/or the UCW Booklist.

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# Student Rights and Responsibilities

Refer to Policy 9014 Student Rights & Responsibilities and to Policy 5007 Academic Freedom.

University Canada West is committed to providing a working and learning environment in which all students, staff, and faculty are treated with respect and dignity. All individuals in the University community have the right to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, or criminal or summary conviction offense unrelated to their student or employment status. In a university environment, the respect and dignity of persons is always balanced with the need for expression of ideas and academic freedom.

Students are responsible for adhering to these Rights and Responsibilities (Code of Conduct) as the foundation of their relationship with peers, faculty, staff, and the UCW community in general. As well as demanding adherence to the overall requirements of the laws of British Columbia and Canada, students are accountable for, but not limited to:

- The exercise of self-discipline, accountability and judgment in daily interpersonal relationships as well as academic activities;
- Acceptance of personal responsibility for continued academic and professional competency and learning;
- Acceptance that one's professional abilities, personal integrity, and treatment of others as measures of mature, civil conduct reflect on UCW itself; and
- Personal accountability for any conduct which is not in keeping with reasonable university standards.

**All students are responsible for understanding and adhering to UCW policies. All policies are found on the UCW website and on MyUCW (under “Library Resources”).**

Students are responsible for their own behaviours while on campus and while participating in any university-related activities, such as meetings and business placements. Students assume an obligation to conduct themselves at all times as responsible members of the university community, to respect personal property and the rights of others, and to support the educational mission of UCW. The University insists that students demonstrate academic and professional integrity in addition to academic excellence. The University expects all parties to resolve conduct issues using informal means before escalating to formal measures.

Behaviour which does not respect the rights and dignity of others may be considered student misconduct and is subject to the rules governing student misconduct. The following are illustrative, not comprehensive, examples of student misconduct:

- Disrupting or interfering with a class or with the learning of other students;
- Intentionally or recklessly creating situations which endanger or threaten the health, safety or well-being of one's self or another individual;
- Physical or verbal abuse of another person and/or uttering threats;
- Harming, injuring or threatening any person on campus or in attendance at University classes, activities or functions;
- Harassment or discrimination directed towards any person at the University;
- Committing unlawful acts during activities organized or sponsored by the University and the University community;
- Impeding or disrupting teaching, research, administration, disciplinary proceedings, public service functions, or other authorized University functions;
- Possessing and/or selling illegal drugs, alcohol or narcotics on campus;
- Misappropriating, converting, destroying, permanently defacing or otherwise damaging University property, resources or the property of others;
- Bribing, making offers of bribery, or making offers of recompense or reward to students, staff or faculty;
- Forging, falsifying, misusing or altering any University document or record in paper or electronic form;
- Failing to comply with reasonable directions of University officials or security officers acting in performance of their duties on campus or affecting conduct on campus; or
- Any other conduct which is not in keeping with reasonable University standards.

In the case of infractions or perceived infractions of the Rights and Responsibilities, the Dean, Chair, or academic program head, or any other appropriate UCW administrator may initiate disciplinary actions. Please refer to the Academic Misconduct and Non-Academic Misconduct sections for full details.

## **Intellectual Property**

Students will own the intellectual property rights to creations, discoveries, or inventions arising out of their sole research and scholarly activity, unless developed during employment by UCW, or otherwise agreed in advance as conditions of participation in a particular project or program provided by UCW.

## **Use of English Language On Campus**

English is the sole language of instruction and communication at UCW. It is essential that all UCW students integrate and practice advanced English communication skills as a key component of their studies. To ensure all members of the University community respect their diversity, it is important for everyone to use English as the single common language in places of study and in common areas of the campus. Students who use languages other than English on campus will be asked to respect UCW's language standards.

## **Violation of Rights & Responsibilities**

Refer to Policy 9014 Student Rights & Responsibilities.

In the event students violate acceptable codes of conduct on campus, the University may impose sanctions. Whenever a sanction or decision is imposed, the student has the right to appeal the decision. Please refer to the section "Issues Resolution" for complete details on the appropriate ways by which issues should be resolved at UCW.

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# Academic Regulations

## Academic Probation

Students will be placed on Academic Probation if they do not maintain the minimum GPA standards for the program as follows:

- Undergraduate programs: minimum 2.00 GPA; or
- Graduate programs: minimum 3.00 GPA.

Once a student is placed on Academic Probation (AP), the minimum GPA must be achieved and the student has two (2) courses to achieve the required GPA. No student on Academic Probation can register for more than a full-time course load. If the student does not achieve the minimum GPA but is close, the student may continue on AP if approved by the Dean, Chair, or academic program head. If progress towards the required GPA is not adequate as determined by the Dean or Program Chair, the student may be dismissed from the program.

A student on AP should contact Student Services so that the situation is clearly understood. Student Services can assist the student to develop a planned approach as the student moves forward in the program. See the Student Services section of this Calendar for more specific information on the various support services available to assist.

## Attendance

Refer to Policy 5015 Attendance.

Class attendance and punctuality are essential for academic success. Student attendance and engagement in all scheduled classes and activities are important for ensuring a positive educational experience for all students. UCW understands that there are circumstances such as illness, injury, family crises, or other situations that may prevent students from attending classes.

The purpose of the policy is to specify the requirements and responsibilities for class attendance and punctuality, and the procedures to be followed to ensure compliance with the policy.

## General

A student who is not officially registered in a course may not attend or participate in classes, either on campus or on line.

Students are expected to attend all classes for courses in which they are registered and to participate and contribute to group work and assignments unless they have a valid reason for being absent.

Students are expected to provide notification to the instructor by email in advance of the class start time (where possible) for upcoming absences.

Student "attendance" or absence in an online course is determined by the instructor according to the weekly course activities and requirements outlined in the Course Syllabus (Refer to Policy 5012 Course Syllabus.).

Absences due to health reasons must be reported to the instructor immediately. The appropriate medical documentation must be presented to the instructor, and forwarded to Student Services. Absences due to

other acceptable reasons (e.g., death in the family, authorized attendance at a university event, etc.) require immediate notification and documentation where possible. Medical or other documentation for absences will not be accepted after the end of the term unless there are extraordinary circumstances.

A student must have a valid reason for being absent for a major grading event such as an examination or presentation. He/she must notify the instructor in advance where possible and if absent for health reasons, must provide written documentation of illness to the Registrar's Office from a recognised health care professional.

Students who miss 12 hours or more of class time per semester without instructor approval may be withdrawn from the course and awarded a grade of "RW". The Chair must approve the grade of "RW". Note the special requirements for International Students.

A student who is unable, due to his/her religious beliefs, to attend class or to participate in an examination or study requirements on a particular day shall be excused from any such study or examination requirement and shall be provided with an opportunity to make up the activity which was missed. *The student must inform* the instructor of any intended absences for religious observances within the first week of the term so that accommodation can be made in advance. Prior notification is especially important in connection with final examinations, since failure to reschedule a final examination before the conclusion of the final examination period may result in loss of credits for the term.

A faculty member may refuse admission to a student to a given class period or scheduled examination for reasons of lateness, misconduct, inattention, or failure to meet the responsibilities of the course.

Students are not automatically dropped from a class if they do not attend. They must complete and submit a "Request to Drop" or "Request to Withdraw" by the published deadlines in the UCW Calendar to avoid a grade of "F".

Students who neglect their academic work, including assignments, may be refused permission to write the final examination.

Unexpected University closures due to inclement weather, emergency, or disaster may occur from time to time. Students are required to complete coursework missed due to these or other class cancellations.

Students who are absent for health related reasons are responsible for obtaining and submitting appropriate medical documentation to the Registrar's Office prior to or immediately upon returning to class.

If long term absence from class is necessary due to expected or unexpected health or other acceptable reasons, the instructor and Student Services must be notified in advance or as soon as the situation occurs. In such cases, the appropriate medical documentation must be sent to the Registrar's Office immediately upon notification and prior to the end of the term.

Students are expected to attend all classes in which they are registered and to participate and contribute to group work and assignments. A student may be required to withdraw from a course if registered in another course that conflicts in scheduling. Faculty may refuse a student admission to a lecture or laboratory because of lateness, misconduct, inattention, or failure to meet the responsibilities of the course. Students who neglect their academic work, including assignments, may be refused permission to write the final examination. Students absent because of illness, accident, or family affliction should explain their circumstances to their faculty when returning to classes.

Faculty may require any student who disrupts or interferes with a class or with the learning of other students to leave the classroom.

International students must be aware that UCW is required to submit reports to CIC on students who do not attend according to conditions of a student study permit.

### ***International Students***

UCW is required to submit reports to Citizenship and Immigration Canada (CIC) on International students who do not attend according to the conditions of their student study permit. International students on campus who are absent for eight (8) hours of class time or more in a term shall be reported to CIC as possibly non-compliant with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.

### ***Vancouver Students***

In order to be respectful of the faculty member's and other students' time, all students should plan to arrive 10 minutes prior to the class start. It is disrespectful to others to disrupt classes by arriving late. A faculty member may refuse admission to a student to a given class period or scheduled examination for reasons of lateness, misconduct, inattention, or failure to meet the responsibilities of the course. Students are expected to provide clear and acceptable reasons for any prior absence upon returning to class, and are expected to notify the faculty member by e-mail at least two hours in advance when they know they will not be able to attend a given class.

Students may use personal laptop computers or other technology devices for note-taking, but use of email communication or other distracting activities during class is not permitted. Students may not make audio or video records of class sessions without prior consent of the faculty member, Dean, Chair, or Academic Program Head. A student in violation of this standard may be asked to shut down the device and/or leave the class.

### ***Online Students***

Online courses are no different from classroom courses. Student "attendance" in online course, is defined as active participation in the course as described in the course outline. Online courses have weekly mechanisms for student participation such as "Discussion Questions", submission/completion of assignments, etc. to track student attendance and participation.

### **Deferred Examinations**

If the results of a deferred examination/project affect the student's standing, an authorization to register may be withheld until final course results are available, depending on the student's academic status.

### **Directed Studies**

Unless otherwise approved by the Dean, Chair, or Academic Program Head, the maximum number of directed studies (DS) courses permitted for an undergraduate program is two (2), and for a graduate program is one (1).

### **Internet Enhancement**

All courses are "internet-enhanced". This means that course outlines, schedules, lectures, slide shows, sample quizzes, supplementary course notes and many readings, and web references are available on MyUCW.

### **Leave of Absence**

Refer to Policy 9013 Student Leave of Absence.

Any student at UCW who plans to interrupt their studies for more than one term must request a leave of absence in advance of their expected departure. The student must specify, as part of the request, the intended term start date after the leave. UCW recognises that occasionally, a student may wish or be required to interrupt his/her studies for a limited period of time. It is important for students to understand the implications of a leave of absence upon their overall program completion.

Any student who wishes to take a leave of absence from his/her studies for more than one (1) term should consult with Student Services. A "Leave of Absence Request" form must be approved by the relevant Chair (Undergraduate or Graduate Programs). The student must submit a "Leave of Absence Request" form at least two (2) weeks prior to the expected start date of the leave. The leave request must contain:

- Expected start date of the leave,
- Expected term start date of return to UCW;
- Rationale for the leave; and
- Contact data while on leave.

If a leave of absence is for medical or compassionate grounds, the student must include appropriate documentation with the leave request form.

Student Services shall advise the student of the academic implications of a leave of absence, and shall assist the student in developing a leave plan which includes dates of intended return.

The Chair shall only approve a leave if Financial Services verifies a student has cleared all outstanding financial obligations to UCW.

A student on approved leave must contact Student Services prior to his/her return term start to determine availability of courses.

Students holding 'on-leave' status from the University are not normally provided with academic supervision or with access to the University's facilities, technology, or services. Any student requesting an exception due to extenuating circumstances must provide a written rationale as part of his/her request. Access to the University's facilities, technology, or services during a leave of absence is granted only with prior written permission of the relevant Chair.

The maximum duration for a leave of absence is normally two (2) consecutive terms. If a student is absent from UCW for more than two (2) consecutive terms without prior approval from the Chair he/she may be withdrawn from the University.

Student on leave for periods longer than one (1) term may be subject to changes in their degree program requirements or degree completion pathway.

A student is not normally eligible for a leave of absence during the final research project of his/her program. Any student requesting an exception due to extenuating circumstances must provide a written rationale as part of his/her request. Exceptions are granted only with the written permission of the Chair.

International students on a leave of absence must ensure they remain in compliance with the terms and conditions of his/her study permit and/or visa. Domestic students on a leave of absence must ensure they remain in compliance with the terms and conditions of his/her student loans.

Students have the right to appeal to the Vice President Academic (VPA) if the Chair denies a leave of absence. The decision of the VPA is final.

There is no academic penalty associated with an approved leave of absence.

All documentation for requested leaves, whether approved or not, will be held in the Registrar's Office as part of the student's official academic record.

### **Maximum Course Load**

A full time undergraduate student is expected to carry four (4) 3-credit courses in any one term. A maximum course load for undergraduate students is five (5) courses. A full time graduate student is expected to carry three (3) 3-credit courses in any one term. A maximum course load for graduate students is four (4) courses. Any student who wishes to register for more than the maximum course load must have written approval from the Dean, Program Chair, or Academic Program Head.

### **Maximum Program Length**

The typical length of an undergraduate program is four (4) years full time study. However, undergraduate degree programs must be completed within a maximum of seven (7) years from the student's date of first course registration in the University.

The typical length of a graduate program is 2½ years full time study. However, graduate degree programs must be completed within a maximum of five (5) years from the student's date of first course registration in the University.

If a student leaves UCW and is subsequently readmitted to the University, the maximum time for the degree is calculated from the date of the first course registration after readmission.

### **Minimum Course Load**

Not all courses are offered on a regular basis. Therefore, students are advised to carry a full course load each term. Students should note that Canada Student Loans and CIC (international students) require enrolment in at least four (4) courses or 12 credits (excluding duplicate and/or equivalent course work) in each term for undergraduate programs or at least three (3) courses or nine (9) credits for graduate programs to maintain eligibility for student loan status and meet student study permit requirements for full time studies.

Unless otherwise provided in a modified Degree Pathway approved by the Dean, Chair, or academic program head, an undergraduate student is considered by the University to be in full-time studies when enrolled in a minimum of four (4) courses in each term for a minimum of three (3) terms per Academic Year. A graduate student is considered by the University to be in full-time studies when enrolled in a minimum of three (3) courses per term for a minimum of three (3) terms per Academic Year.

There is no normal course load for an online student. An online student who wants to study full time can register in four (4) courses per term and complete the 40-course degree in two and a half years of continuous study. An online student with a full-time job would normally take one (1) course per term, although two (2) per term would be allowed, subject to acceptable academic performance.

### **Readmission Following Withdrawal**

Students who have been inactive for two (2) or more terms must apply for readmission through the Registrar's Office, unless they are on an approved leave of absence.

Students who have withdrawn from UCW and who wish to be considered for readmission must reapply through the Registrar's Office and obtain the Admissions Committee's approval.

Students who have been required to withdraw are not eligible for readmission until any time period specified in their withdrawal notice has elapsed. If a student is required to withdraw for academic reasons, he/she is not normally eligible to apply for readmission for at least 1 year.

Students who do not meet the Admissions Committee's conditions for reinstatement but who meet the criteria to appeal may submit a written letter of appeal to the Admissions Appeals Committee. Any final appeal rests with the Vice President Academic.

Students who have been inactive for a year or more must pay the readmission fee. Applicants must also submit official transcripts of any courses taken elsewhere during their period of UCW inactivity.

Students who return after a period of inactivity may be required to complete a revised degree pathway, and additional requirements deemed appropriate by the Admissions Committee to meet current UCW requirements.

## **Required Withdrawal from Program (RW)**

The University may cancel the registration of a student who cannot demonstrate that all course prerequisites have been met, who fails to meet course attendance requirements, or fails to meet the minimum GPA requirement of 2.00 for undergraduate courses and 3.00 for graduate courses. The student is eligible to apply for readmission a minimum of 1 year after being required to withdraw. A student may also be required to withdraw from a course for academic or conduct reasons. This withdrawal will appear as a RW on the student's official transcript.

## **Terms Off**

Any student who wishes to take a term break must notify Student Services in advance with the expected date of departure and expected date of return to class. International students who take a term break should ensure they request a Letter of Confirmation of their enrolment from the Registrar's Office well in advance of their departure to facilitate their return to Canada after their break. If a student is absent from UCW for two (2) or more terms, they may be withdrawn from the University. International Students may only take one term off per Calendar year in order to maintain their study permit eligibility.

## **Voluntary Withdrawal (VW) from Program**

A student may voluntarily withdraw from their program of studies by completing a "Request to Withdraw" form and submitting the completed form to Student Services. The withdrawal form is available at Reception and on MyUCW. The withdrawal will only be effective once the Registrar's Office has been informed that all financial obligations to the University have been cleared. The official date of the withdrawal is the date the written notification is received by the Registrar's Office.

If an International student is withdrawing to attend another institution, she/he is required to attach a copy of their acceptance letter from that institution. If no proof of acceptance is attached, **the student will be deemed to be in violation of their Student Study Permit and will be reported to Citizenship & Immigration Canada (CIC) as required by federal law.**

A student who does not take courses in two (2) consecutive terms is deemed to have voluntarily withdrawn from the University and will have to apply for readmission.

A student may also be required to withdraw from the University at any time for failure to abide by the University's regulations. If a student is withdrawn from the University, they will receive official notification from the Registrar's Office and will be advised how they may appeal the decision if they so choose.

## **Compassionate Withdrawal**

A student may be permitted to withdraw past the refund or academic penalty dates for compassionate reasons. Supporting documentation must be provided. Any such requests for compassionate withdrawal without penalty must be made directly to the Registrar.

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# Student Assessment and Grading

## Accumulation of Credit

All course credits attempted and/or earned are recorded on the student's academic record. Whether credit for a course applies toward a specific degree is determined by the regulations governing the program. In the case of a course taken more than once, the credits will be shown on the student's record in each instance, but will count only once toward the student's degree, with the highest grade being used.

## Accumulation of Failing Grades

A "warning letter" is issued when two (2) failing grades are accumulated throughout a student's entire undergraduate academic record. In addition, a "warning letter" is also issued when one (1) failing grade is received throughout a student's entire graduate academic record. This information is intended to inform students of their academic status and to assist students in avoiding further failures that may result in withdrawal from the University (refer to Repeating Courses).

## Assessment Techniques

Assessment techniques may include: assignments; essays; oral or written tests, including midterms; participation in class discussions; seminar presentations; artistic performances; professional practice; laboratory examinations; "open book" or "take home" examinations; and examinations. Self-evaluation may not be used to determine a student's grade, in whole or in part, in any course. The faculty member at the beginning of each course will provide the specific approaches in a course syllabus.

## Correction and Return of Student Work

Faculty return all student work submitted that will count toward the final grade, except final examinations and projects. Faculty are expected to give corrective comments on all assigned work submitted and, if requested to do so by the student, on final examinations. Normally, final grades will be made available within 2 weeks after the last class of the term and before the start of the next term.

## Course Credits

Credit courses normally have an academic value of three (3) credits. Each credit is equivalent to 45 hours of student contact encompassing class time, on-line study, exams, and self (directed) study. This time does not include individual study and preparation time.

## Course Syllabus

The course syllabus outlines the learning outcomes, content, course materials, assignments, and requirements for each course. Course syllabi will be posted in the student portal prior to the beginning of the term, generally 3 days prior to the start of the term. Students are responsible for reading and following the course syllabus. Additional instruction and requirements will be provided by the faculty member teaching the course. Refer to Policy 5012 Course Syllabus.

## Credit in Duplicate and Equivalent Courses

Credit for a course may be applied only once in a student's program. Students should note that, for Canada Student Loan and other purposes, courses identified as Duplicate or Equivalent will not be counted toward the minimum required course load.

## **English Deficiency**

Essays and examination papers deficient in English in any course will be refused a passing grade. When faculty have reasonable grounds for believing a student lacks the necessary skills in written English, the faculty may require the student to undergo appropriate testing and take corrective action to upgrade as needed.

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# **Examinations**

## **Administration of Examinations**

Students may not enter the examination room until invited to do so by the invigilator.

Exams may be invigilated at a distance through visual electronic monitoring.

Students may not make use of any books, papers, or electronic means, other than those provided by invigilators or authorized by the course faculty. All electronic devices must be turned off. Invigilators may require students to surrender electronic devices for the duration of the examination.

Students may not communicate in any way with each other during the examination.

A student who believes that there is an error in an examination paper should report it immediately to the invigilator and, after the examination, report the error in writing to the Registrar's Office. Complaints should be communicated to that office within 24 hours.

Students may not leave the examination room without first delivering their examination booklets to the invigilator.

Students may be called upon by an invigilator to produce a UCW Student identification.

Students leaving or entering examination rooms should do so quietly in order not to disturb others.

Students who fall ill during an examination must report at once to the invigilator.

Students who fall ill or suffer an accident or family affliction before an examination must report the circumstances immediately to the Registrar's Office.

Invigilators are empowered to expel students from an examination room. Under such circumstances, students may be required to withdraw from the University following an investigation of circumstances surrounding the misconduct.

## **Deferred Status Due to Illness, Accident, or Family Affliction**

A student who becomes ill during an examination or misses an examination because of illness, an accident or family affliction may be eligible for a deferred examination.

A student who though suffering from illness, an accident, or family affliction writes a final examination may also be eligible for a deferred examination.

A student may apply for deferred status to complete required term work.

A student must request an academic concession at the Registrar's Office normally within five (5) working days of the end of the examination period. Supporting documentation must accompany the request. The Registrar's Office will ask the Dean or Program Chair concerned to approve the deferred status. If deferred status is not granted, faculty will submit a final grade. If deferred status is granted, any course work required must be completed by the date specified.

Deferred status will not be extended beyond the above deadline except with the written permission of the Dean, Chair, or academic program head of the student's Faculty.

Deferred examinations are normally granted only for final exams. In cases where the faculty does not give a deferred examination but assigns a final grade based on an assessment of the student's performance in the course work, the grade will appear on the student's record with the notation AEG (see Grading).

## **Final Examinations**

For courses in which final examinations may be necessary, they are scheduled within regular class schedules. Faculty advise their classes of the exact date for all examinations in advance.

## **Student Access to Final Examinations**

Students are permitted access to final examination questions and their own answers on request to their Dean, Chair, or academic program head after the grades have been submitted to the Registrar's Office by the Faculty. This access to the final examinations does not constitute a request for a review of an assigned grade. Students wishing to have grades reviewed must follow the procedure outlined.

All final examinations are kept for one (1) year after the official release of grades. When a student formally appeals an assigned grade, the relevant material will be kept for a further one (1) year. In the case of an appeal to the Academic Council, the relevant material will be kept for one year after a final decision has been reached.

## **Supplemental Examinations**

Supplemental examinations are generally not available and will only be considered in extenuating circumstances.

## **Release of Grades**

Normally, faculty post grades for courses at the end of the term and before the start of the next term. However, if there is an unforeseen delay in posting grades, those students may seek permission to register for the new term without penalty.

## **Repeating Courses**

A student who fails a required course must either repeat the course, OR complete an acceptable substitute course at either UCW or at another approved post-secondary institution through a **Letter of Permission**. If a student fails a course, he/she must retake that course in the next term or as soon as the course is next offered. To repeat a course, contact Student Services and staff would be pleased to assist. Students who wish to take a substitute course at another institution must apply for a Letter of Permission through the Registrar's Office. The Letter of Permission is subject to the Dean's, Chair's, or academic program head's approval. The Letter will also specify which courses are acceptable substitutes.

Undergraduate students may repeat a maximum of three (3) courses within their program. A student may not register in any course more than twice unless other arrangements have been made with the Dean, Chair, or academic program head. If more than this number of courses has been failed, the student will be required to withdraw from the program. A student may be required to repeat a course if their GPA falls below 2.0.

Graduate students may repeat a maximum of two (2) courses within their program, and may repeat no more than 2 courses total (1 repeat in each of 2 courses) unless other arrangements have been made with the Dean, Chair, or academic program head. If more than this number of courses has been failed, the student will be required to withdraw from the program. A student may be required to repeat a course if their GPA falls below 3.0.

Students who have failed a course must retake the course at the next available course offering before advancing into further courses.

### **Progression from MBAR 660 Research in Preparation for MBAR 661 Consulting Research Project**

If a student elects to take MBAR661, the students must register for MBAR 661 in the term immediately following completion of MBAR 660 unless a student is on an approved leave of absence.

### **Progress in MBAR 661 Consulting Research Project**

For MBAR 661, students must be self-directed to manage the time and effort to complete the courses within the time allotted. Students must provide biweekly updates of their progress to their Supervisor from the date of registration until the date of completion. International students must provide verifiable documentation, upon request, that they are working at least twenty (20) hours per week on their project. Refer to the appropriate course syllabus for further details.

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## **Grading System**

Refer to Policy 9012 Grade Scales and Grade Calculation.

Academic grades are a measure of the performance of a student in individual courses or graded components of a program of study. The transcript of each student's performance must be a complete and historically accurate image of the student's entire academic record with UCW.

The purposes of this policy are to ensure that:

- Students are aware of their level of academic achievement in courses and in their programs of study;
- Students and faculty members are informed about the grading system, how course grades are translated according to the University grading scale (numeric to alpha), and how grades are recorded on student transcripts;
- The University's grading scale is consistently applied across all UCW courses;
- Academic standing of every student can be accurately recorded in the students' records; and
- Administrators are able to monitor individual and overall student achievement and progress.

UCW follows standard practices for calculating final grades and other elements and notations as specified in the "National Transcript Guide for Use in Canadian Postsecondary Institutions". UCW also adheres to the Transcript Maintenance Agreement as stipulated by the British Columbia Ministry of Advanced Education.

The transcript explains the meaning of any notations which may appear on the transcript. The UCW transcript explains how final grade calculations are made.

Transfer credits from other institutions or course credits granted as a result of prior learning assessment and recognition (PLAR) are recorded as credits towards degree completion for corresponding UCW

courses. For transfer credit granted, grades received are recorded in the student record but are not displayed on the UCW transcript and are not calculated into the UCW GPA.

No grades are recorded or calculated for PLAR. Only the name(s) of the course equivalent is recorded and displayed on the transcript. Only courses completed at UCW are calculated into the GPA.

If a student takes a course more than once, the credits, grades, and corresponding grade point values will show on the student's record in each instance but will count only once towards the degree. The GPA is calculated using only the highest grade achieved for that course. The lower grade is omitted from the GPA calculation.

Credit for a course may be applied only once in a student's program. Students should note that, for Canada Student Loan and other purposes, courses identified as Duplicate or Equivalent will not be counted toward the minimum required course load.

**The UCW transcript shows the:**

- Credit value of each course in which the student was registered;
- Received credits for each course in which the student was registered;
- Final letter grade for each course in which the student was registered;
- Term grade point average (GPA) earned;
- Total number of credits earned in each term;
- Cumulative grade point average (CGPA) earned for all courses in which the student has been registered in the program to date; and
- Cumulative credits earned for all courses in which the student has been registered in the program to date.

**Grading Scale**

All final grades and GPAs are assigned and calculated according to the undergraduate and graduate grading scales. Each letter grade used at UCW has a corresponding numeric value which is used to calculate grades, grade point averages, and eligibility to progress and/or graduate.

The grade scales and grade calculations apply to all UCW students and their academic performance.

The grading scales for undergraduate and graduate programs is as follows:

<b>DESCRIPTOR</b>	<b>UNDERGRADUATE</b>	<b>GRADUATE</b>
Exceptional: Normally achieved by a small minority of students who have consistently exceeded performance expectations in all evaluation criteria.	90 -100% A+ (4.33)	95-100% A+ (4.33)
Outstanding: Demonstrates a comprehensive knowledge and understanding of the subject matter and achievement of learning outcomes at the highest levels of performance in all evaluation criteria	85-89% A (4.00)	90-94% A+ (4.33)
Excellent: Demonstrates a comprehensive knowledge and understanding of subject matter and achievement of learning outcomes at high levels of performance in almost all	80-84 A- (3.67)	85-89% A (4.00)

of the evaluation criteria.		
Very good: Demonstrates a comprehensive knowledge and understanding of the subject matter and achievement of learning outcomes at well above average levels of performance in most of the course evaluation criteria.	76-79% B+ (3.33)	80-84% A- (3.67)
Good: Demonstrates substantial knowledge and understanding of the subject matter and achievement of learning outcomes at average to above average performance levels in most of the course evaluation criteria	72 -75% B (3.00) 68-71% B- (2.75)	76-79% B+ (3.33) 72-75% B (3.00)
Satisfactory: Demonstrates sufficient knowledge and understanding of the subject matter and achievement of learning outcomes at average levels of performance in most of the course evaluation criteria.	64-67% C+ (2.33) 60-63 % C (2.00)	68-71 B- (2.75)
Pass: Demonstrates acceptable knowledge and understanding of the subject matter and achievement of learning outcomes at low to average level of performance in many of the course evaluation criteria.	55-59 % C- (1.67)	60-67% C (2.00)
Marginal Pass: Barely acceptable knowledge and understanding of the subject matter with considerable areas of weakness in many of the course evaluation criteria.	50-54% D (1.00)	50-59% D (1.00)
Fail: Unacceptable performance in most or all of the course evaluation criteria	0-49% F (0)	0-49 F (0)

## Values and Calculation

“Credit” refers the academic value assigned to a course. Credit courses offered in one academic term typically have a value of 3 credits per course.

“Received Credits” equals the number of credits a student earns by successfully completing all course requirements during a specific term.

“Final Grade” is the numeric and corresponding letter indicator of a student’s performance in a course, as submitted by the faculty member and as approved by the Dean, Chair, or academic program head.

“Term Credits” is the total amount of academic credit a student earns during a given term by satisfying the course requirements. The total is calculated by adding the credits from individual courses successfully completed.

“GPA calculations” are based on a 4.33 point scale. The letter grade point equivalents used is based on the final numeric grade for the course as specified in the grading scale.

“Term Grade Point Average” or “Grade Point Average” (Term GPA) is the sum of the letter grade point equivalents multiplied by the number of credits in the respective course, totaled, and divided by the number of credits attempted.

“Cumulative GPA” (CGPA) equals the sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period. The CGPA determines a student's academic standing and is based on all courses taken or challenged at UCW for which grades have been assigned. If a student repeats a course, the grade from the first attempt remains on the transcript. However, only the higher grade will be used in the calculation of the CGPA.

“Cumulative Credits” are the total number of academic credits earned for courses completed successfully at UCW each term added to those earned in previous terms at UCW. “Cumulative Credits” do not include credits transferred from other post-secondary institutions previously attended.

If a student repeats a course and achieves a higher grade, the higher grade is used in the calculation and the lower grade is omitted from the CGPA calculation.

Courses from which the student has withdrawn are not included in the GPA calculation.

The Program Chair or academic program head must approve any faculty request to change a final grade.

Grades are not deemed official until released by the Registrar’s Office. Official transcripts are only released by the Registrar’s Office.

Final grades are not expunged from the transcript.

## Other Transcript Notations

This chart describes other notations that may be used on a student transcript.

Notation	Title	Numeric Value	Explanation
ADV	Advanced Standing	No credit	Advanced standing or course credit – no grade
AEG	Aegrotat	As %	Satisfactory completion – not all work completed due to illness or other exceptional circumstances
AUD	Audit of course	No grade	Audit of course. No grades granted
CH	Course challenge	No grade	Challenge course for credit by assessment
CIP	Course in progress	0	Actively registered in current term. No grade yet available
F	Failure	0	Did not meet minimum course requirements
IP	In progress	No grade	Grade not yet available. Automatically becomes ‘F’ grade after 5 weeks if no grade posted or work remains incomplete
N	Did not complete	0	Did not complete course requirements. Equivalent to ‘F’ grade
NC	No credit	No grade	No credit
NCC	Not for credit: Complete	No grade	Mandatory course requirements completed for a non-credit course
NCF	Not for credit: Failure	No grade	Mandatory course requirements failed for a non-credit course
NCI	Not for credit: Incomplete	No grade	Mandatory course requirements not completed for a non-credit course
PLAR	Prior learning assessment & recognition	No grade	Credit granted as formal recognition of knowledge and skills gained through work and life experiences
RW	Required to withdraw	0	Required to withdraw for academic or conduct reasons

TC	Transfer credit	No grade	Credit granted for courses completed elsewhere at a recognized institution
W	Voluntary withdrawal	No grade	Student voluntarily drops or withdraws from course

## Transcript

Each transcript includes the student's complete record at UCW to date, including all courses in progress ('CIP'). Since standing is determined by the results of all final grades in the term, transcripts showing official term grades are not available until the end of the term.

A student's record is confidential and a transcript will only be issued only at the student's request and after receipt of the required fee. An official transcript will not be issued until all financial obligations to UCW have been cleared.

Courses from which the student has withdrawn are not included in the GPA calculation.

Only courses completed at UCW are calculated into the GPA.

## Release of Final Grades

Faculty members are not permitted to release official grades to students in their classes. Only the Registrar's Office is authorized to release official grades.

Student records are confidential. The Registrar's Office may release grades only to the student concerned, unless they have the student's written permission to release the grades to a third party. Students' final grades are available to them through their MyUCW account or from the Registrar's Office.

## Academic Standing

The cumulative grade point average (GPA) determines a student's academic standing. The GPA, which normally appears at the end of a transcript, is based on all courses taken or challenged at the University for which grades have been assigned (including F and AEG).

## Review of an Assigned Grade

Reviews of final grades are governed by the following regulations as well specific regulations of an individual faculty:

- A student considering a request for a review should first discuss the assigned grade with the faculty.
- Normally, a student must submit a formal request for review of a final grade to the Dean, Chair, or academic program head no later than 14 days after the release of grades.
- The applicant must state clearly in writing the grounds for believing that the grade awarded should be adjusted.
- Students should keep all written work returned to them by the faculty during the term and make any work available that forms part of the grade to be reviewed.
- The University makes every effort to complete the review within 21 days of receipt of the application.
- The grade determined by means of a review will be recorded as the final official grade and will be the same, lower, or higher than the original.
- Mathematical marking errors will be corrected without a formal appeal. Examination papers graded 'F' are automatically read a second time before grades are recorded.
- Requests for review based on documented illness or compassionate grounds will be considered on a case-by-case basis.

If, in the student's opinion, the decision and/or penalty of the faculty member is unjust, the student must first discuss the assigned grade or misconduct issue with the faculty member no later than 7 days after the decision. The faculty member shall document the decision, including the rationale and facts upon which it is made.

During the term, students who believe that a grade awarded for term work is unfair should discuss the matter informally with the faculty concerned. There is no fee for a grade review. If discussion with the faculty member fails to resolve the matter, the student may appeal directly to the Dean, Chair, or academic program head. If the student remains dissatisfied with the results of the appeal, they may submit a formal appeal directly to the Vice President Academic. There is a fee for any formal appeal. Please refer to the section "Academic Appeals & Misconduct".

### **Minimum Term Grade Point Average (GPA)**

Undergraduate students must maintain a term GPA of at least 2.00 (or equivalent if a UCW student takes courses elsewhere for credit towards a UCW program) whereas graduate students must maintain a term GPA of at least 3.00. A student who, after any one (1) term, does not meet the minimum GPA requirement, whatever the circumstances, should meet with the appropriate Dean, Chair, or academic program head as soon as possible to discuss potential solutions to his or her academic problems.

A final GPA of 2.00 or higher is required for an undergraduate degree and 3.00 for a graduate degree. If a student has completed his/her program and does not meet the minimum GPA requirement he or she will have to complete additional courses, or repeat courses, until the required GPA is attained. Students must first repeat failed courses as offered.

### **Transcript Request**

Students always have access to their unofficial transcript through their MyUCW account. If a student requires an official transcript, they must submit a "Transcript Request" to the Registrar's Office, either electronically or by completing a form. Students can order their transcript online through MyUCW or complete the required form available under Library Resources in MyUCW. A certified, official transcript of the student's academic record can be sent by the UCW Registrar's Office directly to the institution or agency indicated in the request. Each transcript will include the student's complete record at UCW to date, including all courses in progress ('CIP'). Since standing is determined by the results of all final grades in the term, transcripts showing official term grades are not available until the end of the term.

A student's record is confidential and a transcript will only be issued only at the student's request and after receipt of the required fee. A transcript will be issued within two (2) working days after a request and payment is received by the Registrar's Office. **Two-hour "rush" transcripts are available for an additional fee.** Transcripts are made available for pick-up at Reception. An official transcript will not be issued until all financial obligations to UCW have been cleared.

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## **Graduation**

### **Applying for Graduation**

All candidates for a degree must submit a formal "Application for Graduation" when registering in the final term before their anticipated graduation. If a student expects to attend Convocation, normally held in mid-July, the completed application form along with all required fees must be sent to the Registrar's Office no

later than deadline indicated on the Application for Graduation. Application forms for graduation are available from the Registrar's Office or through the "Forms" section in MyUCW.

The Application for Graduation will be put forward to Academic Council for approval. Once approved by Academic Council the student has the permission to use their designation. Academic Council usually meets 4 times per year. Final degree parchments are released once per year at Convocation.

## **Convocation**

The formal conferral of degrees takes place at an annual Convocation ceremony. As of 2013, UCW's Convocation ceremony will be held in summer. The date will be announced well in advance.

To qualify as candidates for graduation in the annual Convocation, students must meet the Academic requirements, have no outstanding fees owing, or have any obligations such as outstanding library loans.

When a student has completed all degree requirements, and has been approved for the degree by Academic Council at one of their quarterly meetings, he or she will be sent a letter from the Registrar's Office to confirm 'Graduate' standing and specifically allows for the Graduate to use the initials appropriate to the degree on stationery, business cards, résumés, or other items. Graduates become members of the Convocation of the University as soon as their degrees are granted by Academic Council.

The Degree is conferred annually at Convocation and physically awarded at the next Convocation Ceremony. Students who require proof of degree completion prior to Convocation can obtain a letter from the Registrar's Office. Parchments are not provided prior to Convocation.

## **Graduation Eligibility**

Undergraduate students must achieve a minimum GPA of 2.0 AND a grade of 'C' or higher on the GRES 497/498 in order to be eligible to graduate. Students must complete the graduation essay within two (2) terms.

Graduate students must achieve a minimum GPA of 3.0 AND a grade of 'B' or higher in MGMT 661 or MBAR 661 in order to be eligible to graduate.

## **Graduation Honours**

Refer to Policy 9018 Graduation Honours.

University Canada West recognises students who have a record of exceptional academic achievement over the duration of their studies.

The standards for graduating with additional honours must be clearly articulated so that they are applied consistently, and so students know what is required to achieve recognition. This recognition is recorded on students' transcripts and on their degree parchment, and may provide advantages to students when applying for scholarships, internships or employment.

### ***With Distinction (Undergraduate Only)***

UCW recognizes undergraduate students whose academic performance is superior as evidenced by their final percentage grade calculated as a grade point average (GPA). All students who graduate from UCW are automatically considered for this recognition.

Courses excluded from the GPA calculation:

- Transfer courses (courses for which transfer credit has been awarded);
- Credits awarded for Prior Learning Assessment and Recognition (PLAR);
- Courses with a grade of 'W' (Withdrawal);

- Courses considered superfluous to the degree requirements;
- Courses using a pass/fail grading scheme; and
- Non-credit courses and courses with no grade.

All UCW courses completed as part of the undergraduate degree program in which the student is registered are used to calculate the GPA. If a student repeats a course, the highest grade achieved will be used in the GPA calculation. The calculation is completed by averaging the percentage earned in each course. The final calculated percentage and thus the final GPA is not rounded up.

All students who graduate with an undergraduate degree and have successfully completed a minimum of 60 credits at UCW are eligible to be considered for this recognition.

Undergraduate students whose final GPA upon eligibility for graduation is a minimum of 4.0 (85%) shall be designated as a graduate "with distinction".

The notation "With Distinction" will appear on the degree parchment, the Convocation program, and the transcript for those students whose graduating GPA meets or exceeds the threshold.

Students who qualify for degrees with distinction are acknowledged at Convocation and are identified by an honour cord worn as part of their regalia.

Since the designation "With Distinction" is conferred only when a student has achieved or surpassed a specified GPA, failure to achieve graduation with distinction may not be appealed, although the grades on which the designation is based may be appealed through the academic appeals process.

### ***Dean's Award for Outstanding Performance***

The student in each undergraduate and graduate program who has the highest cumulative Grade Point Average (must be a minimum of A) of all graduating students in the program is eligible to receive the Dean's Award for Outstanding Performance. He or she will receive a certificate at Convocation noting the accomplishment and will be honoured with a picture and brief biography on the UCW website.

#### **Criteria for Dean's Award:**

- All students graduating in each Convocation ceremony are eligible to be considered for the award;
- There will normally be one MBA student, one BCom student, and one BA student recognized at each Convocation;
- Averages are calculated based on final marks posted in MyUCW;
- Students are not required to have taken their courses within any defined period of time; and
- Each Dean, Chair, or academic program head reserves the right to make no award, or to make multiple awards, at any Convocation.

### **Minimum Degree Requirements for Graduation**

Each candidate for a undergraduate degree is required to have satisfied the University requirement of a minimum of 120 university credits. At least 60 of the credits must be numbered at the 300- or 400-level AND meet the specific degree and program requirements prescribed by the undergraduate Faculty in which the candidate is registered.

Each candidate for a graduate degree is required to have satisfied the University requirement of a minimum of 30 university credits, all of which must be numbered at the 500- or 600-level.

## Parchments

Parchments (degree certificates) are produced for and awarded only at Convocation. For graduates who are unable to attend Convocation, the parchment will be shipped 2 to 3 weeks after Convocation. There is a \$60 fee for International delivery.

## Second Degrees

Students with a degree from UCW or another recognised institution may be admitted to a second degree program at the same level and of a different discipline if they meet the admission requirements defined herein, and the following conditions:

The applicant must meet the admission requirements for the program of the second degree.

The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree.

The student must meet the minimum residency requirement for the second degree.

For an undergraduate degree, at least 45 credits must be completed in addition to those required for the first degree; normally, 30 of these 45 must be at the 300- or 400- level.

Students who have completed or plan to complete more than the minimum upper-level requirements for their first degree, with the intention of applying the additional course work towards the requirements of a second degree, require permission of the Dean, Chair, or academic program head at least two (2) months before graduating with their first degree.

Concurrent undergraduate degrees: With the prior approval of the Dean, Chair, or academic program head, a student may complete the requirements of two UCW bachelor's degrees concurrently. This will require completing at least 45 UCW credits beyond the 120 required for a single degree and meeting all the program and graduation requirements for each degree.

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## Issues Resolution at UCW

University Canada West adheres to principles of administrative law and natural justice when dealing with issues resolution, regardless of whether it is an academic issue or a non-academic issue.

There are three separate issues resolution mechanisms, depending upon the nature of the issue:

- Complaints resolution: for general issues that are not related to academic decisions;
- Academic appeals: for decisions made about grades or academic matters which impact student records, academic standing, and/or academic continuance within the University; and
- Appeals for non-academic discipline: for decisions about a student's misconduct, which impact their student record, standing and/or continuance within the University community

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## Complaints Resolution

Refer to Policy 1510 Student Complaints.

This section describes mechanisms and venues for students to raise complaints or disputes of a serious nature, which are not related to individual academic decisions or sanctions imposed for inappropriate behaviours, and which students think have not been resolved satisfactorily at the appropriate department level. The policy applies to all UCW students who are currently enrolled or were enrolled 30 days prior to submitting their concerns for consideration.

This policy does not apply for decisions related to:

- Individual student academic performance;
- Admissions;
- Transfer credit;
- Or any other issue for which an appeals or review policy exists.

Complaints Resolution is designed to be used for issues that are unrelated to academic and non-academic decisions, appeals, or sanctions imposed for violations of the Student Rights and Responsibilities policy.

It provides an avenue for individual students or a group of students to raise complaints or seek resolution to disputes not addressed through existing appeal processes or resolved satisfactorily at the department level. For disputes related to academic decisions, students must use the *Academic Appeals* policy. For disputes related to sanctions imposed for non-academic offences, students must use the *Appeals for Non-Academic Discipline* policy.

A student or students must first raise the complaint with the appropriate department supervisor or manager. If a complaint pertains to a specific decision or incident, the complaint must be brought forward within 10 working days.

Students must provide a written summary of the complaint to the appropriate department supervisor or manager. The summary must include:

- Date of the submission;
- A clear statement of the issue, problem, or incident; when it occurred, and the related facts and information;
- Reasons why the complaint is being brought forward
- Clear statement of the remedy being sought or suggestions for action.

UCW does not accept nor will it address anonymous submissions.

The department supervisor or manager must provide a written response within 10 working days of receiving the complaint. If the student(s) is not satisfied with the response, the student(s) may direct the complaint in writing, within 10 working days, to the Senior Administrator responsible for the department.

If the complaint involves the Senior Administrator of the department, the student(s) should submit the complaint to the Registrar. The Registrar will designate a Senior Administrator who is not involved in the complaint to investigate and provide a response to the student(s). Similarly, if the complaint is about the Registrar, the President will appoint another Senior Administrator to deal with the complaint.

The Senior Administrator conducts enquiries and/or investigations as necessary to determine whether the students' concern(s) are substantiated in whole or in part. Those enquiries may involve further discussion(s) with students or with appropriate UCW personnel. The Senior Administrator will refer to relevant University policies and procedures as part of the process of conducting inquiries with complainants or department staff.

The Senior Administrator will respond in writing to the student(s) within 10 working days of receiving the complaint, providing an appropriate response or resolution. A written copy of the decision will be

provided to the appropriate department supervisor or manager and/or parties directly involved in the complaint. The Senior Administrator will submit all documentation related to the investigation and a copy of the decision to the Registrar for retention.

The Registrar tracks the timelines for responses to complaints and will retain all the documentation.

If the student(s) is not satisfied with the determination of the Senior Administrator, the student(s) must advise the Registrar in writing, providing reasons why the decision is not satisfactory, within 5 working days of receipt of the decision. The Registrar will immediately refer the matter to the President's Office for review.

The President's Office will respond to the student(s) within 10 working days of receiving the complaint. If the President's Office requires more time to investigate and respond to the complaint, the student(s) will be notified of the extended time period.

The President's Office will either confirm or vary the determination of the Senior Administrator. If the issue is of a serious and/or complex nature, the President's Office may, in its sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute. In such cases, the period for response may be extended.

The decision of the President's Office is final and binding except in the case of a complaint against the President, where the complaint will be referred to the Chair of the UCW Board of Governance.

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## Academic Appeals & Misconduct

This section provides the framework within which students have the right to be heard in a fair and impartial manner regarding decisions about their academic misconduct, which impact their student record, standing and/or continuance within the University community. The decisions eligible for academic appeal include the imposition of academic decisions that may range from grade changes for assignments and final marks, plus penalties imposed for academic misconduct.

UCW students are expected to observe standards of scholarly integrity. Academic dishonesty and engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic integrity are serious offences and are not tolerated. Students discovered to have engaged in unethical academic behaviour, including the practices described below, are subject to UCW penalties. In the sections that follow, "work" includes: written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes.

Students who have had sanctions imposed as a result of grading decisions or alleged academic misconduct, and who are dissatisfied with the decisions must follow the designated processes for review or appeal. At each level of appeal, the student must provide a written basis for the appeal.

A student may be reported to the Dean, Chair, or academic program head, to the Vice President Academic and Student Services, or to the President for disciplinary action and may be suspended for a breach of University regulations or policy, a breach of a provision in the University Calendar, or a violation of provincial or federal law.

## **APA Style**

UCW has adopted the formatting and citation standards of the American Psychological Association (APA) and requires all students to submit work using APA style. Students should refer to each course syllabus for further details.

UCW adheres to the latest edition of APA, currently the 6th edition. All work submitted by students must be in accordance with APA standards, including approved UCW formatting customizations. The UCW Library hosts APA and Plagiarism sessions on a frequent basis. In addition, the Library makes available many APA and Plagiarism tools and resources for students and faculty.

## **Copyright Compliance**

UCW abides by and upholds all reasonable and technically feasible standards of copyright and fair access and use. All members of the UCW community (staff, faculty, and students) must uphold Canadian Copyright law and abide by the terms and conditions in licenses. Ignorance of the law is not a defence. The consequences of infringing the Copyright law can be civil or criminal, and are set out in the Copyright legislation. A civil court may decide that money be paid as compensation for damages caused by unauthorized use of a copyright work. Students caught breaking Copyright laws on UCW property or networks may be subject to disciplinary action as outlined in the Student Rights and Responsibilities Policy (9014).

## **Aiding Others to Cheat**

It is an offence to help others or attempt to help others to engage in any conduct described above or any other activities prohibited by UCW.

## **Cheating on Assignments, Tests, and Examinations**

Cheating on Assignments, Tests, and Examinations includes, but is not limited to:

- Submitting the same work for different courses without prior permission from the faculty member;
- Copying another person's answers or other work;
- Sharing information or answers when doing take-home assignments, tests, and examinations except where the instructor has authorized collaborative work;
- Having any unauthorized materials or equipment in an examination or test;
- Submitting an assignment completed (or partially completed) by someone else;
- Falsifying or making up data or bibliographic information;
- Impersonating a candidate in an examination or test, or being assigned the results of such impersonation;
- Reproducing, sharing, or otherwise making unauthorized copies of UCW materials in any format;
- Using technological means such as cell phones, data storage units, and other electronic devices during examination without prior permission from the faculty; and
- Assisting others or attempt to help others to engage in any conduct described above or any other activities prohibited by UCW.

## **Falsifying Materials**

Falsifying materials to be evaluated includes, but is not limited to:

- Fraudulently manipulating laboratory processes, electronic data, or research data in order to achieve desired results.
- Submitting work prepared by someone else (e.g., commercially prepared essays) as one's own.
- Citing a source from which material was not obtained.
- Submitting false records, information or data, in writing or orally.

## Plagiarism

It is in the interest of the University's academic mission that every student adheres to the highest standards of scholarly integrity. As such, academic dishonesty is taken seriously: engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic policy will not be tolerated. To assist in maintaining academic standards, UCW subscribes to Turnitin.com as a resource for students, faculty, and staff to identify areas of concern with regards to academic integrity and plagiarism. Turnitin.com is a phrase matching service that UCW uses for students and instructors to promote integrity and work collaboratively on written assignments.

Refer to Policy 5002 Turnitin.

Plagiarism includes, but is not limited to the following:

- Submission of another person's work as original.
- Inadequate attribution given to an author or creator whose work is incorporated in the student's work (e.g., failure to indicate the source clearly, lack of internal references, and/or proper citation).
- Paraphrase or use of material verbatim from a source without sufficient acknowledgement as described above.

Students uncertain about what constitutes plagiarism in particular instances should consult their course faculty member, Writing Coach, or the University Librarians.

## Penalties for Academic Misconduct

Penalties for academic misconduct include, but are not limited to:

At the course level:

- Written reprimand for retention in the student file (no transcript entry)
- Repetition of the assignment or completion of a different, but similar, assignment (no transcript entry)
- Failing grade for the assignment (no transcript entry)
- Failing grade for the course (recorded on transcript)

At the program level:

- Disciplinary probation for a defined period with written documentation retained in the student's file (transcript notation for period of probation)
- At the University level:
- Suspension (transcript entry for duration of suspension)
- Expulsion (permanent transcript entry)
- Rescission of degrees granted (permanent transcript entry)

## Review Process

If, in the student's opinion, a decision of the faculty member is unjust, the student may then submit a written request for a formal review to the Dean, Chair, or academic program head, stating in writing the grounds for believing that the grade awarded should be adjusted. The appeal must be submitted within 7 days from the date of faculty member's final decision. The Dean, Chair, or academic program head completes the review within 7 days of receipt of the request for the formal review and makes a decision on the appeal to either uphold, modify, or rescind the original decision. The Dean, Chair, or academic program head provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

The student has the right to be accompanied by another student when appealing to the Dean, Chair, or academic program head. There is a fee of \$50 to appeal to the Dean, Chair or academic program head. The fee is refunded if the appeal is successful.

## **Appeals**

Refer to Policy 5006 Academic Appeals.

All members of the University community are expected to use informal reviews as the preferred method to resolve disputes as close to the decision point as possible. Only in circumstances where a resolution is not reached through informal review shall the student initiate a formal appeal.

The grade determined by means of a review or appeal will be recorded as the final official grade and may be equal to, lower than, or higher than the original.

Faculty, Deans, Chairs, and academic program heads must provide complete documentation on cases of academic misconduct, including date, modes of communication, particulars of the offence, penalty imposed, a clearly articulated rationale for their decision, and remediation actions if appropriate.

Academic Council delegates to the Appeals Committee the authority and responsibility to decide, on behalf of Academic Council, all formal academic appeals from students. The role of the Appeals Committee is to determine if:

- There was unfairness in the previous decisions and/or sanctions;
- The penalty imposed was inappropriate; or
- New evidence is presented that was not available previously and which casts doubt on the accuracy of the findings.

## **Appeal Process**

Refer to Policy 5006 Academic Appeals.

If the student believes the decision of or sanction imposed by the Dean, Chair, or academic program head is unjust, the student may submit a formal written appeal to the Appeals Committee. The student must submit the appeal to the Registrar's Office within 30 days of notice of the written decision or disciplinary action taken by the Dean, Chair, or academic program head.

The Appeals Committee reviews the process by which the academic decision was made, not the academic decision itself.

The appeal must include:

- The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person making the decision(s);
- A clear, precise statement of the decision(s) being appealed;
- The reasons the student believes the appeal should be heard; and
- The remedy or relief the student is seeking.

An appeal may be dismissed by reason of delay if it is over 30 days from the date of notice of decision of the Dean, Chair, or academic program head.

The Vice President Academic and Student Services reviews the appeal submission within five (5) working days to ensure it is complete, and not frivolous or vexatious. If its merit is upheld, the Appeals Committee is convened.

The student has the right to be accompanied by another student when appealing to the Appeals Committee.

The Appeals Committee normally convenes within 14 days of appointment of the Committee. The Committee considers the appeal in relation to the fairness in the previous decisions and/or sanctions. The Appeals Committee renders a decision and either upholds, modifies, or rescinds the original decision. The Chair of the Committee provides the appellant with a written decision via the Registrar, including the rationale and facts upon which it is made, with a copy of all documentation to the Registrar for the student's record. The decision of the Appeals Committee is final and binding. There is a fee of \$100 to appeal to the Appeals Committee. The fee is refunded if the appeal is successful.

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## Non-Academic Appeals & Misconduct

### Student Misconduct

Refer to Policy 9011 Appeals for Non-Academic Discipline and Policy 9014 Student Rights & Responsibilities.

**Student Rights & Responsibilities** form the basis of the students' relationship with peers, faculty, staff, and the UCW community in general. In the case of infractions or perceived infractions of the Rights and Responsibilities, any staff or faculty member who witnesses non-academic misconduct may recommend to the Dean, Chair, or academic program head that sanctions be imposed. This section provides the framework within which students have the right to be heard in a fair and impartial manner regarding decisions about their non-academic misconduct, which impact their student record, standing and/or continuance within the University community. The decisions eligible for appeal include the imposition of sanctions that may range from verbal warnings up to and including expulsion from the University.

Escalation of the issue must proceed as follows:

- The observer of the inappropriate behaviour(s) shall provide a verbal warning;
- The Dean, Chair or academic program head shall provide a written warning, including notice that further disciplinary action shall be taken if the behaviours continue; then
- The Vice President, Academic and Student Services shall determine further sanctions or actions.

If a student exhibits behaviours that violate standards of safety or otherwise impinge on other's rights, the University will advise the student to cease and desist. The warning or sanction will be proportionate to the seriousness of the behaviours. Sanctions may consist of, but are not limited to:

- Verbal warning,
- Written warning,
- Requirement for a formal apology,
- Temporary suspension from class or the University,
- Exclusion from class,
- Exclusion from exam, or
- Expulsion from the University.

A student may be reported to the Dean, Chair, or academic program head, to the Vice President Academic and Student Services, or to the President for disciplinary action and may be suspended for a breach of University regulations or policy, a breach of a provision in the University Calendar, or a violation of provincial or federal law.

If a student is observed violating provincial or federal law, they shall be reported to the appropriate authorities.

Any formal sanction imposed must be in written form, with a copy sent to the Registrar for the student's official record. The discipline imposed may range from, but is not limited to providing a written and/or oral apology for the inappropriate behaviours up to and including expulsion from the University.

A student can only be expelled from the University by the President in consultation with Academic Council.

The student is not eligible to withdraw from a course or from the University during disciplinary proceedings.

If a student is suspended from the University, the Registrar's Office enters the suspension on the transcript for the period of the sanction. At the conclusion of the suspension, the entry is expunged. If a student is expelled from the University, the Registrar's Office enters the expulsion on the transcript where it remains permanently.

## **Student Rights**

The student has the right to appeal to a decision made by the University by using the appropriate appeal process with supporting information.

## **Non-Academic Appeals**

Refer to Policy 9011 Appeals for Non-Academic Discipline.

The purpose of this non-academic appeals policy is to provide the framework within which students have the right to be heard in a fair and impartial manner regarding decisions about their non-academic misconduct, which impact their student record, standing and/or continuance within the University community. The decisions eligible for appeal include the imposition of sanctions as specified in "Policy 9014 Student Rights and Responsibilities" that may range from verbal warnings up to and including expulsion from the University.

## **Scope**

Students who have had sanctions imposed as a result of alleged non-academic misconduct and who are dissatisfied with the decisions must follow the designated processes for review and appeal. At each level of appeal, the student must provide a written basis for the appeal.

All members of the University community are expected to use informal reviews as the preferred method to resolve disputes as close to the decision point as possible. Only in circumstances where a resolution is not reached through informal review shall the student initiate a formal appeal.

All notices to students about decisions which impact their academic standing at UCW must include notice of the right to appeal.

The student must first appeal the decision with the individual who imposed the original sanction. The student must appeal within 10 working days of the original decision.

## **Non-Academic Appeals Process**

Students must submit the appeal in writing to the Dean, Chair, or academic program head. The appeal must include:

- The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person(s) making the decision(s);
- A clear, precise statement of the decision being appealed;
- The reasons the student believes the appeal should be heard; and
- The remedy or relief the student is seeking.

The Dean, Chair, or academic program head completes the review within 14 days of receipt of the request for the appeal and makes a decision on the appeal to either uphold, modify, or rescind the original decision. The Dean, Chair, or academic program head provides the student with a written decision including the rationale and facts upon which it is made.

If in the student's opinion the decision of the Dean, Chair, or academic program head is unjust, the student may then appeal to the Vice President Academic. This appeal must be submitted within 7 days from the date of last written decision. The student has the right to be accompanied by another student when appealing to the Vice President Academic.

The Vice President Academic completes the review within 14 days of receipt of the request for the appeal and makes a decision on the appeal to either uphold, modify, or rescind the original decision. The Vice President Academic provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

If the student believes the decision of or sanction imposed by the Vice President Academic is unjust, the student may submit a final formal appeal to the President. The student must submit the appeal via the Registrar's Office within 30 days of notice of the written decision or disciplinary action taken by the Vice President Academic.

The President reviews the process and the decision.

The appeal must include:

- The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person(s) making the decision(s);
- A clear, precise statement of the decision being appealed;
- The reasons the student believes the appeal should be heard; and
- The remedy or relief the student is seeking.

An appeal to the President may be dismissed by reason of delay if it is over 30 days from the original date of notice of disciplinary action.

The Registrar shall review the appeal submission within 5 working days to ensure it is complete, and not frivolous or vexatious. If its merit is upheld, the Registrar refers to the appeal to the President.

The student has the right to be accompanied by another student when the matter is before the President.

The President will investigate and provide a decision within 14 days of receiving the appeal. The President considers the appeal in relation to the fairness in the previous decisions and/or sanctions.

The President renders a decision and either upholds, modifies, or rescinds the original decision. The President provides the appellant with a written decision via the Registrar, including the rationale and facts upon which it is made, with a copy of all documentation to the Registrar for the student's record. The decision of the President is final and binding.

All communications from the President to an appellant will be confirmed clearly and in writing, with the documentation retained by the Registrar's Office.

Media are excluded from appeals.

# Fees and Financial Aid

Important notice: These and other fees shown in this section apply only to the term of this Calendar. Pursuant to UCW regulations, all fees are subject to change. All fees are quoted in Canadian (CDN) currency.

## Tuition Fees

Fee	Domestic Students	International Students
Application fee	\$150	\$150
Tuition Deposit	\$500	Undergraduate: \$6,300 Graduate: \$6,480
SOAR 098	\$100	\$100
ENGL 099	\$5,760	\$5,760
Undergraduate	\$636/course	\$1,575/course
Foundation	\$1,725/course	\$1,725/course
Graduate	\$2,160/course	\$2,160/course

The Application fee is due upon application and is non-refundable. Applications will not be processed until the University has received this fee.

After being conditionally accepted, the tuition deposit is required to reserve a place at UCW. This will act as a deposit towards the first term's tuition.

Tuition is due on or before the first day of the term.

## Other Fees

Appeal to Academic Council	\$100 (refunded if appeal is successful)
Appeal to Dean	\$50 (refunded if appeal is successful)
Audit fee <sup>1</sup>	50% of tuition
Course Challenge	50% of course tuition
Duplicate credential	\$25
Duplicate tax receipt	\$25
Evaluation of International Credentials <sup>2</sup>	Provided by ICES or WES
Financial hold release <sup>3</sup>	\$75
Graduation fee <sup>4</sup>	\$150 (includes gown)
Late graduation application fee	\$50
Library & Technology	\$4.50/credit (\$13.50/course)
Letter of Confirmation	\$25

NSF fee for returned cheques	\$30
Parchment shipment – International only	\$60
PLAR	\$500 per portfolio
Program Transfer fee	\$50
Readmission fee <sup>5</sup>	\$100
Reregistration following withdrawal	\$150
Student Activity & Alumni <sup>6</sup>	\$1/credit/term
Student ID Card replacement	\$25
Supplemental Exam fee	\$100 on campus \$150 off campus
Transcript <sup>7</sup>	\$10 / \$8.00
Transcript (RUSH)	\$25 ( 2-hour service)
Wire transfer fee	\$25

<sup>1</sup> Student must complete all assignments to be eligible for audit status.

<sup>2</sup> Provided by the International Credential Evaluation Service ([www.bcit.ca/ices](http://www.bcit.ca/ices)) or World Education Services ([www.wes.org/ca](http://www.wes.org/ca)).

<sup>3</sup> If a student has a financial hold applied to their account, this fee is required to release the hold and re-establish the account. The hold will only be released upon full payment of the balance.

<sup>4</sup> The graduation fee must be paid upon application for graduation. It is refundable only if the applicant is ineligible to graduate. The graduation gown is provided at no additional fee.

<sup>5</sup> If not registered for UCW classes for more than 1 year, this re-registration fee must be paid.

<sup>6</sup> All student activity and alumni fees are allocated directly towards funding enhancing student activities and alumni services.

<sup>7</sup> The first copy of the official transcript is \$10. Second copies are \$8 per transcript.

Note: UCW reserves the right to change fees without notice. Notice of changes will be given as far in advance as possible by means of a Calendar supplement and/or notice on the UCW website. Fees paid are subject to the fee rates in effect at time of service.

## Fee Payments

Students can make their payments through debit card, cash, credit card (Visa, MasterCard, or American Express), cheque, wire transfer (a \$25 fee per transaction will be charged), or money order. Credit card payments can be made in person or via telephone. Online credit card payments can be made through a student's MyUCW account. Students paying online should allow at least 48 hours for funds to be transferred to their UCW account.

Students may also send their payment by mail, with the cheque or money order (do not mail cash) made payable to University Canada West at:

Attention: Finance Office  
University Canada West  
Suite 100 – 626 West Pender St.  
Vancouver, BC V6B 1V9

**IMPORTANT:** Students must ensure that their student number and the term (e.g., November 2013) are written on the face of their cheques

## **Fee Reimbursements**

To obtain fee reimbursements, students must withdraw from courses by submitting an official Request to Withdraw form to Student Services no later than the specified dates. Where fee reimbursements are granted, they will be based on the date on which written notice is received. Students must not rely upon faculty to drop them from courses. Students are strongly urged to scrutinize their course registration status at the web registration site before the financial penalty deadlines, particularly if they have made course changes.

## **Financial Accounts**

Students should contact the Finance Office to verify their account balances. Students adding or dropping courses should allow 24 hours during the week and 48 hours on weekends for accounts to be updated. Overpayments and other credits exceeding term fees are applied to unpaid accounts or are applied to the next term in which a student is registered. Any remaining credit balance for a term is refunded on request. Tuition fees for credit courses are exempt from tax, but taxes may be included in other fees.

## **Financial Aid**

Financial aid in the form of bursaries, grants, and scholarships may be available to students. Further information on financial aid awards and application procedures is available on the UCW web site: [www.ucanwest.ca](http://www.ucanwest.ca) or from the Finance Office. Except where a donor directs otherwise, the proceeds of awards issued by or through the University are applied towards a student's total fees for the academic year. If financial aid a student receives exceeds this amount, the balance is returned to the funding source. Proceeds from government loans and work study positions are disbursed based on discussions with the Finance Office.

A student award of financial aid may be withheld or cancelled if there are no suitable candidates, if a donor withdraws the award, or if the student receiving the award withdraws from UCW or fails to meet the terms and conditions of the award. If for any reason the original recipient becomes ineligible for an award, the funds may be reassigned to other students.

## **Financial Hold Release**

If a student's account is in arrears and there is an outstanding balance, they may be put on "financial hold". This will disable the student's account and deny them access to MyUCW and the ability to access their course materials. The financial hold will only be released when the account is paid in full along with an additional fee of \$75 to process the hold release.

## **Financial Responsibilities**

Students become responsible for their course or program fees upon registration. These fees may be adjusted only if a student officially drops courses, withdraws, cancels registration, or changes status within the designated time frames. Students are responsible for knowing in which courses they are registered. **DO NOT** rely upon faculty at any time to drop a course for failure to attend.

## **Financial Withdrawal**

When a student is withdrawn for financial reasons, there are significant impacts on their ability to continue with their studies. Students who are withdrawn financially or who have overdue tuition or other outstanding fees may be denied services, including:

- Registration in future classes;
- Access to their MyUCW account;
- Marking of submitted assignments or projects;
- Access to classes and examinations; and/or
- Receipt of loans, awards, grades, transcripts, degrees, and documents certifying enrolment or registered status.

Students who have their registration cancelled for not paying their fees by a due date, or who withdraw or otherwise leave the University, remain liable for unpaid accounts. The University may take legal action or use reputable collection agencies to recover unpaid accounts. Legal and collection costs incurred by the University in this process are added to a student's account.

## **Tuition Change**

In the event of a tuition increase, students have the option to pay the balance of one (1) year's program tuition in advance before the tuition change takes place.

## **Tuition Due Dates**

It is a condition of enrolment at UCW that students must satisfy their financial responsibilities in a timely fashion. All tuition and related fees are due and must be paid before the first day of the new term. Students are responsible for paying tuition in full every term in which they are registered.

If a student fails to pay the tuition in full by the first day of the term, he/she will be financially withdrawn from the University and will be denied access to class participation and services.

Students are responsible for making their payments before course registration for the term whether or not they have received a statement of account.

## **Tuition Receipts**

Tuition receipts for tax purposes (T2202As) are issued in February for the preceding calendar (taxation) year. These forms are available by the end of February through the student's MyUCW account. Questions about tax forms should be directed to the Finance Office staff.

## **Tuition Refunds**

Refer to Policy 3001 Student Tuition Refunds.

Written notification is required for all cancellations and withdrawals. Refunds will be based on the date of receipt of the official written notification. Note that refunds may take up to 30 business days to allow for processing.

### ***Domestic Students***

Students who cancel or withdraw from a course up to the DROP/ADD date of the term receive a 100% refund of all the course fees paid, except the following:

- The non-refundable Application Fee.
- Any other non-refundable fees as identified on the student's fee schedule.

Students are eligible for a full refund, less the above mentioned fees only for courses in which the student has registered and which have not yet commenced.

Students withdrawing from courses after the first week of the official course start receive no refund of course fees for courses that have commenced and in which they are currently enrolled.

### ***International Students***

Refunds before the DROP/ADD Date:

International students who cancel prior to the start of their program or course will receive 100% refund of all monies paid, except the following:

- The non-refundable Application Fee.
- Penalty of the first 2 terms' tuition will be retained for students cancelling due to reasons other than the study visa denial.

The tuition deposit for the first 2 terms of the program is not refundable for International students unless their study permit is denied or they submit a visa rejection letter to UCW. This includes students for whom the LOA specified conditions.

Students withdrawing from courses after the first week of the official course start receive no refund of course fees for courses that have commenced and in which they are currently enrolled. Any courses the student has registered in and that have not commenced will be eligible for a full refund, less the above mentioned fees.

International students who violate terms of their study permit and/or student visa are not eligible for refunds. Any tuition fees paid shall be forfeit.

### **University Limited Financial Liability**

The University's financial liability in relation to the student's enrolment is strictly limited to the tuition paid by or on behalf of the student and the refund policy. For greater certainty, the University is not liable for any other cost or loss (direct or indirect) of any kind whatsoever, including, but not limited to, the result of the cancellation or delay in the offering of a course or program, except as provided for through the applicable tuition refund policy. Students should note that any tuition payments received by the University from a government program, an agency, or a person other than the student will be refunded, on behalf of the student to that government, agency, or other person.

### **Wire Transfers**

Any refunds to International students which are provided via wire transfer will have a \$25 processing fee deducted from the refund total.

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## **Student Financial Options**

University Canada West strives to make the tuition payments as convenient as possible for students by offering several financing options. Students can choose to make a one-time, one-year tuition payment or choose to pay their tuition term by term. Students can make tuition payments by cash, cheque, Interac, Visa, American Express, MasterCard, wire transfer, or money order. Students that require financial assistance can apply through one of the following ways:

## Student Loans

Canadian students (including permanent residents, landed immigrants, and protected persons as designated under the Immigration and Refugee Protection Act) who may require financial assistance can apply for student loans or grants through their respective provincial or territorial government. Funds will be disbursed through a combination of the Canada Student Loan (CSL) program and the appropriate provincial student loan program. One application with the respective provincial or territorial government will qualify the student for both programs. For information on provincial and territorial student loans, please refer to the contact information below.

Province	Telephone	Website
Alberta	1-855-606-2096, 1-780-427-2740	<a href="http://alis.alberta.ca/ps/post-secondary.html">http://alis.alberta.ca/ps/post-secondary.html</a>
British Columbia	1-800-561-1818, 1-250-387-6100	<a href="http://aved.gov.bc.ca/studentaidbc/">aved.gov.bc.ca/studentaidbc/</a>
Manitoba	1-866-626-4862, 1-204-945-6321	<a href="http://gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html">http://gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html</a>
New Brunswick	1-800-667-5626, 1-506-453-2577	<a href="http://www.studentaid.gnb.ca">www.studentaid.gnb.ca</a>
Newfoundland	1-888-657-0800, 1-709-729-2298	<a href="http://www.aes.gov.nl.ca/studentaid/">www.aes.gov.nl.ca/studentaid/</a>
Northwest Territories	1-800-661-0793, 1-867-873-7190	<a href="http://nwt.sfa.gov.nt.ca">nwt.sfa.gov.nt.ca</a>
Nova Scotia	1-800-565-8420, 1-902-424-8420	<a href="http://studentloans.ednet.ns.ca">studentloans.ednet.ns.ca</a>
Nunavut Territory	1-877-860-0167	<a href="http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans">http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans</a>
Ontario	1-800-387-5514, 1-416-325-2929	<a href="http://osap.gov.on.ca">osap.gov.on.ca</a>
Prince Edward Island	1-902-368-4640	<a href="http://studentloan.pe.ca">studentloan.pe.ca</a>
Quebec	1-888-345-4505, 1-418-646-5245	<a href="http://afe.gouv.qc.ca">afe.gouv.qc.ca</a>
Saskatchewan	1-800-597-8278	<a href="http://student-loans.sk.ca">student-loans.sk.ca</a>
Yukon	1-867-667-5929	<a href="http://education.gov.yk.ca/">education.gov.yk.ca/</a>

## Registered Education Saving Plan (RESP)

RESPs are registered education saving plans that permit savings to grow tax-free until the student beneficiary is ready to enroll full-time in a qualified post-secondary institution. Contributions to all RESPs are subject to a lifetime maximum of \$50,000. An RESP also allows the student to apply for the Canadian Education Saving Grant.

## Registered Retired Savings Plan (RRSP)

Taxpaying students are able to withdraw money from their RRSP's for full time education and training for either themselves or their spouse/common-law partner on a tax free basis. This plan allows students to withdraw up to \$10,000 per year (total maximum of \$20,000) from their RRSP.

## Student Line of Credit

Many financial institutions have developed a Student Loan Program or a Student Line of Credit for Canadian Citizens and Permanent Residents with a preferential interest rate. University Canada West has partnered with major financial institutes including CIBC and RBC to provide assistance to students.

Students who may not be eligible for government student loans may benefit by applying for a student line of credit with their banking institutions.

For more information on any of the above financing options, please contact Financial Services.

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## Student Services

University Canada West offers a range of services for students who wish to enrich their UCW experience or who require assistance in variety of areas related to their educational goals and personal pursuits. Student Services partners with students to improve their academic performance, increase graduation outcomes, and foster an environment that supports undergraduate and graduate students.

### Academic Advising

Students work with Student Services to develop an individualized system of support. Academic services include:

- Program and course selections consistent with student's academic and career goals;
- Advise consistent with university rules, regulations and policies;
- Course registration, changes, drop requests and withdrawals;
- Resources to aid students' learning and development within UCW and after;
- Personal action plans and resources to assist students on Academic Probation;
- Support for students seeking readmission into the University; and
- Assistance to help students graduate in a timely manner.

Knowledgeable Student Services Coordinators help students take advantage of opportunities and overcome obstacles they may encounter during their studies.

### Guest Speaker Seminars & Workshops

Acting on input from the Student Committee, Student Services runs seminars and workshops on topics like Time Management, Stress Management, and Excel 101 Sessions. Guest Speaker Seminars feature prominent business professionals who share their professional experience and knowledge in their particular field.

### Student Orientation and Academic Readiness

UCW Student Services coordinates the Student Orientation and Academic Readiness (SOAR) course for all new University students. Orientation is a great way for first year students to meet fellow students, faculty, and staff and to navigate through MyUCW Student portal with Library resources and critical thinking exercises.

For that reason, Student Orientation and Academic Readiness sessions are mandatory for all new students. SOAR is scheduled the week before regular classes start. New international students must arrange their travel plans so that they can attend their scheduled SOAR course. All other students will access SOAR online a week prior to classes starting.

### Social Activities and Student Committee

University Canada West's student body is growing and diversifying. Continuous improvement of student experience, including building community, fostering a culture of understanding and respect, and engaging

students in informal and social events, plays an important role in academic life. The UCW Student Committee is a voluntary organization which represents and supports the student body at UCW.

Student Services provides opportunities for students to participate in activities and events outside the classroom, coordinated and organized by the Student Committee on a term-by-term basis. Student Services values diversity and respects individuality by providing opportunities for students to celebrate traditions that will help Canadian and international students share knowledge and develop friendships that will last a lifetime.

Students serving on the Student Committee are in good academic standing and model the competencies embedded in all UCW programs, including constructive problem solving, strong team skills, effective English language communication skills and leadership. Members are encouraged to represent the University's student body positively.

Committee members can choose to become engaged in the following:

- Planning and participating in SOAR;
- Planning and coordinating social events for the student body;
- Coordinating a Guest Speaker Series;
- Contributing to UCW's Newsletter;

Interested students should contact the Student Services Office for more information about UCW's Student Committee.

## **Student ID Cards**

Student ID cards are a great way to identify a UCW student. Local businesses around the Vancouver campus provide student discounts or services and attraction sites throughout Canada accept Student ID's for discounts. The ID card enables a student to check out books from the library and helps access services throughout your time at UCW.

Each UCW student on campus is required to have a Student ID card and to present it for services on campus. New students on campus will have their photo taken when they attend SOAR 098 prior to their first term. Campus Reception produces the card.

Online students who need a UCW ID card can contact Reception for directions on how to obtain one.

## **Tutoring/Coaching**

Tutoring/Coaching is an active-learning process, requiring student and tutor to achieve understanding of course material through interaction. Numeracy Coaches and Writing Coaches are available for current students at University Canada West after the SOAR diagnostic test identifies the type of help each needs. Prior to applying for tutoring, students may be required to complete ENGL 099 or select modules from COMM 099 to correct writing deficiencies and/or MBAF 502 to correct numeracy problems.

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# Library

For policies specifically related to UCW Library services, refer to policies:

- 6000 - Public Performance Rights
- 6001 - Library Collection Development
- 6002 - Electronic Library Access & Use
- 6003 - UCW Library Gifts
- 6004 - Library Advisory Committee
- 6005 - Information Literacy
- 6006 - Copyright
- 6007 - Library Retention of Student Work
- 6008 - UCW Library Circulation Policy
- 6750 - Records Management
- 6751 - Information Privacy & Security
- 6900 - Bookstore Returns

University Canada West Library provides a vast range of information resources, services, and research expertise to support the diverse information needs of students, faculty and staff in all disciplines.

The Library primarily consists of an on-line collection which can be accessed at either on campus at library workstations or remotely 24 hours a day. Resources are accessed via the MyUCW site at [myucw.ca/library](http://myucw.ca/library) and includes electronic journals, tutorials, helpful links, and indexes and databases.

A reading room with a modest print collection is located on the Vancouver campus, with librarians to provide reference help in person, by phone, and by e-mail. On-line students can contact the Librarian using MyUCW mail. Interlibrary loans are also available.

The Library plays a vital role in the University's commitment to information literacy. As part of this commitment it offers a range of free workshops on various topics. Please refer to the section on [Bibliographic Instruction](#) for more information.

Wireless Internet access is also available.

## Library Collection

Our collection includes books, journals, digital videos, digital images, newspapers, magazines, electronic full-text, and data files. The digital resource base is expanding rapidly and includes more than 21,500 electronic journals, and over 118,000 electronic books, over 46,000 digital images, close to 150 digital videos, and hundreds of company profiles, author profiles and biographies, online dictionaries and encyclopaedias, plot summaries, economic forecasting, statistical reports and data, industry reports, and SWOT analyses.

As with many institutions, UCW levies a modest per credit fee each term to enhance the provision of library and information management services.

## Library Services

The UCW Library provides students, faculty, and staff with the following services:

**Information and Reference:** Under the guidance of expert librarians, library users can seek information and/or reference services in person, via telephone, and/or via email. University librarians cannot conduct research on behalf of a student but can provide detailed assistance in finding the best databases,

evaluating resources, and honing research skills to increase the relevance and accuracy of student research.

**Circulation:** The Library houses a focused print collection, which is primarily accessible by on-campus students and faculty. Please refer to [Library Circulation Policy](#) section for lending limits and details. Items may be renewed once provided there are no holds on that title. The Library provides all UCW students, faculty, and staff access to a full on-line library of books, newspapers, and journals through various databases including the EBSCO eBook subscription. To borrow material, students must present a valid UCW Student ID card to borrow any UCW Library materials. Reference materials cannot be borrowed.

**Computer and Study Space:** All students, faculty, and staff are welcome to use the Library's computer and internet access and study space. The Library provides an area of individual or group study. In addition, students, faculty, and staff can photocopy, print, and scan materials in the Library. *Please note that all copying of materials must comply with Canadian Copyright laws and standards.*

**Bibliographic Instruction:** The Library provides individual and group bibliographic instruction and workshops on a variety of topics and subjects. The Library supports teaching, learning, and research through access to resources and assistance by expert librarians. Workshop topics include APA Style, Plagiarism, Research Skills, Database Use, and Literature Reviews. These workshops are held both on campus and on-line throughout the term. They are also archived in the Library's section of MyUCW for 24 hour access as needed. Faculty may request sessions to be held in their classroom. All students and faculty can contact the Library to put a request in for a session to be held on a topic.

## Library Circulation Policy

Refer to Policy 6008 Library Circulation.

The purpose of the Library Circulation Policy is to ensure maximum accessibility to the University Canada West's Library collection by striking a balance between the needs of its users and the restrictions necessitated by the collection size and scope. This policy will periodically change to reflect the development and expansion of the library collection and the growing needs of its patrons.

### **Library Cards**

A valid library card is required to borrow material. At this time, the student's UCW student ID card is the library card. Only active UCW students, faculty, and staff members can borrow library materials. For security and privacy reasons, borrowers must not share their library barcode with anyone or use it for any purpose not expressly permitted by the UCW Library.

### **External Client Library Borrowing Privileges**

At this time, there are no external client library borrowing privileges.

### **Privacy of Circulation Records**

The library holds all circulation records in confidence. Staff will not release to any third party information on the specific titles or subject of those titles a patron has borrowed, or link a borrower's name or other revealing identification with an item out on loan. This includes not providing such information to other borrowers, faculty, police or campus security, credit or collection agencies. This policy covers all current and historical circulation records and Interlibrary Loan transactions.

Exceptions: With the borrower's consent, or under judicial order or search warrant

It is a borrower's responsibility to ensure that personal information is not left displayed on Library's public workstations in a way which makes it accessible to others.

### ***Suspension of Borrowing Privileges & Suspension of MyUCW Access***

The Library will suspend borrowing privileges and may suspend access to the student's MyUCW account when:

- Bills and/or accruing fines reach or exceed \$50.00;
- Materials are overdue for more than 31 days. These items are considered lost and full replacement charges will be added to the borrower's account. Refer to the Replacement Cost section of this policy for additional details. The replacement fees are in addition to any fines that may have accumulated; or
- Recalled materials are not returned by the recall due date.

### ***Replacement Costs***

Determining a fair and adequate replacement cost for library materials is usually based upon the cost to the Library when the item was originally acquired. There may be consultation with a librarian or staff as needed regarding replacement costs for specialised items.

A borrower may elect to purchase a replacement copy. This must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by library staff member (in the case of A-V materials). A replacement copy must be in new or "like new" condition. A library circulation supervisor will examine the purchased copy and determine its identical quality. The overdue fine will still be assessed.

Items that are billed for replacement remain the property of the UCW Library and must be returned if found. The full amount billed, less any fines, is refunded if the item is returned in good condition within 30 days of the billing date, and upon proof of payment.

A borrower has 90 days to clear their account before replacement costs will be assessed on items returned damaged. Patrons will initially be notified by telephone if an item(s) was returned damaged or with missing parts. A message through e-mail or mail will also be sent to the patron once the 90 days have elapsed and damaged or incomplete materials will be discarded (replaced).

Due to Audiovisual (A/V) materials' high circulating demand, a borrower has only 30 days to replace accompanying materials to A/V items before costs are assessed.

### ***Loan Regulations***

Borrowers are responsible for the return of all items on time and in good condition. The due date for all items borrowed is the date by which items must be returned or renewed.

If an item is recalled, it cannot be renewed and must be returned by the last due date issued on the item being recalled. The borrower will be notified of recalled materials by email or regular mail.

Loans of 1 day or longer are due before closing time on the due date.

### ***Recalls***

Borrowers can recall items charged out to other borrowers. Recalling prevents the borrower who has the item the borrower wants from renewing it.

Borrowers who fail to return recalled items by the due date will incur fines and library privileges will be suspended until recalled items are returned.

Course Reserve items cannot be recalled.

### **Renewals**

Items on loan can be renewed via email, in person, by telephone if they have not been recalled by another borrower.

Course Reserve items cannot be renewed

Items must be returned by the due date on the recall notice or fines will accrue and borrowing privileges will be suspended.

### **Returning Library Materials**

All materials must be returned to the Librarian(s) at the UCW Library to ensure the item is checked off from the student's record. In the event the Librarian(s) is unavailable, items may be returned to Reception with the borrower's name and student number. Faculty and staff members must leave their name. It is the borrower's responsibility to check with the Librarian(s) that his/her book(s) has been received.

### **Fines**

Bills and/or accruing fines reaching or exceeding \$20.00 will result in the student's University account being suspended.

A maximum of \$31 per item will be assessed for overdue items. Materials overdue for more than 31 days are considered lost and full replacement charges will be added to the borrower's account. The replacement fees are in addition to any fines that may have accumulated.

All fines can be paid at the UCW Finance Office.

***Students must pay all outstanding library fines in order to receive clearance from the Library during the graduation audit.***

### **End of term returns**

If materials are not returned by the final day of semester, the library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding, or dropping courses) until outstanding materials have been returned and the account is settled.

# University Contact Information

General	
<p>100 – 626 West Pender Street Vancouver, British Columbia Canada, V6B 1V9 Tel: 604.915.9607 Toll Free (Canada): 877.431.6887 Fax: 778.331.8268</p>	<ul style="list-style-type: none"> <li>• General enquiries</li> <li>• Single contact for calls to staff</li> </ul>
Recruitment	
<p>Phone: 604.915.9607 Toll Free (Canada): 877.431.6887 Fax: 778.331.8264 (domestic) 604.915.7290 (international) <a href="mailto:info@ucanwest.ca">info@ucanwest.ca</a></p>	<ul style="list-style-type: none"> <li>• Initial contact with UCW</li> <li>• Application &amp; Enrolment assistance</li> <li>• Collection of initial documentation</li> <li>• Preliminary advising</li> <li>• Financial planning assistance</li> <li>• Preparation for program start</li> </ul>
Academic	
<p>Art and Sciences / Business and Management: Phone: 604.915.9607 Fax: 778.331.8268</p> <p><b>Numeracy Coaches</b> via MyUCW Dropbox: Academic Business</p> <p><b>Writing Coaches</b> via MyUCW Dropbox: Academic Business</p> <p><b>General Academic</b> via MyUCW Dropbox: Academic Business</p>	<ul style="list-style-type: none"> <li>• Academic program delivery</li> <li>• Class schedules and degree pathways</li> <li>• Mentors and supervisors / Directed Studies</li> <li>• Academic standards &amp; appeals</li> <li>• Writing and Numeracy coaches</li> <li>• Academic support / tutoring</li> <li>• SOAR</li> </ul>
Student Services	
<p>Phone: 604.915.9607 Toll free: 1.877.431.6887 Fax: 778.331.8268</p> <p>MyUCW Dropbox: Student Services</p>	<ul style="list-style-type: none"> <li>• Resources to aid student success</li> <li>• Guidance Counseling &amp; Academic Advising</li> <li>• Course registration, drop/add/ withdrawals</li> <li>• Guest speakers, workshops &amp; events</li> <li>• Student committee</li> <li>• Student awards</li> </ul>
Registrar's Office	
<p>Vancouver and On-line: Email: <a href="mailto:registrar@ucanwest.ca">registrar@ucanwest.ca</a> Phone: 604.915.9607</p> <p>MyUCW Dropbox: UCW Registrar</p>	<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Student records &amp; official transcripts</li> <li>• Letters of confirmation/ permission</li> <li>• Official documentation</li> <li>• Transfer credit and PLAR requests</li> <li>• Graduation</li> </ul>

<b>Financial Services</b>	
Phone: 604.915.9607 Fax: 778.331.8268  MyUCW Dropbox: Finance On-line Finance Vancouver	<ul style="list-style-type: none"> <li>• Student financial accounts</li> <li>• Tuition receipts</li> <li>• Fee reimbursements &amp; tuition refunds</li> <li>• Student loans</li> <li>• Financial planning</li> <li>• Student Awards</li> </ul>
<b>Library</b>	
Vancouver and On-line: Phone: 604.915.9607 Toll free 1.877.431.6887 ext.2201  MyUCW Dropbox: UCW Librarian ucwlibrary@ucanwest.ca <a href="http://askaway.org/chat">http://askaway.org/chat</a>	<ul style="list-style-type: none"> <li>• Information, reference, circulation</li> <li>• Computer and study space</li> <li>• Library &amp; Research instruction</li> <li>• Writing &amp; Research skills</li> <li>• On-line assistance</li> </ul>
<b>Bookstore</b>	
Vancouver and On-line: Phone: 604.915.9607 Toll free 1.877.431.6887 ext.2201  MyUCW Dropbox: UCW Textbooks textbooks@ucanwest.ca	<ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Textbook rentals</li> </ul>

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# Undergraduate Course Descriptions

## Course Coding Changes

As of the April 2013 term, UCW changed its course coding (numbering) system to provide more meaningful and immediately recognisable course codes. Not only does this benefit students, UCW course codes now more closely parallels other institutions' codes for articulation and accreditation purposes.

Note that student transcripts reflect the course code and title in effect at the time the course was completed. The tier (level) is indicated by the first digit of the code. Undergraduate course codes are 100-, 200-, 300-, and 400-level codes. Master courses are 600-level codes. A number of courses retain the old course code and are not revised.

The 4-letter alpha code corresponds to the discipline of study for that course. The 3-digit number portion corresponds to the level. Each course code is also followed by the number of credits assigned to that course. For example: ENGL 100 (3) is a first level, introductory course in English. MATH 600 (3) is a 3-credit graduate course in mathematics.

The following brief descriptions are intended to provide general course content and expectations. For current and detailed information about courses, please consult the respective department. Note that courses are clustered in "tiers" which provide a general pathway towards degree completion. Tier 1 courses should be taken first in the student's program, with subsequent tiers being completed in order. This allows for maximum flexibility in program planning while ensuring the student has mastered introductory materials before proceeding to more advanced levels of learning. Refer to the Standard Degree Pathways in Appendix A. Note that Tier 2 courses can be taken at any time "as available".

*All courses are 3-credit courses unless otherwise indicated.*

### **ACCT 101 (3) - Principles of Accounting**

Accounting is the "language of business." The course will explore accounting processes and formulas to evaluate the economic health of a company. Students will learn how to apply Canadian Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). They will be introduced to the accounting cycle, accrual accounting concepts, and the asset side of the balance sheet, including cash, receivables, inventory, and long-lived assets.

Students may not receive credit for more than two of ACCT 101, ACCT 103, and ACCT 140.

### **ACCT 103 (3) - Advanced Principles of Accounting**

Continuing the language of business, this course explores liabilities, shareholders' equity and investments in the context of a number of business structures including corporations and partnerships. Students will learn to prepare cash flow statements and interpret financial statements.

Students may not receive credit for more than two of ACCT 101, ACCT 103, and ACCT 140.

### **ACCT 140 (3) - Full Principles of Accounting**

Accounting is central to business operations. This is an intensive course that takes students through the full accounting cycle, accrual accounting and the interpretation of financial statements. Using the Canadian Generally Accepted Accounting Principles (GAAP), students will learn to prepare cash flow statement and interpret financial statements. This course is a condensed and accelerated version of ACCT 101 and ACCT 103.

Students may not receive credit for more than two of ACCT 101, ACCT 103, and ACCT 140.

**ACCT 301 (3) - Managerial Accounting**

Management decisions are often based on internal accounting information. Students will explore the systems used by organizations to measure the cost and profitability of products and services. Financial reports are evaluated within the context of how they affect managerial judgment. Students will learn how to undertake budgeting, profit planning, variance analysis, and ethically responsible accounting.

**ACCT 303 (3) - Advanced Managerial Accounting**

Continuing the process of understanding the relationship between accounting and managerial decision making, this course will cover such topics as cost behaviour & allocation, linear programming, joint products and by-products, inventory models, and pricing theory. Students will apply statistical analysis and linear modeling in the context of operations costing. **Prerequisite: ACCT 301**

**ACCT 305 (3) - Auditing**

The trustworthiness of financial reports is essential for planning and decision making. This course examines auditing standards and techniques, internal and external audit functions. Students will undertake basic audits

**ACCT 307 (3) - Taxation**

Taxation is a complex function of organizational and business financial operations. In this course students will explore the role of taxation in business, including such topics as valued added taxes, GST, HST, PST and other tax systems. Students will learn to calculate taxable income and taxes payable.

**ACCT 401 (3) - Strategic Managerial Accounting**

Accounting and financial management are a critical component of effective strategic planning and organizational development. The course will explore such financial information as assists in the assessment of business needs and the decision making process. Students will design and evaluate integrative management accounting strategies and projects based on case studies.

**ANTH 102 (3) - Introduction to Anthropology**

Human societies and cultures are complex webs of symbolic relation. This course explores the way human beings use language, economic and political organization, family and kinship, and ritual and belief systems in the context of social change. Students will come to understand the way symbols work in human relationships.

**ANTH 203 (3) - Ecological Anthropology**

Cultures emerge in the context of adaptive strategies to ecological frameworks. Every cultural group employs unique approaches to managing within its ecological niche. This course will examine the complexity of human relationships with the environment in a world where conflicting cultural systems are often competing for survival.

**BIOL 100 (3) - Modern Biology**

Biological science examines the diversity of living organisms and the evolutionary and physiological principles underlying this diversity. Topics include history of life on earth, evolutionary mechanisms, systems, and concepts of animal structure and function. Students will learn principles of biological analysis and apply them to everyday life.

**BUSI 100 (3) - Introduction to Business**

Business is one of the fundamental units of society. Students will study different forms of business organization, primary organizational structures, different operational divisions, business processes, how businesses are financed, business and risk, corporate responsibilities to shareholders and employees. They will also examine typical business functions and the role of managers in production, marketing, human resources, accounting and finance in a Canadian context including a consideration of Canadian business law and ethics.

**BUSI 201 (3) - Business Environment**

Businesses function in social contexts that include many interests. This course introduces students to the marketplace and the many forces and interest groups that influence the outcome of business or organizational activity. These include government policies, globalization, and ecological issues. Students will learn to assess stakeholder interests and identify ethical issues.

**BUSI 301 (3) - Entrepreneurship**

Entrepreneurship is a method to operate creatively within the organizational contexts. This course will outline the characteristics of entrepreneurial activities, including individual personality and corporate culture, as well as the impact of government policy. Students will come to understand the principles of new venture creation and corresponding business plans.

**BUSI 305 (3) - Tourism Management**

Tourism is one of the world's largest industries. This course introduces students to the world of tourism management. It examines such elements as destinations, infrastructure, intermediaries and travel services, and the role of the Internet in delivering a virtual service. Students will come to understand the related management processes with an emphasis on marketing, human resources, finance, and the need for environmental responsibility.

**BUSI 321 (3) - International Business From a Global Perspective**

Businesses and organizations operating in a global economy face a broad range of challenges. The course topics include international business issues; diversity; global marketing, international trade; global monetary systems; the ethics of international finance, accounting, and taxation; and corporate social responsibility. Students will gain knowledge about the current global macro-economic environment, learning how to scan the environment for emerging issues and how to evaluate their impact on business decisions.

**BUSI 323 (3) - E-Business**

The Internet is growing as a basis of commerce. Issues of website design, transaction effectiveness and financial security are evaluated within the context of the business models used by corporations. The so-called "brick and click" value proposition is compared with pure Internet plays. Legal and intellectual property questions are also discussed. Students will come away from the course with an understanding of how to match e-business techniques to organizational strategies.

**BUSI 325 (3) - Business Law**

All businesses function in legal contexts. This course examines the essential role that law plays in business decisions, how it facilitates personal and commercial transactions, and how its knowledge builds a competitive advantage. The course will provide a practical analysis of various areas of law such as contracts, torts, environmental, property, employment, selling goods and services, import/export, financing and insurance. As well, the selection and use of various forms of business organization will be examined.

**BUSI 401 (3) - Strategy and Decision Making**

Decision making takes place in the context of organizational strategy. In this course students will apply their knowledge to develop an organizational strategy that integrates contextual factors, ethics, and core organizational components. On the basis of this knowledge they will outline a decision making strategy.

**BUSI 497 (3) - Business Capstone 1**

Research is a critical business skill. Students will outline and research the strategic and contextual components of a significant project or program related to an organizational strategy. This will be a team based exercise and will produce an exhaustive report of the current status of business issues relevant to the project or program. Teams will produce and present a professional quality research report. This course is normally completed in a student's second last term.

### **BUSI 498 (3) - Business Capstone 2**

Proposals are the basis of organizational development, from business plans to operational plans to sales. Students will craft a proposal for a significant project or program in a business related area. This will be a team based exercise and produce a full business proposal including a financial forecast or budget. Teams will produce and present a professional quality proposal. This course is normally completed in a student's last term.

### **CMPT 100 (3) - Introduction to Computer Science**

Computers have become the backbone of organizational operations. Understanding how they work is an important part of understanding their limitations and most effective use. This course explores the fundamentals of computer operation, languages and programming. Students will design and test basic programs. This is a laboratory course.

### **CMPT 201 (3) - Information Systems for Managers**

Key management functions take place through computer assisted processes. Understanding how computers operate in the workplace and integrate with organizational strategy and human limitations is an essential managerial knowledge set. Students will learn the range of computer based process tools and their appropriate work applications.

### **COMM 099 (0) - Writing Fundamentals [Under development]**

The modular course addresses common writing deficiencies identified by the diagnostic test within the *Student Orientation and Academic Readiness* course (SOAR 098) taken by all new students prior to their first term. During their first term, students will be required to complete the appropriate modules identified by the diagnostic examiners before other remedial resources will be made available to them.

### **COMM 102 (3) - Mass Media and Society**

Contemporary culture is developed and transmitted through mass communication. This course is an overview of mass communication's vital role in society, with discussion of media institutions, theories, practices, professional fields, and effects on society, groups and individuals. Students will learn to observe and critique the impact of mass communications on society.

### **COMM 140 (3) - Introduction to Business Communication**

Business and professional communication is crafted for busy decision-makers who typically value direct, precise, concise, and visual messaging. Students will learn to analyze context and audience, to determine purpose and message content, and to integrate effective visual design and media in order to create written workplace communication that can be received, understood, used and retrieved efficiently, quickly, and accurately.

Course completion with a grade of B or higher replaces COMM 201 in the standard degree pathway.

### **COMM 200 (3) - Communications Theory**

There are many perspectives on the nature of communication and how it functions in human groups and organizations. This course is a survey of contemporary social, scientific, and humanistic theories of mediated communication. Students will learn the various theories of the communications and their relationships to society.

### **COMM 201 (3) - Writing for Specific Audiences**

All communication is targeted to audiences. This course explores the range of audiences found in the contemporary world—public, private, and organizational. Students will learn to assess audiences and design writing targeted to that audience.

### **COMM 203 (3) - Information Gathering**

The information used to develop communications materials comes from many sources. Students will research and evaluate information from print and electronic records, databases, and interviews. The

course examines issues relating to how information is gathered, stored, retrieved, and disseminated. Students will engage in creative and critical thinking when finding and evaluating information.

### **COMM 205 (3) - Writing for the Media**

Writing for the mass media requires sensitivity to the needs of the specific media including style, timing, and verification. This course introduces students to the process and practice of writing for various mass media channels. Discussion of rights and responsibilities of the public communicator. Students will develop sample materials for a variety of media forms.

### **COMM 207 (3) - Visual Communications in Mass Media**

Images are one of the building blocks of human communication. This course explores the theory and application of visual communication in newspapers, magazines, video, advertising, and public relations. Students will develop a critical appreciation for the impact of visual images in communicating messages.

### **COMM 220 (3) - Crime and the Media**

Crime and criminal justice are important social constructs represented in the media. This course will explore those representations in various media including films, television, print, and new media. Students will analyze the relationship between media constructions and historical and contemporary perceptions of crime and justice issues.

### **COMM 302 (3) - Public Affairs**

Mass media's is key part of the practice of public life in democratic societies. The course will explore such topics as reporting on government, courts, and politics; and interpreting finance, urban affairs, education, science, and culture for public awareness. Students will develop sample materials for enhancing public life and decision making.

### **COMM 304 (3) - Social Media**

Social media are emerging as a pervasive and powerful communications medium. The course will assess developments in social media within existing communication theories and practical applications. Emphasis will be placed on the impacts of social media on journalism, politics and identity, community and business contexts. Students will perform critical analysis of blogs, twitter, content communities, social networking sites and other social media tools.

### **COMM 306 (3) - Creative Non-Fiction**

Creative writing takes many forms, including non-fiction. Students will explore and develop writing skills in different genres including creative essays and memoirs; magazine travel writing, and proposals for scripts (film or stage).

### **COMM 308 (3) - Legal and Ethical Issues in Mass Media**

The mass media function within legal frameworks that control the flow of information. This course explores media law in relation to ethical, political and economic consequences. Students will examine issues of ownership and access to information, free speech, pornography, privacy, libel, copyright, journalistic privilege, advertising, access to public records. Students will develop skills of critical analysis related to the legal implications of information flow.

### **COMM 310 (3) - Technical Writing and Business Communications**

Many organizations require highly technical communication. This course explores the theory and practice of technical writing in a corporate context. Topics include specification articulation, technical documents and manuals, communicating policies and procedures, corporate communication standards, signage, and internal communications protocols. Students will develop the skills of concise organization and communication of technical business information as well as negotiating communication project specifications.

**COMM 312 (3) - Professional Communications –Written and Oral**

Communication is a leadership skill. With an emphasis on interpersonal relations, team-building, and leadership, students will learn to develop, manage, and deliver complex communication products designed for diverse audiences and contexts. They will become familiar with the theories, principles, and practices for designing, developing, and delivering both individual and collaborative projects. Coursework will include the research and writing of correspondence, reports, proposals, project plans, social media communications, and technical descriptions as well as the preparation and performance of oral presentations.

**COMM 341 (3) - International Communication**

Communication crosses cultural and national borders. It does so as part of a web of competing and conflicting communication content, strategies, and regulations. This course explores the global context of communication and the regulatory, cultural, and strategic frameworks through which it can be best understood and implemented. Students will examine economic globalization, cultural imperialism, and popular culture in terms of their impact on international communication.

**COMM 351 (3) - Media and Audience Research**

Techniques for measuring media impact and audience response are a key component of media management. This course identifies the tools and techniques, as well as ethics protocols, appropriate to measuring media impact including focus groups, surveys, context analysis, content analysis, and audience studies. Students will take part in applied media research.

**COMM 361 (3) - Communication and Meaning**

Personal and social understandings of existence emerge in groups and cultures through mediated processes of communication. Examining communication and the construction of meaning through the window of Continental Philosophy (Foucault, Derrida, etc.), this course explores the nature of communication as a form of the human struggle to create a life that is worth living. Continental approaches will be contrasted with the pragmatist and deontological philosophical traditions and the work of McLuhan. Students will develop critical and creative skills in the use of information as a social mechanism.

**COMM 396 (3) - Directed Studies**

Students may request an independent directed study in a field of interest related to communications.

**COMM 401 (3) - The Business and Economics of Mass Media**

In Western Society, the mass media may be examined as corporate structures subject to competitive market forces and globalization. This course explores issues of production and distribution, investment, finance, economic strategy, ownership, taxation, work force, management. Students will develop a critical and inter-disciplinary approach to the economic aspects and consequences of the mass media.

**COMM 405 (3) - Advanced Media and Communications Writing**

This course explores advanced processes and practices of writing for multimedia that include print, audio-video, computer-assisted presentation, internet-intranet applications, and striking the balance between word and image. Students will develop materials related to real world problems.

**COMM 410 (3) - Communication Strategy**

Communications is a key part of social, organizational and personal change. In this course students will identify a target of collective change such as environment issues, governmental laws, community action, or business operations and use semiotic theory to develop a communications plan for managing social or organizational change in the context of issues of stakeholders and social responsibility.

**COMM 497 (3) - Communication Capstone 1**

Communications professionals must carry out effective research on behalf of an organization. Students will outline and research the media and communications components a significant project or program related to organizational strategy. This will be a team based exercise and will produce an exhaustive

report of the current status of media and communication issues relevant to the project or program. Teams will produce and present a professional quality research report. This course is normally completed in a student's second last term.

### **COMM 498 (3) - Communication Capstone 2**

Proposals are the basis of organizational development, from business plans to operational plans to sales. Students will craft a proposal for a significant project or program in a communications related area. This will be a team based exercise and produce a full proposal including a financial forecast or budget. Teams will produce and present a professional quality proposal. This course is normally completed in a student's last term.

### **ECOL 100 (3) - Introduction to Ecology**

An introduction to principles of ecology: biotic and abiotic conditions, population, community and ecosystem structure, human impacts on these systems, and basic concepts of conservation and preservation of ecosystems.

### **ECOL 300 (3) - Ecosystems and Sustainable Development**

This course will investigate the ecology and interaction of natural and human ecosystems, including energy systems and global climate change, world fisheries, rain forests, deserts and their implication for economic sustainable development. **Prerequisite: ECOL 100**

### **ECON 102 (3) - Principles of Microeconomics**

An introduction to microeconomic concepts: the market system; price determination; demand and utility; competitive supply; cost analysis; market structures; equilibrium of the firm; pricing of factor inputs; land rents; wages; interest and capital.

### **ECON 104 (3) - Principles of Macroeconomics**

An introduction to macroeconomic concepts: circular flow of income and product; national income; equilibrium level of domestic income; fiscal policy; money and banking; international trade; inflation and unemployment.

### **ENGL 098 (0) - English Preparation for University Studies [TBD]**

This is a preparatory course for applicants whose IELTS score is a blended 5.5, in preparation for ENGL 099.

### **ENGL 099 (0) - English Preparation for University Studies**

Emphasis on this 12-week course is on reviewing all previous English skills, language and grammar, and encouraging the effective use of the English language in business, academics, and everyday life. Students learn to communicate and to produce language that is not only grammatically accurate, but also situation-specific and appropriate. They will practice listening, reading, writing, speaking, and critical thinking in English. After completing the course, they should be able to function entirely in English-speaking society, including workplace and post-secondary educational settings. Specific topics covered will be sentence structure (including verbs and verb tense), use of articles, capitalization, paragraph structure, and developing patterns of thought in both written and spoken communication.

### **ENGL 100 (3) - Academic Writing**

In order to succeed in academic environments, students must be able to communicate effectively in writing. Students will learn to apply principles of rhetoric and critical thinking to readings drawn from a variety of academic disciplines. They will learn to read closely and analyze different types of essays (e.g. narrative, expository, cause and effect, comparison and contrast, persuasive) in terms of how each best engages different types of audiences and contexts. And they will develop sound writing skills through a recursive approach that employs pre-writing, drafting, revising, editing and proofreading. Practice with essential research strategies will complete the course. This is a writing intensive course and must be taken in a student's first 24 credit hours of study.

**ENGL 105 (3) - Contemporary Literature: Drama and Narrative**

Literature is a window into human reality through the imagination. This course is an introduction to contemporary drama and the novel, including screenplays and works by Canadian authors. Students will learn to interpret a range of works in terms of theme, plot, character, and context. This is a writing intensive course.

**FNCE 301 (3) - Investments**

This course explores the many types of investments, and their respective risks, historic yields, and regulation: stocks, bond, option, annuities, insurance, foreign exchange, precious metals, real estate, and other investment avenues are considered. Students will review the major alternative approaches for selecting specific investment instruments and identify the advantages and disadvantages of domestic vs. international markets.

**FNCE 303 (3) - Finance**

This course will introduce concepts of financial techniques necessary to assist the organization obtain capital and manage it effectively. Models of evaluating various returns will be based on accounting inputs. Underlying most analysis will be net present value theory. Students will develop their decision-making skills in relation to the cost and availability of funds, and maximizing economic returns.

**GEOG 101 (3) - Physical Geography**

An introduction to basic systematic approaches in the study of modern physical geography, including the climate, vegetation, soil, water, and landforms as components of environmental systems; interrelationships among the components; spatial patterns of environmental systems over the earth; changes in the systems through time; human impacts on natural systems. The course emphasizes quantitative skills through the study of physical geography. This is a laboratory science course.

**HIST 305 (3) - Canadian Urban History**

Canadian cities have evolved. This course provides an understanding of how Canadian cities have developed in different regions of the country and over time, exploring how wider trends in our history have affected urban life. Topics include colonization, industrialization, and post-war urbanization. Students will develop an understanding of the way differing historical forces interact to create major social impacts.

**HRMT 301 (3) - Human Resource Management**

Human resources is a strategic function in business and organizations. This course is designed to provide a basic understanding of the various HR functions including recruitment and selection, training and development, compensation and benefits, performance management, health and safety; and employee and labour relations. Students will explore how external influences such as the legal system and demographics impact the practice of HR management. **Prerequisite: ORGB 101**

**MATH 101 (3) - Foundation Mathematics**

Students will learn methods, procedures and applications of business mathematics, including the mathematics of merchandising, simple interest, and compound interest. Applications include discounts and mark-ups, cost-volume-profit, short-term and long-term loans, credit card debt, savings and payment plan annuities, mortgages, bonds and investment decisions. Must be taken in a student's first 24 credit hours of study.

**MATH 200 (3) - Statistics**

Students will learn statistical concepts, methods and procedures used in business, including descriptive statistics--graphics and numerical presentations, probability theory, sampling, estimation, hypothesis testing and linear regression. The use of statistical software applications will form part of the course. Students will be expected to know, or to acquire on their own, basic Excel skills. **Prerequisites: MATH 101**

**MGMT 301 (3) - Change Management**

The world of technology is changing at an ever-increasing pace. This course focuses on understanding and managing change in today's world, including: motivating employees to act and react more quickly, leadership factors, and proactive mechanisms for change.

**MGMT 307 (3) - Managing Innovation**

The goal of this course is to expose the best practices of innovation and new business/ product/service development. These are rooted in the future of competition: co-creating unique value with customers. The discussion looks at the fundamental transformation of the value creation process already underway in our business system.

**MGMT 401 (3) - Project Management**

Increasingly, organizations use project teams as a core process of operation. This course investigates the role of project teams and how they can be managed effectively. Students will understand how project teams operate, as well as how to use the tools, techniques and processes that support effective project management and successful outcomes.

**MGMT 403 (3) - Strategic Leadership**

Business leaders direct organizations toward a commonly shared mission and purpose. This course examines the mission and core values of an organization, formulation and implementation of guiding principles and policies, and strategic planning. Students will develop concrete plans for organizational transformation based on case studies using environmental scanning and SWOT analysis.

**MRKT 201 (3) - Marketing Management**

Marketing is one of the fundamentals of all businesses. Students will learn the fundamentals of marketing and will explore the relationships between companies, their customers, and their competition. They will examine concepts that are integral to the field of marketing including marketing environment, customer behaviour, marketing research, product analysis, distribution, pricing and promotion strategies. They will apply these concepts in solving marketing problems.

**MRKT 302 (3) - Advertising**

Marketing communication is a key part of business and society. The course examines how the various forms of marketing communications are used to help fulfil the overall strategy of the enterprise. Integrated marketing communications role in marketing is explored in a practical way and the relationship among the planning process, creative strategies, and media selection are examined. Students will analyse the social and economic roles that integrated marketing communications play in profit and non-profit organizations.

**Prerequisite: MRKT 201**

**OPMT 301 (3) - Operations Management**

This course investigates the development and administration of activities that are involved in transforming financial, human, physical, and natural resources into products and services. Quality and productivity are critical outcomes of logistical operating systems. Students will learn system-wide methods of integrating efficient processes, both technical and human.

**ORGB 201 (3) - Organizational Behaviour**

Organizations have distinct characteristics based on their culture, composition, and history. Students will learn how the behaviour of individuals and groups in work environments affect organizational performance and the dynamics of organizational relationships. Topics will include individual attributes, motivation theories and strategies, group dynamics, teamwork, organizational structure, job design, leadership, organizational culture and politics, communication, conflict, stress and change management. Diversity, cross-cultural issues and ethical conduct in organizations will also be examined.

**PHIL 102 (3) - Moral Philosophy**

Every decision has an ethical and moral component. This course explores prominent theoretical approaches to ethics that attempt to answer questions about the morality (the rightness and wrongness)

of human conduct. Students will develop critical skills of analysis that enable them to identify differing applications of ethics and the cultural sources of morality.

### **POLI 102 (3) - Politics and Government**

An introduction to the basic concepts and systems of government and politics in a historical and modern context. This course examines major texts in the history of political thought and the questions they raise about the design of the political and social order. It considers the ways in which thinkers have responded to the particular political problems of their day, and the ways in which they contribute to a broader understanding of modern justice, democracy, and the relationship of the individual to the state.

### **POLI 301 (3) - Media and Government**

In contemporary culture governments rely upon the mass media in the development and application of public policy. This course explores media roles in reporting and assessing the workings of legislative and administrative bodies; and government's roles in regulating and monitoring media practices. Students will come to an understanding of how media and government depend upon each other.

### **POLI 303 (3) - Cultural and Political Systems**

The major religious, philosophical, historical and economic underpinnings of modern cultural and political systems will be evaluated in this course. The dynamics of religion and culture will be reviewed in the context of contemporary problems in diplomacy, including terrorism and military responses to current problems. **Prerequisite: POLI 102**

### **PSYC 100 (3) - Fundamentals of Psychology**

An introduction to psychology emphasizing basic principles of the biological bases of behaviour, research methods, learning, sensation and perception, motivation, and emotion. Other topics may include consciousness, memory, and personality.

### **PSYC 102 (3) - Introduction to Psychology – Applications**

This is the second introductory course in psychology, and continues from Psychology 101. In this course the student is introduced to development across the lifespan, social psychology, personality theory, psychopathology, therapy, motivation and work, and stress and health. Psychology 102, in conjunction with Psychology 101, provides the foundation for upper level psychology courses.

### **PSYC 201(3) - Social Psychology**

Individual behaviour is strongly influenced by the presence of groups. The course will explore concepts such as conformity and persuasion, group processes, attitudes and attitude change. Students will also explore research in social perception, stereotypes and prejudice, as well as interpersonal attraction and altruism. Students will apply knowledge of these concepts to decision making in personal life and in business, law, and health care.

### **PSYC 203 (3) – Perception**

Perception is the result of environmental energy being transformed into sensory information, and that sensory information being organized to give us a representation of our environment permits effective responses. Students will learn how our sensory and perceptual systems process visual, auditory, touch and pain, kinesthetic, smell, and taste information, and how that processing permits us to interact effectively with our world. As part of this exploration, students will examine how our system can be misled, including visual and auditory illusions, and ways in which our unconscious process misinforms us about the actual state of the world.

### **PSYC 205 (3) - Cognition**

Human beings process incoming information from their environment and organize it to solve problems. Cognitive psychology is the branch of psychology that studies how people remember, think, solve problems, and forget. It attends to issues such as attention, perception, memory, and reasoning. Students will use simulations and examples of practical applications to improve decision-making and memory.

### **PSYC 207 (3) - Organizational Psychology**

Human motivation and inter-personal relations are central to the functioning of organizations. Students will have the opportunity to examine the psychological factors of successful work places and organizations. Topics include job hunting, employee recruitment, performance management, training, productivity, and leadership, as well as behaviors and conditions in the workplace that are counterproductive. Real world applications will form the framework for student understanding.

### **PUBR 300 (3) - Public Relations in Practice and Theory**

Public relations is an important component of organizational life. This course examines theories, processes, and techniques involved in planning and implementing programs designed to influence public opinion and behaviour through socially responsible performance and mutually satisfactory communication. Students will apply the basic principles of public relations through case studies.

### **PUBR 304 (3) - Risk Communication: Crisis, Conflict, and Intervention**

Communication is an essential component of organizational risk management and alleviation under conditions of crisis. Governments, non-profits, and businesses all apply communication strategies to manage crisis and conflict conditions. This course examines how communication strategies effectively manage risk. Students will develop skills related to writing, broadcasting, and presenting crisis and conflict management communication.

### **PUBR 306 (3) - Ecological & Environmental Communication**

The Public Relations profession shapes public perceptions of issues. Using the case of ecological and environmental issues, this course combines theory and practice in an examination of how communication content and strategies respond to and shape public opinion. Types of communication examined include public events, public relations campaigns, and political communication strategies. This course attends to issues of advocacy and how communication can both resolve and intensify conflict in the public arena. Students will develop targeted communications materials that fit industry and activist agendas and analyze how differing interests lead to differing communication strategies.

### **PUBR 308 (3) - Persuasive Presentations**

Persuasion is central to most organizational communication. This course helps students understand and build their written and verbal skills related to persuasive communication. Students will explore persuasion in practice, examining how written documents and speeches contribute to altered behaviour by a variety of audiences. Contexts will include position papers, marketing, opinion pieces, fundraising, and political speeches. Students will articulate an issue and develop written materials and do a verbal presentation that demonstrate good persuasive practice.

### **PUBR 403 (3) - Reputation Management**

A key organizational concern is the maintenance of its reputation. This course examines the value of a reputation in terms of stakeholder concerns and organizational strategy. Students will develop and present a reputation management strategy for a specific organization.

### **RSCH 300 (3) - Research Methodology**

An examination of research methodologies including attributes of a good research topic, critical literature reviews, formulating the research design, primary vs. secondary data, negotiating access to data, research ethics, selecting samples, data collection methods, writing and presenting results.

**Prerequisite: MATH 200**

### **RSCH 400 (6) - Graduation Essay**

This course consists of an independent, original, and supervised major essay or research project on an approved topic related to the student's degree program. Students will complete their major essay or project with a presentation. This course is currently being phased out and will no longer be available after the Winter Term (January start) of 2014. **Prerequisites: RSCH 300**

**SOAR 098 (0) - Student Orientation and Academic Readiness**

Through this orientation students come to understand their academic expectations, requirements, and rights and responsibilities at University Canada West. Students will learn how to access the university services and systems that they need to be successful in their studies. Orientation includes practices of information literacy, academic integrity, critical thinking, and academic writing. All students will be assessed for academic writing proficiency.

**SOCI 100 (3) - Sociology**

People live in complex social systems. This course is an introduction to sociology, including culture, gender, socialization, race and ethnicity, groups and organizations, economics and politics, social interaction, family and religion, deviance, education and medicine, global and social stratification, population and urbanization, sex, and environmental concerns. Students will critically appraise social systems using theories and methods of sociological research.

**SOCI 204 (3) - Sociology of Social Interaction and Communication**

Social forces stimulate and constrain social communication and interaction, particularly through the application of social systems and power. This course will examine who influences whom, how, and to what effect. Students will learn to critically evaluate information transfer in terms of contemporary social theory.

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# Graduate Course Descriptions

## Course Coding Changes

As of the April 2013 term, UCW changed its course coding (numbering) system to provide more meaningful and immediately recognizable course codes. Not only does this benefit students, UCW course codes now better parallel other institutions' codes for articulation and accreditation purposes.

Note that student transcripts reflect the course code and title in effective at the time the course was completed. The tier (level) is indicated by the first digit of the code. Undergraduate course codes are 100-, 200-, 300-, and 400-level codes. Master courses are 600-level codes. A number of courses retain the old course code and are not revised.

The 4-letter alpha code corresponds to the discipline of study for that course. The 3-digit number portion corresponds to the level. Each course code is also followed by the number of credits assigned to that course. For example: ENGL 100 (3) is a first level, introductory course in English. MATH 600 (3) is a 3-credit graduate course in mathematics.

The following brief descriptions are intended as a general indication of course content and expectations. Note that courses are clustered in "tiers" which provide a general pathway towards degree completion. Tier 1 courses should be taken first in the student's program, with subsequent tiers being completed in order. This allows for maximum flexibility in program planning while ensuring the student has mastered introductory materials before proceeding to more advanced levels of learning. Refer to the Standard Degree Pathways in Appendix A. For current and detailed information about courses, please consult the respective department.

*All courses are 3-credit courses unless otherwise indicated.*

### **ACCT 621 (3) - Managerial Accounting**

This course investigates the use of accounting information in the decisions made by management during the process of planning and controlling. Includes: systems that measure the cost and profitability of products and services, implications of change in investment, cost reduction strategies, and financial reporting guidelines, both formal and informal requirements, and their effect on managerial judgment. In particular, the focus will be on internal control mechanisms. This will include the implication of changes in accounting policy on investing, operating and financing choices. **Prerequisites: Completion of Tier 1**

### **BUSI 601 (3) - Business Environment, Ethics & Strategy**

This course explores the context of strategic analysis and business decision making, including the impact of social, technical, economic, environmental, and political factors on organizational success; and the tactics that companies use to respond to those factors. The ethical framework of decision making in relation to global stakeholders anchors this exploration. Best business practices worldwide will be examined.

### **BUSI 640 (3) - Consulting Practice**

This course is designed to develop skills regarding relationships with internal and external clients. Topics include: contracts, requests for proposals, client attachment, role expectations, intervention models, process consultation, organizational learning, detachment, and related concepts. This is a foundation course for the Research/Consulting Project. **Prerequisite: Completion of Tier 2**

### **BUSI 641 (3) – Entrepreneurship**

This course examines traditional entrepreneurship and newer forms of enterprise, or "intrapreneurship". Topics include: the study of new ventures, from conception to creation, business plans, financing

alternatives and small business concepts and support mechanisms. Public and private sector implications are examined. **Prerequisites: Completion of Tier 2**

### **CMPT 641 (3) - Information Technology for Managers**

The purpose of this course is to build a foundation for good business decision making and problem solving related to the use and management of information technology in organizations. Various digital technologies currently available to improve both the efficiency and effectiveness of business processes, as well as business opportunities, will be examined. Topics will range from procurement to customer relationship management with a special focus on IT strategy and governance, as well as IT project management. An IT-focused case study will be used to build analytical skills and to apply widely accepted business frameworks and industry practices. Class presentations and discussions, along with individual assignments will enhance student communication and analytical skills particularly in relation to technology related issues. **Prerequisites: Completion of Tier 1**

### **COMM 099 (0) – Writing Fundamentals**

The modular course addresses common writing deficiencies identified by the diagnostic test within the *Student Orientation and Academic Readiness* course (SOAR 098) taken by all new students prior to their first term. During their first term, students will be required to complete the appropriate modules identified by the diagnostic examiners before other remedial resources will be made available to them.

### **ENGL 099 (0) – English Preparation for University Studies**

This is a 12 week preparatory course for university study in English. The emphasis is on reviewing all previous English skills, language, and grammar, with a predominant focus on the development of academic writing, specifically through an integrated skills approach highlighting the use of critical thinking skills. After successfully completing this course, students can expect to be able to function entirely in English-speaking society, including professional workplace and post-secondary educational settings.

### **FNCE 623 (3) - Financial Management**

This course looks at the impact of financial decisions internal to, and external to the organization. It will introduce the topic of financial markets, and how financial information is related to the success of the firm, especially regarding the ability to raise capital. Included will be a discussion of the different instruments and institutions used during the process. Some strategies for evaluating and minimizing risk will be presented. Underlying much of the analysis will be the concept of the time value theory of money. The role and expectation of shareholders will be presented. Ultimately, it will become clear that most decisions within an organization have important financial implications, explicit or otherwise. These should be well understood and managed. **Prerequisites: Completion of Tier 2**

### **HRMT 621 (3) - Human Resource Management in the Global Environment**

This course will explore how to develop strategies, policies, procedures, systems, and structures, to manage human resources in a global business and multi-cultural context. Students completing the course will be fluent in the issues facing businesses in these environment, critically examine the key HR tools to be successful and define a set of business “best practices” to support and advise managers and leaders to be successful in these environments. **Prerequisites: Completion of Tier 1**

### **MATH 600 (3)- Numerical Analysis**

Focuses on the gathering, analysis and interpretation of numerical information, and on common analytical tools and techniques that will allow students to present numbers in a valid and meaningful way. Topics Include: statistical interpretation and decision trees, principles of economy engineering based on net present value, aspects of marketing research and data gathering techniques. Some basic economic and statistical measures will be studied.

### **MBAF 501 (3) – Business & Academic Writing**

Students will learn to compose written documents and presentations that will help them succeed in MBA coursework and the workplace. Students will learn to analyze context and audience, to determine

purpose and message content, and to integrate effective visual design and media in order to create written workplace communication that can be received, understood, used and retrieved efficiently, quickly, and accurately. Coursework will include the research and writing of correspondence, reports, proposals, project plans, social and digital media communications, and technical descriptions as well as the preparation and performance of oral presentations for use in the workplace as well as the classroom.

### **MBAF 502 (3) – Quantitative Skills for Business**

Students beginning MBA studies often require an introduction or re-introduction to basic quantitative skills (e.g. basic algebra, statistics) that are important to core MBA courses like accounting, economics, finance, operations and project management. Topics include the basic tools and techniques for understanding and utilizing quantitative information for business decision-making.

### **MBAF 503 (3) – Business Fundamentals**

This course examines different forms of business organization along with an overview of the typical business functions of production, marketing, human resource management, accounting and finance. Students will explore organizational structures; different operational management opportunities; business processes; how businesses are financed; business and risk; corporate responsibilities to shareholders and employees; and business law.

### **MBAF 504 (3) – Economics from a Business Perspective**

This course introduces students to the fundamental economic principles and their application. The first part of the course covers micro-economics topics such as: 1) opportunity costs and the gains from trade, 2) the elements of supply, demand, and elasticity, 3) price regulation and taxes, 4) consumption, production and costs, 5) pricing and market structure, 6) government policy in market economy, 7) international economics. The second part addresses macroeconomics issues that include: 1) economic growth, savings, investment and financial system, 2) money, banking and prices, and 3) macroeconomic fluctuations and stabilization.

### **MBAP 619 (0) - Tier One Competency Assessment**

The Competency Assessment is designed to ensure that students have accomplished a skill level in their first tier of courses to enable them to successfully complete the rest of the program. Students should have come to a reasonable acquisition of core competencies and knowledge across the Tier 1 courses and begun the process of developing advanced competencies as required of MBA graduates. Students must achieve a “B” average in all the Tier 1 courses and successfully pass the Tier 1 Competency Assessment in order to continue in the program. The Tier 1 Competency Assessment is a comprehensive case study examination that evaluates the application of knowledge and key skills that are developed across the Tier 1 program and not otherwise formally assessed. **Prerequisites: Completion of Tier 1**

### **MBAR 660 (3) - Research in Preparation for MBAR 661**

This is a prerequisite for MBAR 661. At the end of the course, students will have successfully completed an approved proposal for the Consulting/Research project and be ready to submit a proposal for research ethics review, if required. Students often face three core challenges when engaging in research. These include the ability to 1) clearly and concisely define a research problem or hypothesis; 2) define a coherent argument for the methodology most appropriate to gain access to the research data required for the study; and 3) validate the proposed methodology within the constraints of the research environment. The topics covered in this course include data collection procedures (measurement, sampling, questionnaire design and construction), data analysis, interpretation and presentation of the outputs. Students will learn about database creation and manipulation, descriptive statistics, charts and graphs, hypothesis testing, correlation and regression analyses and interpretation. A number of research examples will be used to illustrate how students can design and implement an effective research project using valid and reliable research methodologies. The course also aims to acquaint students with the use of Statistical Package for the Social Sciences (SPSS). There are no extensions for this course. This course is immediately followed by MBAR 661. **Prerequisite: RSCH 600**

### **MBAR 661 - Consulting/Research Project**

The Consulting/Research Project, the final stage in the MBA degree, is completed independently under the direction of an assigned academic supervisor. Students will be assessed on the quality of the final paper and their ability to conduct practical research (typically field research) and to analyze the results and implications of this research. The project will be important not only to advance and apply what you have learned in the MBA program, but also for the value it delivers to the sponsor organization, whether that is the student's own workplace or another organization. Students will be required to do an oral presentation of their Consulting/Research papers to invited members of the university community. MBAR 661 must be completed within 2 consecutive academic terms. There are no extensions for this course.

**Prerequisite: MBAR 660**

### **MGMT 601 (3) - Leadership in the Global Context**

This course incorporates elements of leadership and strategic implementation at all levels within an organization. Students will learn about leadership theories and consider best practices that may differentiate highly successful leaders from others. They will be engaged in identifying their leadership styles and potential, with a view to enhancing their ability to lead teams. Strategic planning and leadership skills will be developed through the knowledge and application of strategic management tools and processes. Students will be challenged to adopt new leadership thinking, skills and strategies.

### **MGMT 605 (3) – Global Leadership**

Leadership is a critical element in the success of any company. However, the significance of this role is manifold in organisations that cross borders. Understanding the economic realities of trading internationally requires a breadth of knowledge beyond the scope of managers whose operations are national in characteristic. Awareness of cultural sensitivities and the political realities of doing business are fundamental to this senior leadership, so a study of world leaders and governments will frame this course. Ethical issues, political risk,, international mergers, government intervention, and crisis management are some of the important topics covered. **Prerequisites: Completion of Tier 2**

### **MGMT 640 (3) - Project Management**

Increasingly, organizations are using project teams as a core process of operation. This is the result of a growing internal and external complexity. Examines the need for more and deeper involvement of teams in the operation of organizations, and the requirement to understand how teams operate and different forms of related structures and reward systems. This course investigates the role of project teams and their management. **Prerequisites: Completion of Tier 1**

### **MGMT 643 (3) - Change Management**

This course will investigate intervention theory surrounding the dynamics of change. Included will be methods of aligning organizational structures with strategy within environmental vagaries. Change agent models will be discussed and data collection, content analysis and feedback mechanisms will be outlined to assist the organization achieve risk reduction through harnessing creative, proactive response.

**Prerequisites: Completion of Tier 2**

### **MGMT 660 (3) - Leadership and Decision Making**

Four core competencies support successful leaders: the ability to communicate vision and strategy in simple, direct and relevant language; living and refining a coherent philosophy of leadership; being critically reflective and aware of how individual biographies shape our behaviours and relationships; and constant experimenting with creative and innovate ways of decision-making and problem-solving. In this capstone course, students will engage in action-learning experiences where they will draw upon their learning from the MBA program and develop their leadership capabilities through a series of weekly exercises, a paper-based and/or computer-based business simulation and targeted case studies.

**Prerequisites: Completion of Tier 3**

### **MGMT 661 (3) Strategic Management**

Strategic management focuses on the strategy formulation and actions taken by top management utilizing the organization's resources synergistically to improve performance of internal and external environments. The course serves as an opportunity to develop skills for strategic thinking and analysis, leadership, communication, teamwork, and cross-functional integration. Students learn about corporate and business planning as well as the implementation of organizational change through structures, systems, and people. The approach adopted includes lectures, case analyses, and action learning through group efforts. **Prerequisites: Completion of Tier 3 and MBAR 660**

### **MRKT 621 (3) - Marketing Management**

Marketing principles that will help students implement a marketing strategy for an organization. Included are: the marketing environment, segmentation, positioning, consumer behaviour, customer care, marketing research, branding, pricing, distribution and innovation. Emphasis is placed on an analysis of changes in the marketplace that affect an organization's future. **Prerequisites: Completion of Tier 1**

### **OPMT 620 (3) - Operations Management**

Operations management seeks to implement and monitor processes to help assure that quality products and services are delivered in a timely and cost effective way to customers. Included in the course are computer and decision support systems using Production and Operations Management software. Statistical methods and cutting edge concepts are discussed as part of comprehensive management practices. **Prerequisites: Completion of Tier 2**

### **ORGB 601 (3) - Human Interfaces**

Understanding the human dynamics in an organizational context, including individual, groups and organization-wide interactions, is critical to productivity and performance in the work place. Students will analyze sources of tension and conflict within organizations and learn about strategies to harness positive energy and productivity.

### **RSCH 600 (3) - Research Methodology**

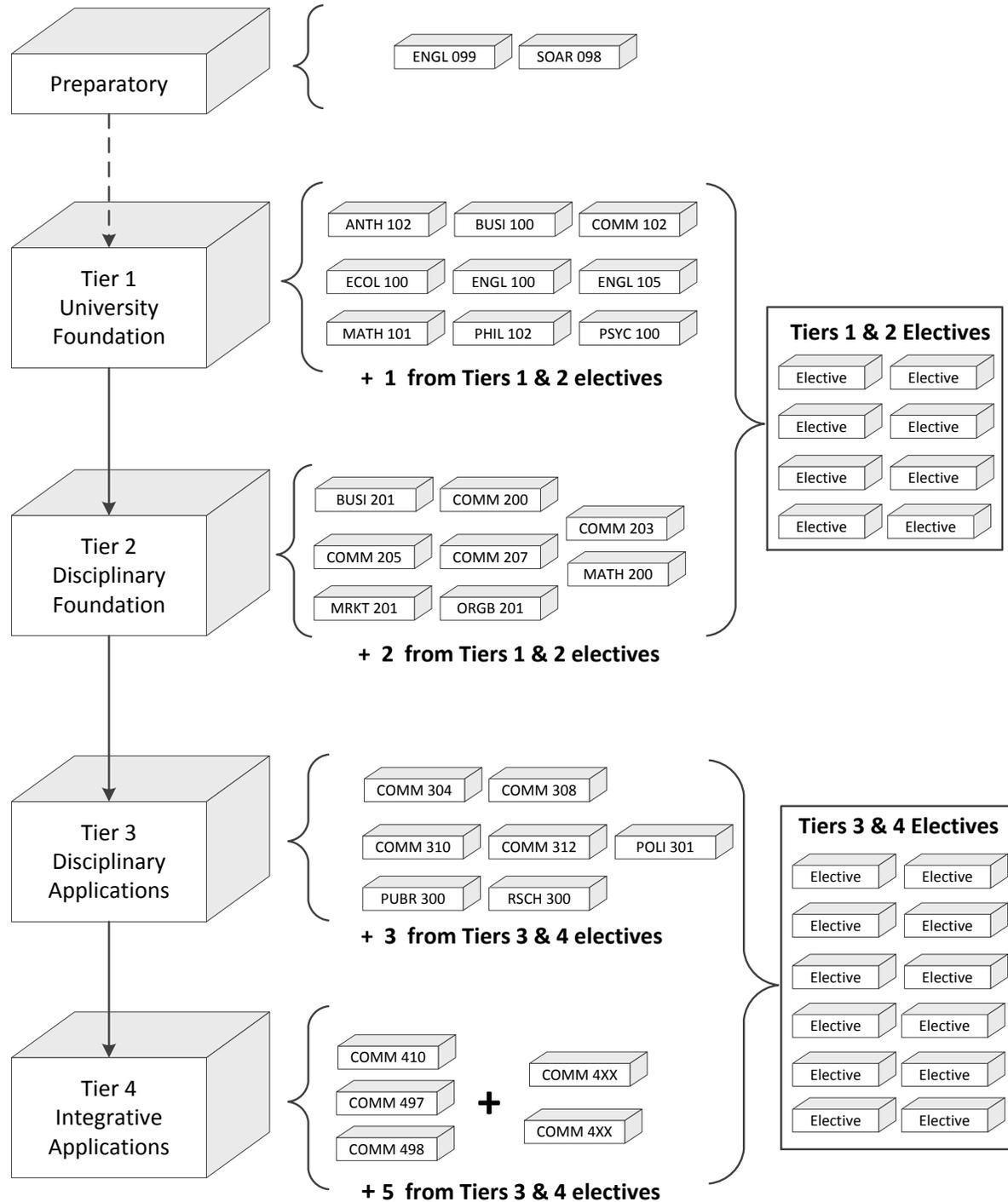
The course will focus on the basic research methods (quantitative, qualitative and mixed methods) and the development of the skills that will be required to write effective research papers throughout their MBA program. Topics include understanding the ethical considerations of doing research, developing and refining research topics, crafting a problem statement, and formulating research questions and hypotheses. Students will evaluate and critique the quality of published literature by employing critical thinking skills, writing summaries for individual entries in a literature review, and/or writing comprehensive summaries of articles for a literature review. Students will also practise writing the various sections of a research paper such as the abstract, introduction and theoretical background, problem statements, etc. **Prerequisite: MATH 600**

### **SOAR 098 (0) – Student Orientation and Academic Readiness**

Through this orientation students come to understand their academic expectations, requirements, and rights and responsibilities at University Canada West. Students will learn how to access the university services and systems that they need to be successful in their studies. Orientation includes practices of information literacy, academic integrity, critical thinking, and academic writing. All students will be assessed for academic writing proficiency.

# Appendix A: Standard Degree Pathways

## Degree Pathway: Bachelor of Arts (BA) – Media & Communications

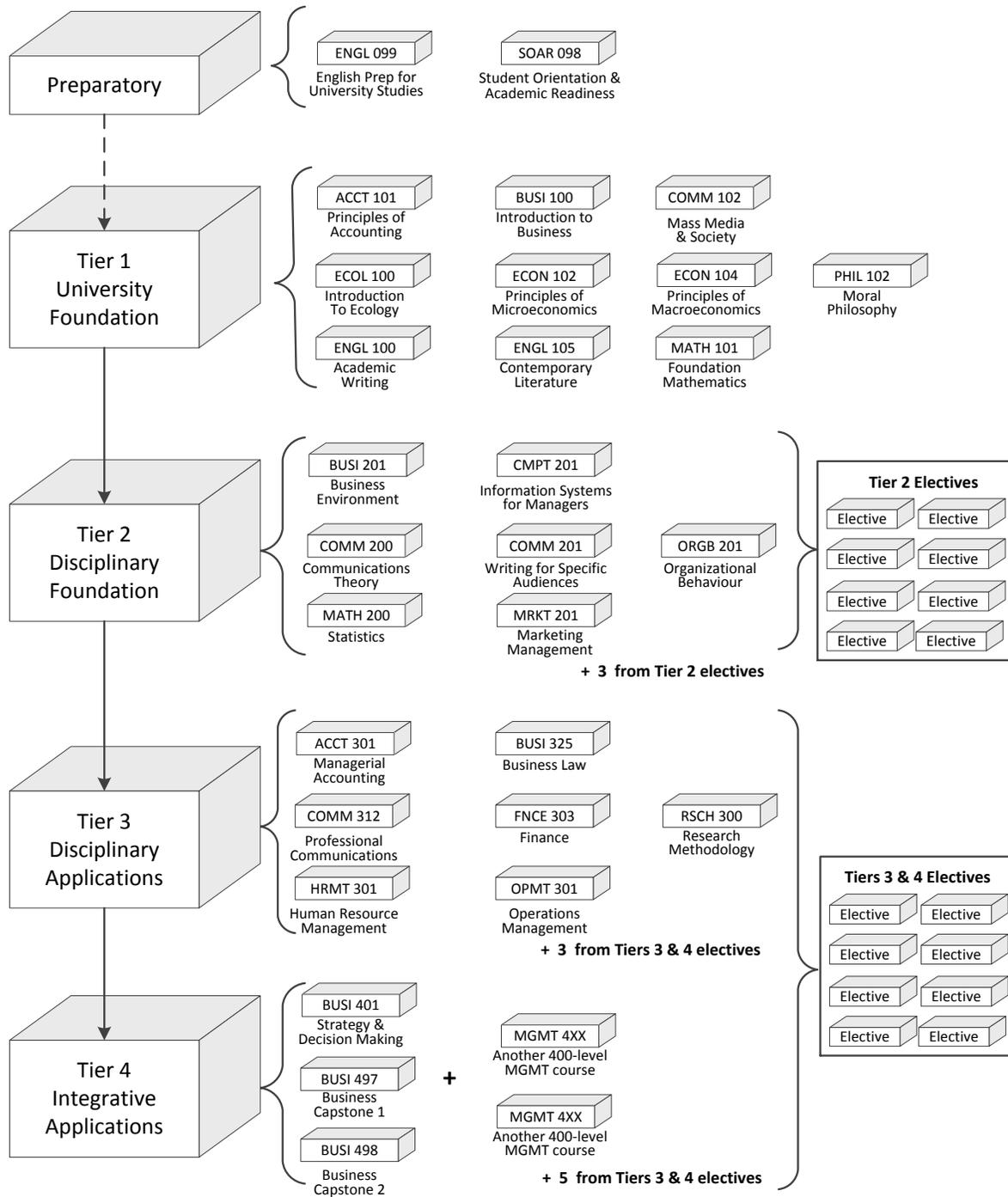


**120 Credits/40 courses**

*Courses not presented in scheduled order and are subject to change as deemed necessary by UCW.*

# Degree Pathway: Bachelor of Commerce – General Studies

## Bachelor of Commerce Degree Pathway – September 2013

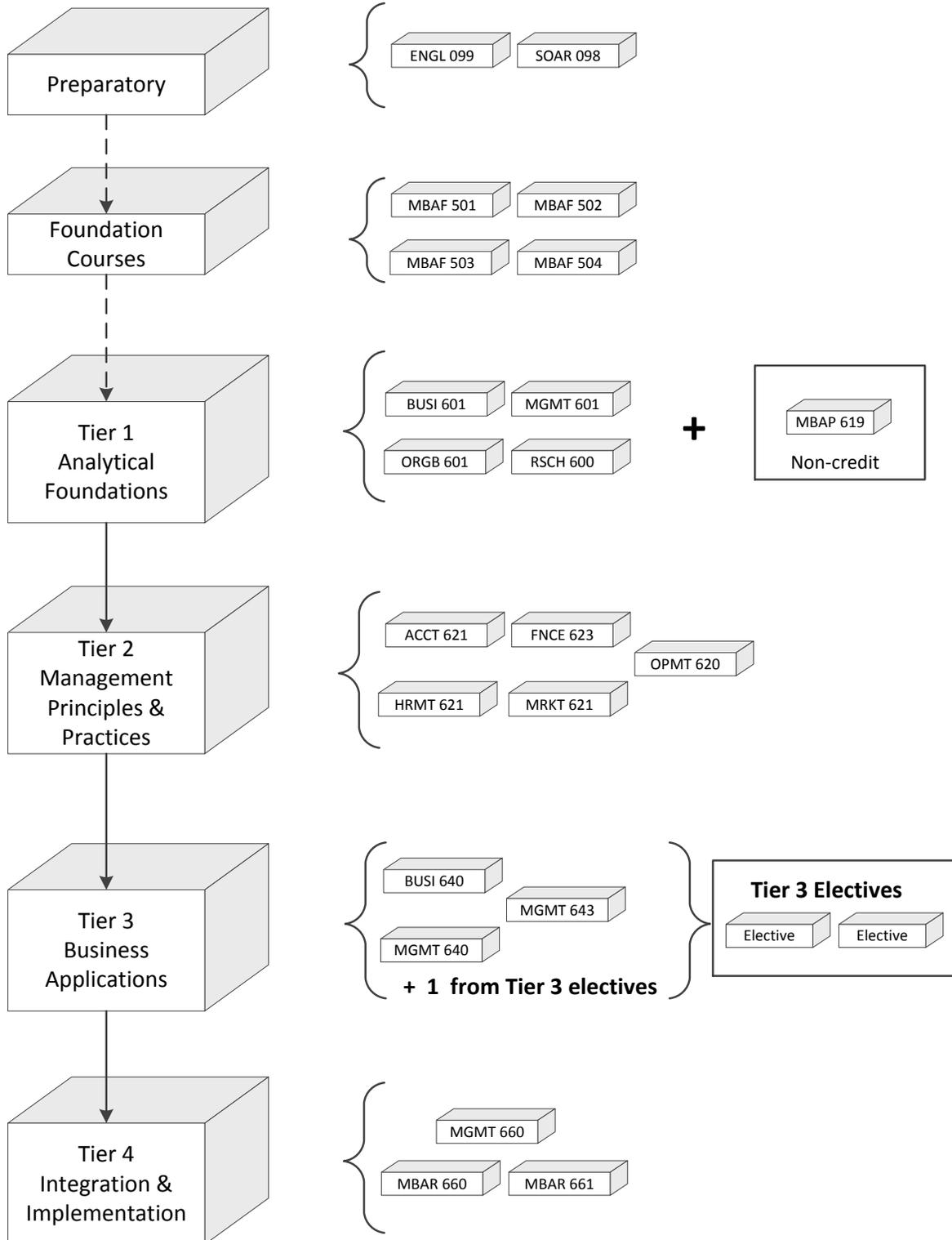


RO/Admissions/Degree Pathways/BCom Rev Aug13/Jan 2014

**120 Credits/40 courses**

*Courses not presented in scheduled order and are subject to change as deemed necessary by UCW.*

## Degree Pathway: Master in Business Administration



**48 Credits/16 courses**  
**( + 12 credits/4 courses foundation if required)**

*Courses not presented in scheduled order and are subject to change as deemed necessary by UCW.*

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## Appendix B:

### UCW Approvals, Accreditation, & Recognition

This is a summary of common questions concerning University Canada West's recognition and authority to grant degrees and on the transferability of courses to and from UCW.

#### ***Under what authority does UCW grant degrees?***

UCW is approved as a degree granting university in the province of British Columbia, Canada, in the same way that universities in other provinces must receive approval from the appropriate Ministries responsible for post-secondary education. B.C., Ontario, and Alberta have formal quality assessment boards with rigorous processes and standards for review and approval of degree programs. As an independent university, UCW receives no government funding, but UCW is reviewed annually by the Degree Quality Assessment Board (DQAB) and is accountable to meet the same standards regarding the quality and rigour of its programs as are all the other universities in the province.

The term "university" is used under the written consent of the Minister of Advanced Education, Government of British Columbia, Canada.

The following statement applies to all University Canada West programs, as per the Ministry of Advanced Education and Labour Market Development. "These programs are offered under the written consent of the Minister of Advanced Education and Labour Market Development having undergone a quality assessment process and been found to meet the criteria established by the Minister."

More information can be found through the BC website at:

<https://www.aved.gov.bc.ca/psips/public/report/recommendationsDecisions.faces>

And at: <http://www.aved.gov.bc.ca/privatepsed/institutions.htm>

#### ***Is UCW accredited?***

Canada does not use the term "accreditation". Rather, provincial governments have authority to approve the use of the designation "university" and determine which institutions may grant degrees in their provinces. Provincial governments provide the necessary oversight and approval for all degree programs in both public and independent/private universities. In British Columbia, the Ministry of Advanced Education and Labour Market Development has approved UCW.

For a full explanation on quality assurance practices for post-secondary institutions in Canada, please refer to: <http://www.cicic.ca/en/page.aspx?sortcode=2.16.20.20> .

Specific details on quality assurance practices for British Columbia institutions may be accessed at: <http://www.cicic.ca/en/page.aspx?sortcode=2.20.24.27.38.38> .

#### ***What other quality recognition does UCW have?***

- Education Quality Assurance (EQA):

UCW has official designation under the British Columbia Education Quality Assurance (EQA) program, which has provided "one standard provincial seal that can be recognized globally as a symbol of quality education and consumer protection" since 2009. The Education Quality Assurance (EQA) designation identifies BC public and private post-secondary institutions that have met or exceeded provincial government-recognized quality assurance standards and other consumer protection. UCW has received permission from EQA to use the EQA seal on our materials as proof of having met this quality standard.

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Further information on the EQA designation is available at:  
[http://www.aved.gov.bc.ca/education\\_quality\\_assurance/welcome.htm](http://www.aved.gov.bc.ca/education_quality_assurance/welcome.htm)

And at: <http://www.bceqa.ca/designated-schools/eqa-registry>

- Imagine Education au/in Canada:

UCW is listed with Imagine Canada, an initiative of the Council of Ministers of Education, Canada (CMEC) as a recognized university. The **Imagine Education au/in Canada** is the product of joint effort by Foreign Affairs and International Trade Canada (DFAIT) and the provinces and territories through the Council of Ministers of Education Canada (CMEC). The mission of Imagine Canada is to provide a wide range of world-class programs and an academic environment that is welcoming, stimulating and safe and in which tolerance and celebration of cultural and educational diversity are paramount. Students around the world can access a quality education in an environment that enables them to realize their dreams, aspirations and potential within the framework of Canadian values.

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*Imagine Education au/in Canada and the leaf design is a trade-mark of Her Majesty the Queen in Right of Canada, used under license. The Imagine Education au/in Canada brand signals that its holder consistently provides high quality education programs, deals with international students in accordance with recognized codes of practice, and is subject to quality assurance mechanisms that monitor adherence to set standards.*



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Details are available at:

<http://www.educationau-incanada.ca/educationau-incanada/index.aspx?view=d>

Further education on Imagine Education Canada is available at: <http://imagine.cmec.ca/en/> .

- Accreditation Council for Business Schools and Programs (ACBSP):

UCW offers undergraduate and graduate business programs that assist students to develop skills, knowledge and expertise to succeed in business. University Canada West is currently a Candidate for accreditation with the *Accreditation Council for Business Schools and Programs*. ACBSP was founded in 1988 to create an accreditation process modelled on the *Baldrige National Quality Program* and designed to fit the needs of business programs by focusing on teaching and learning that occurs in the classroom. ACBSP currently has more than 828 members committed to continuous quality improvement in 44 countries.

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*University Canada West has been approved to enter Candidacy for Accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). University Canada West was awarded a Certificate of Candidacy for Accreditation at an Accreditation Banquet held June 23, 2013 during the 2013 ACBSP Annual Conference in Salt Lake City, Utah.*



- 
- British Columbia Council on Admissions & Transfer (BCCAT):

The BC Council on Admissions & Transfer (BCCAT) oversees the [BC Transfer System](#), enabling important links between the BC post-secondary institutions, the education ministries, and the public and private education sectors. BCCAT facilitates admission, articulation, and transfer arrangements among BC post-secondary institutions for the benefit of students. Details are available at: <http://www.aacrao.org/home>.

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*University Canada West is a member of the BC Transfer System.*



- 
- Canadian Information Centre for International Credentials:

The Canadian Information Centre for International Credentials (CICIC) provides information and referral services to individuals and organizations on the recognition of academic and occupational credentials for working and studying in Canada and abroad. UCW is listed through the CICIC as a recognized university authorized to grant degrees in Canada. Further information can be found at:

[http://www.cicic.ca/687/University\\_Canada\\_West\\_UCW\\_.canada?id\\_postsec=496](http://www.cicic.ca/687/University_Canada_West_UCW_.canada?id_postsec=496)

- Association of American Colleges & Universities:

UCW is also a member of the Association of American Colleges & Universities (AAC&U). AAC&U's membership is comprised of institutions of higher education dedicated to ensuring that the advantages of a liberal education are available to all students regardless of background, enrollment path, academic specialization, or intended career. Further information is available at: <http://www.aacu.org/index.cfm>

- BC Electronic Library Network:

UCW is a member of BC's Electronic Library Network (BCELN). This organization works with post-secondary libraries to provide equitable, expanded and cost-effective access to information for learners, educators, and researchers throughout British Columbia. Further information is available at: <http://www.eln.bc.ca/index.php> .

- American Association of Collegiate Registrars & Admissions Officers

UCW is a full voting member of the American Association of Collegiate Registrars & Admissions Officers (AACRAO) and uses its advanced AACRAO EDGE global/international education database services to assess international post-secondary institutions. Further information is available at: <http://www.aacrao.org/> and at <http://edge.aacrao.org/info.php> .

### ***Are UCW courses transferrable to other institutions?***

Yes. UCW accepts courses for transfer from recognised post-secondary institutions both from within Canada and internationally. Institutions outside of British Columbia also accept UCW courses for transfer.

Within BC and as a member of the BC Council on Admissions & Transfer (BCCAT), UCW courses are articulated within the BC post-secondary system. Students may transfer courses into UCW as part of their degree program. In addition, students who complete courses at UCW also transfer their completed UCW courses elsewhere.

UCW is designated as both a 'sending' and 'receiving' institution. As of late 2013, UCW has articulated 337 courses to receive courses from other institutions and 174 UCW courses are approved for acceptance at other institutions.

For detailed information on courses transferrable among BC institutions, refer to: <http://www.bctransferguide.ca/> .

***UCW welcomes questions regarding our programs or institutional recognition. Please contact the Registrar's Office at: 604.915.9607 or via email at [registrar@ucanwest.ca](mailto:registrar@ucanwest.ca).***

## Appendix C: Glossary of UCW Terms & Definitions

The following terms and acronyms commonly are heard within UCW. Use these definitions to enhance student's understanding of words specific to University life.

Term	Use/Definition
Academic Probation	Academic status when a student does not maintain sufficient overall GPA in the program to meet University requirements. Undergraduate students must maintain 2.0 GPA. Graduate students must maintain 3.0 GPA. Once on AP, student then has maximum of 2 courses in which to raise the GPA to at least the minimum acceptable level.
Acceptance	Official notice from the UCW Registrar's Office that the applicant has been granted permission to register for courses in the University
Accreditation	Process by which an institution undergoes formalized review by an outside body. Not a term applicable to Canadian universities.
Admissions	University Department that processes all applications for admission to UCW and all applications for transfer credit and PLAR
Admissions Coordinator	Primary staff person responsible for processing all applications; makes recommendations to Admissions Committee
Application Confirmation (AC)	Official notice to applicants that their application and application fee have been received
Articulation	Provincial process by which college and university courses are compared to each other to enable courses to be transferred between institutions and have academic credit granted
Attested Documents	Copies of official documents made and verified by Registrar's Office only. Allows student to keep the original, with the attested copies replacing official transcripts. Used only in cases where a student is ever issued a single official document during their life.
Audit	A course taken for interest. No academic credit given
BCCAT	British Columbia Council on Admissions & Transfer: the body which facilitates transfer and articulation among member institutions within BC. UCW is a member.
Block Transfer Credit	Process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential
CIC	Citizenship & Immigration Canada: the federal government body responsible for all immigration-related processes and approvals. Screens and approves foreign students, issues Student Study Permits, and administers Off Campus Work permit program.
Course in Progress (CIP)	Transcript notation that denotes course work underway in the current term for which there is not yet a course grade
Directed Studies	Credit course in which a student works directly with a faculty

	member on an individual basis. Does not normally duplicate an organized course. Directed studies course requires a term paper, research study, or comparable project, and must be approved by the Dean, Chair, or academic program head.
Domestic Student	Any student who is either a Canadian citizen, holds a Permanent Resident Card, or is classified as a Refugee.
Enrolment	Preliminary stage where applicant consults with Recruitment Advisor to decide on the best program and start dates.
Full Time	Course load of full time equates to 4 or more courses per term for 4 out of 5 terms for undergraduate students; equates to 3 or more courses per term for 4 out of 5 terms for graduate students.
Grade Point Average (GPA)	Sum of the letter grade point equivalents multiplied by the number of credits in the respective course, totaled and divided by the number of credits attempted.
International Student	Any student who is a citizen of any country except Canada and does not hold a Permanent Resident card or Refugee status.
Letter of Acceptance (LOA)	Official written notification from the Registrar's Office that the applicant has been formally granted permission to attend.
Letter of Intent (LOI)	A letter written by the applicant/student in support of their application. Details why the applicant should be considered;. Includes a summary of their work and life experiences that may impact their eligibility.
Letter of Permission	A letter issued to visiting students to permit them to register in specific courses only for a limited period of time. Does not admit the student to the full program.
MyUCW	UCW's learning technology platform which is part of every course and is the primary means of communication between and among students, faculty, and staff. Every student has a MyUCW account.
Non-Program Student	Any student who is admitted to UCW to take up to a maximum of 4 undergraduate courses without being admitted to a degree program. They complete a fast track admission process to "sample" courses. If they wish to complete a degree subsequently, they must complete a full application for admission.
Off-Campus Work Permit	Canadian federal government program that grants permission to International students to seek paid employment. Student must be full time for at least 6 months and maintain an acceptable GPA to be eligible. Not a UCW program.
Official Documentation	Formal original documents provided to support information provided by applicant.
Official Transcript	Formal transcript issued by an educational institution and is sent directly to the UCW Registrar's Office in a sealed/unopened envelope. If it is received in an opened state, it cannot be used as an official transcript.
Part Time	Course load less than full time for either financial aid or study permit purposes.
Plagiarism	Unauthorized use or submission of another person's work as original; inadequate attribution given to an author or creator whose work is incorporated in the student's work; paraphrasing or using

	material verbatim from a source without sufficient acknowledgement.
PLAR	Prior Learning Recognition and Assessment: a rigorous evaluation of learning achieved and demonstrated through work experience.
Prerequisite	Course that must be successfully completed prior to taking a subsequent course.
Recognized Institution	An institution that has been granted official recognition of its programs by an outside authority or review body. Commonly confused with “accreditation”.
Recruitment Advisor	UCW staff who acts as coach and service representative for applicants. Provides expert advice on UCW program options, assists applicant to apply to UCW.
Registration	Process by which individual courses are selected by the student for a term.
Residency Requirement	Defines the minimum number of courses or credits that must be completed through UCW to meet graduation requirements
Standard Degree Pathway ('program plan')	General set of courses that make up a full degree program, all of which must be taken by students unless they provide proof of completion of comparable courses for credit elsewhere (See also “Transfer Credit”).
Suspension	Academic discipline status imposed as a result of serious misconduct. A time limit is imposed during which the student is not permitted to register in classes.
Tier	A cluster of courses in a degree pathway, all at approximately the same level. All courses in the tier should be completed before proceeding to the next tier. Similar to prerequisites but more flexible.
Transfer Credit	Indicates the granting of academic credit toward a UCW credential for programs or courses completed at another institution.
Turnitin	A phrase matching service to which UCW subscribes. Used to assist students and faculty to more readily identify weaknesses in students' work, give credit for work well done, and identify plagiarism.
Visiting Student	Students who attend other post-secondary institutions (their “home” institution) and are permitted to register for specific UCW courses to transfer back to their home institution

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# Index

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## A

[Academic Advising](#) ·76  
[Academic Appeals & Misconduct](#) ·64  
[Academic Council](#) ·10  
[Academic Probation](#) ·44  
[Academic Requirements](#) ·44  
[Academic Standing](#) ·58  
[Academic Terms](#) ·9  
[ACBSP](#) ·10  
[Accreditation Council for Business Schools and Programs](#) ·See ACBSP  
[Accumulation of Credit](#) ·50  
[Accumulation of Failing Grades](#) ·50  
[Adding Courses](#) ·39  
[Administration of Examinations](#) ·51  
[Admission Decisions](#) ·18  
[Admission Requirements](#) ·16  
[Admissions Committee](#) ·19  
[Aiding Others to Cheat](#) ·64  
[Alumni Relations](#) ·84  
[APA Style](#) ·64  
[Appeal Process](#) ·67  
[Appeals](#) ·66  
[Appendix A](#) ·104  
[Appendix B](#) ·107  
[Appendix C](#) ·111  
[Applying for Graduation](#) ·59  
[Assessment and Grading](#) ·50  
[Assessment Techniques](#) ·50

---

## B

[BA Concentrations](#) ·13  
[BA in Media and Communications Degree Completion](#) ·15  
[Bachelor of Arts in Media and Communication](#) ·13  
[Bachelor of Commerce \(BCom\) in General Studies](#) ·14  
[Bachelor of Commerce Degree Completion](#) ·15  
[BC Council of Admission and Transfer](#) ·29  
[BC Transfer Guide](#) ·30  
[BCom Concentrations](#) ·14  
[Block Transfer \(Program Based\)](#) ·32  
[Board of Governance](#) ·10

---

## C

[Campus Closures](#) ·9  
[Career Services](#) ·78  
[Cheating](#) ·65

[Citizenship & Immigration Canada \(CIC\)](#) ·36, 50  
[Complaints Resolution](#) ·62  
[Convocation](#) ·59  
[Copyright Compliance](#) ·64  
[Correction and Return of Student Work](#) ·51  
[Course Challenge](#) ·35  
[Course Coding Changes](#) ·86, 99  
[Course Credits](#) ·51  
[Course Outlines](#) ·8  
[Course Selection](#) ·39  
[Course Syllabus](#) ·51  
[Courses Not Eligible for Transfer Credit](#) ·31  
[Credential Evaluation](#) ·25  
[Credit in Duplicate and Equivalent Courses](#) ·51  
[Credits in Established International Exchange Programs](#) ·35  
[Criteria for Dean's Award](#) ·61

---

## D

[Dean's Award for Outstanding Performance](#) ·61  
[Deferred Examinations](#) ·47, 52  
[Degree Pathway: Bachelor of Arts \(BA\) - Media & Communications](#) ·104  
[Degree Pathway: Bachelor of Commerce - General Studies](#) ·105  
[Degree Pathway: Master in Business Administration](#) ·106  
[Directed Studies](#) ·47  
[Disclaimer Statements](#) ·7  
[Domestic Applicants](#) ·28  
[Domestic Students](#) ·74  
[Dropping Courses](#) ·39

---

## E

[Education Quality Assurance](#) ·See also EQA 10  
[Effective date](#) ·7  
[English Deficiency](#) ·51  
[English Language On Campus](#) ·44  
[English Language Proficiency](#) ·26  
[Enrolment Agreement](#) ·7, 28, 39  
[EQA](#) ·10  
[Examinations](#) ·51  
[Exceptions](#) ·26

---

## F

[Falsifying Materials](#) ·65  
[Fee Payments](#) ·72  
[Fee Reimbursements](#) ·72

[Fees and Financial Aid](#) ·70  
[Final Examinations](#) ·52  
[Financial Accounts](#) ·72  
[Financial Aid](#) ·73  
[Financial Hold Release](#) ·73  
[Financial Responsibilities](#) ·73  
[Financial Withdrawal](#) ·73  
[Full Time Status](#) ·37

---

## G

[General Information](#) ·9  
[General Registration Information](#) ·38  
[Glossary of UCW Terms & Definitions](#) ·111  
[Governance](#) ·10  
[Grades Required](#) ·31  
[Grading System](#) ·53  
[Graduate Course Descriptions](#) ·99  
[Graduate Program Residency Requirement](#) ·16  
[Graduate Programs](#) ·15  
[Graduation](#) ·59  
[Graduation Eligibility](#) ·60  
[Graduation Honours](#) ·60  
[Guest Speaker Seminars & Workshops](#) ·77

---

## H

[How to Apply for PLAR](#) ·34  
[How to Apply for Transfer Credit](#) ·32  
[How to Apply to UCW](#) ·28  
[How to Register](#) ·38

---

## I

[ICES/WES evaluations](#) ·25  
[Incomplete Status](#) ·40  
[Intellectual Property](#) ·44  
[International Applicants](#) ·28  
[International Students](#) ·35, 74  
[Internet Enhancement](#) ·47  
[Issues Resolution](#) ·62

---

## L

[Leave of Absence](#) ·47  
[Letter of Acceptance](#) ·28  
[Letter of Permission](#) ·40, 53  
[Library](#) ·78  
[Limit of the University's Responsibility](#) ·7

---

## M

[Masters in Business Administration](#) ·15  
[Maximum Course Load](#) ·48  
[Maximum Program Length](#) ·48  
[MBA Foundation Courses](#) ·15  
[Medical Insurance](#) ·40  
[Minimum Course Load](#) ·48  
[Minimum Degree Requirements for Graduation](#) ·61  
[Minimum Term Grade Point Average \(GPA\)](#) ·58  
[Misrepresentation of Documentation](#) ·25

---

## N

[Name Change](#) ·25  
[Non-Academic Appeals](#) ·68  
[Non-Academic Appeals & Misconduct](#) ·67  
[Non-Academic Appeals Process](#) ·69  
[Numeracy Coaches](#) ·78, 85

---

## O

[Off Campus Work Permit](#) ·36  
[Official Documentation](#) ·24  
[Official Transcript](#) ·28, 29  
[Online Courses](#) ·37  
[Online Students](#) ·47  
[Other Academic Credits](#) ·35  
[Other Fees](#) ·71

---

## P

[Penalties for Academic Misconduct](#) ·66  
[Plagiarism](#) ·65  
[PLAR](#) ·33  
[Prior Learning Assessment & Recognition \(PLAR\)](#) ·33  
[Privacy](#) ·8, *See also Protection Of Privacy*  
[Program Approval](#) ·10  
[Program Consultation & Review](#) ·12  
[Programs Offered](#) ·11  
[Progress in MBAR 661 Consulting Research Project](#) ·53  
[Progression from MBAR 660 Research in Preparation for MBAR 661 Consulting Research Project](#) ·53  
[Protection of Privacy](#) ·*See also Privacy*

---

## R

[Readiness to Study](#) ·38  
[Readmission Following Withdrawal](#) ·49  
[Recognition](#) ·10

---

[Registered Education Saving Plan \(RESP\) ·76](#)  
[Registration Deferral ·40](#)  
[Registration Information ·38](#)  
[Registration of Continuing Students ·40](#)  
[Registration of Returning Students ·41](#)  
[Release of Grades ·53](#)  
[Repeating Courses ·53, 54](#)  
[Request for Readmission ·See Returning to UCW](#)  
[Required Documentation ·24](#)  
[Required Withdrawal from Program ·49](#)  
[Residency Requirement ·16](#)  
[Returning to UCW ·26](#)  
[Review of an Assigned Grade ·58](#)  
[Review Process ·66](#)  
[Right to Limit Enrolment ·8](#)  
[Rush Transcripts ·59](#)

---

## S

[Scope ·69](#)  
[Second Degrees ·61](#)  
[Section Changes in Courses ·42](#)  
[SOAR 098 ·38](#)  
[Social Activities and Student Committee ·77](#)  
[Standard Degree Pathways ·104](#)  
[Student Financial Options ·75](#)  
[Student ID Cards ·77](#)  
[Student Line of Credit ·76](#)  
[Student Loans ·75](#)  
[Student Misconduct ·67](#)  
[Student Orientation and Academic Readiness ·See also SOAR 77](#)  
[Student Rights & Responsibilities ·67](#)  
[Student Rights and Responsibilities ·42](#)  
[Student Services ·76](#)  
[Student Visas and Study Permits ·36](#)  
[Supplemental Examinations ·52](#)

---

## T

[Technology Needs ·37](#)  
[Technology Requirements ·37](#)  
[Term Start Date ·42](#)  
[Terms ·See Academic Terms](#)

[Terms Off ·49](#)  
[Textbooks and Learning Resources ·42](#)  
[Tier 1 ·11](#)  
[Tier 2 ·11](#)  
[Tier 3 ·12](#)  
[Tier 4 ·12](#)  
[Tier Structure ·11](#)  
[Transcript Notations ·57](#)  
[Transcript of Academic Record ·59](#)  
[Transcript Request ·59](#)  
[Transcripts entries ·54](#)  
[Transfer Credit ·29](#)  
[Transfer Credit \(Course Based\) ·32](#)  
[Translation of Documentation ·26](#)  
[Tuition Change ·73](#)  
[Tuition Due Dates ·74](#)  
[Tuition Fees ·70](#)  
[Tuition Receipts ·74](#)  
[Tuition Refunds ·74](#)  
[Tutoring/Coaching ·78](#)  
[Types of Transfer Credit: ·32](#)

---

## U

[Undergraduate Course Descriptions ·86](#)  
[Undergraduate Degree Completion Programs ·15](#)  
[Undergraduate Programs ·11](#)  
[University Limited Financial Liability ·75](#)  
[University Schedule ·2](#)

---

## V

[Values and Calculation ·56](#)  
[Vancouver Students ·46](#)  
[Violation of Rights & Responsibilities ·44](#)  
[Voluntary Withdrawal \(VW\) from Program ·50](#)

---

## W

[Weather Conditions ·See Campus Closures](#)  
[Wire Transfers ·75](#)  
[Writing Coaches ·78](#)

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