Academic Calendar

September 1, 2016 – September 30, 2017

University Canada West
100 – 626 West Pender Street
Vancouver BC, V6B 1V9
Local: 604.915.9607
Toll free: 1.877.431.6887
Fax: 778.331.8268
www.ucanwest.ca

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 degree 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).

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.

University Canada West has been approved to enter Candidacy for Accreditation with the Accreditation Council for Business Schools and Programs (ACBSP). University Canada West has been awarded a Certificate of Candidacy for Accreditation..

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

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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Mission

University Canada West is a business-focused, independent post-secondary institution modeled after special purpose teaching universities as defined in the British Columbia University Act. Our mission is to deliver programs that provide students with the applied and theoretical basis for success in the workplace and future academic endeavors.

Goals

- To exemplify a contemporary Canadian university.
- To be relevant, accessible, and innovative.
- To offer career-focused courses to transform students into leadership-ready graduates.
- To provide exceptional service and support to students whether they study with us online or on campus.
- To offer flexibility to make education more accessible to those eager to progress both academically and professionally.
- To 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.

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

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 caliber post-secondary studies.

Thank you for your interest in University Canada West.

University Contact Information

General	
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	• General enquiries • Single contact for calls to staff
Recruitment	
Phone: 604.915.9607 Toll Free (Canada): 877.431.6887 Fax: 778.331.8264 (domestic) 604.915.7290 (international) info@ucanwest.ca	• Initial contact with UCW • Application & Enrolment assistance • Collection of initial documentation • Preliminary advising • Financial planning assistance
Academic	
Art and Sciences / Business and Management: Phone: 604.915.9607 Fax: 778.331.8268 MyUCWest Dropbox: Academic Business	• Academic program delivery • Class schedules • Mentors and supervisors / Directed Studies • Academic support / tutoring • Student Orientation and Academic Readiness (SOAR)
Student Services	
Phone: 604.915.9607 Toll free: 1.877.431.6887 Fax: 778.331.8268 MyUCWest Dropbox: Student Services	• Resources to aid student success • Guidance Counseling & Academic Advising • Course registration, Drop/Add requests • Guest speakers, workshops & events • Student committee
Registrar's Office	
Vancouver and On-line: Email: registrar@ucanwest.ca Phone: 604.915.9607 MyUCWest Dropbox: UCW Registrar	• Admissions • Student records & official transcripts • Letters of confirmation/permission • Official documentation • Transfer credit and PLAR requests • Graduation

Milestones

2004
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 in Business Communication, Bachelor of Commerce, and Master of Business Administration degree programs.
2008
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.
2009
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.
2010
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.
2011
International student population expansion representing over 30 different countries.
EQA designation renewed.
2012
The University's third President and Vice Chancellor, Dr. Arthur Coren was installed, succeeding Dr. Verna Magee-Shepherd.
2014
UCW moves to its new location at the heritage London Building.

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 in Business Communication
- Bachelor of Commerce
- Master of Business Administration

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

- **Board of Governors**, 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, and alumni.

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 recognized 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.

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 following statement applies to all University Canada West programs, as per the Ministry of Advanced Education. "These 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." The term "university" is used under the written consent of the Minister of Advanced Education, Government of British Columbia, Canada.
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 has approved UCW.

A full explanation on quality assurance practices for post-secondary institutions in Canada, and specific details on quality assurance practices for British Columbia institutions can be found here: http://www.cicic.ca/851/Education/index.canada

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.

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.

Further information on the EQA designation is available at:
http://www.aved.gov.bc.ca/education_quality_assurance/welcome.htm

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 Global Affairs Canada 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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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/.

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: Fall (October), Winter (January), Spring (April) and Summer (July). 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.

 All NEW degree students must complete the SOAR 098 Student Orientation and Academic Readiness course 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 specific dates.

University Schedule: 2016 -2017

Summer Term 2016	
June 27	SOAR online opens
June 30	SOAR on campus
July 1	*Canada day – campus closed*
July 3	SOAR online closes
July 4	Term Start - First day of classes
July 11	Last day to drop or add courses without fee penalty
July 15	Convocation
August 1	*BC Day – campus closed*
August 2	Last day to withdraw from courses without academic penalty
September 5	*Labour day – campus closed*
September 25	Last day of July Term
September 26 to October 2: Term Break	

Fall Term 2016	
September 26	SOAR online opens
September 28	SOAR on campus
October 3	SOAR online closes
October 3	Term start: First day of classes
October 10	*Thanksgiving Day – campus closed*
October 11	Last day to drop or add courses without fee penalty
October 31	Last day to withdraw from courses without academic penalty
November 11	*Remembrance Day – campus closed*
December 23	Last day of Fall term – *campus closes at 12:00pm*
December 24	*Christmas Eve – campus closed*
December 25	*Christmas Day – campus closed*
December 26	*Boxing Day – campus closed*
December 27	*Campus closed*
December 25 to January 3: Term Break	

Winter Term 2017

December 27	SOAR online opens; *campus closed*
December 28	SOAR on campus
December 30	*Campus closes at 12:00pm*
January 2	*Campus closed in lieu of New Year's Day*
January 4	Term start: First day of classes
January 4	SOAR online closes
January 11	Last day to drop or add courses without fee penalty
January 30	Last day to withdraw from courses without academic penalty
February 13	*BC Family Day – campus closed*
March 26	Last day of Winter Term
March 27 to April 2: Term Break	

Spring Term 2017

March 27	SOAR online opens
March 29	SOAR on campus
April 3	SOAR online closes
April 3	Term start: First day of classes
April 10	Last day to drop or add courses without fee penalty
April 14	*Good Friday – Campus Closed*
April 17	*Easter Monday – campus closed*
May 1	Last day to withdraw from courses without academic penalty
May 22	*Victoria Day – campus closed*
June 25	Last day of Spring term
June 26 to July 3: Term Break	

Summer Term 2017	
June 26	SOAR online opens
June 28	SOAR on campus
July 3	*Canada day – campus closed*
July 4	SOAR online closes
July 4	Term Start - First day of classes
July 10	Last day to drop or add courses without fee penalty
July 31	Last day to withdraw from courses without academic penalty
August 7	*BC Day – Campus closed*
September 4	*Labour day – campus closed*
September 24	Last day of Summer Term

Disclaimer Statements

Effective date of information, unless otherwise noted: September 1, 2016 to August 31, 2017

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 website, 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 website 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. 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 (digitally) 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.

Admission to the University

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 and adhere to necessary academic standards. In addition, English is the language of instruction at the University and, therefore, successful applicants must demonstrate English language proficiency levels essential for academic success in a Canadian university.

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 that 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 Dates

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 start date of SOAR 098 Student Orientation and Academic Readiness. Therefore, a complete application package, including all required official supporting documentation, must be received by the Registrar's Office no later than the application due dates below:

Domestic Undergraduate	at least 10 business days prior to 1st day of term
International Undergraduate	at least 20 business days prior to 1st day of term
Domestic Graduate	at least 10 business days prior to 1st day of term
International Graduate	at least 20 business days prior to 1st day of term

Applications received after this date will normally be processed for the next term.

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 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.

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

Applicants to UCW must identify whether they are domestic or international applicants.

Domestic applicants are those who are:
- Canadian citizens;
- Permanent residents (landed immigrants) of Canada
- Refugee claimants whose claims have been accepted and who have been granted protected persons or Convention refugee status
- Diplomatic or consular officers or their dependents

International Applicants are applicants who are citizens of a country other than Canada and who do not hold permanent resident (landed immigrant) status in Canada will be considered international students.

Undergraduate Admissions Requirements

Applicants to undergraduate programs may qualify for admission based on one of the following:

Secondary School

Applicants who have graduated from BC secondary school (high school) or equivalent are required to have, at minimum, the equivalent of a BC high school (Grade 12) diploma, with an overall average of C.

College or University Transfer

Students who have completed at least 24 credit hours of academic post-secondary credits (one full-time year at the tertiary level) at a recognized institution may be reviewed for admission on the basis of their post-secondary studies and require a minimum 2.00 cumulative grade point average (CGPA) or C average to be admitted without consideration of high school completion.

Special Admission

The Admissions Committee may consider an applicant for Special Admission (Mature Student Admission) if the applicant does not otherwise qualify for admission but demonstrates a combination of education and work experience that indicates the ability to be successful in their program of study. Such 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.

Admission to a Second or Subsequent Bachelor's Degree

Students with a bachelor's degree from UCW or another recognized institution may be admitted to a second undergraduate degree program. The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree. Applicants for admission to a second degree require a 2.00 CGPA(C average) on their last two years of study in their first bachelor's degree.

Graduate Admissions Requirements

Applicants to the Masters of Business Administration (MBA) program may qualify for admission based on one of the following:

Bachelor Degree

A Bachelor degree awarded by a recognized post-secondary institution, with a CGPA of 3.0 (on 4.33 scale) or better and have one of the following additional requirements:

- whose Bachelor's degree was a Bachelor of Business Administration (BBA) or Bachelor of Commerce (BComm) or equivalent

- an appropriate Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng)
- acceptable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five years
- at least two (2) years documented professional or management experience.

Applicants who have an undergraduate CGPA between C+ (2.33) and B- (2.99) may qualify for entry to the MBA program after completion of the MBA Foundation courses. 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.

Applicants who meet the academic CGPA requirement but do not have any of the additional requirements may qualify for entry to the MBA program after completion of the MBA Foundation courses. They must earn a grade of B (GPA 3.0) or better on each Foundation course in order to continue into the MBA program.

Special Admission

Applicants who do not meet the minimum admission standards may be considered for Special Admission into the MBA Foundation Courses by the Admissions Committee provided they 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 must be over twenty-one (21) years of age on or before the first day of class.

Admission to a Second or Subsequent Master's Degree

Students who have been awarded a Master's Degree or higher level credential from a recognized Canadian university (or equivalent) with a CGPA of 3.00 or better may be admitted to a Master's degree program. The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree. Students must also have one of the following:

- An acceptable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five years
- An appropriate Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng)
- A minimum of two (2) years of documented professional or management experience

Applicants who meet the academic requirements but do not have any of the additional requirements may qualify for entry to the MBA program after completion of the MBA Foundation courses. They must earn a grade of B (GPA 3.00) or better on each Foundation course in order to continue into the MBA program.

English Language Proficiency

Applicants whose first language is not English, or who have received their education in another language, must provide evidence of English language proficiency at a university level in one of the following ways:

- Required score on a recognized English proficiency test (eg. IELTS 6.5 with a minimum 6.0 on the Writing band for entry to the BA and BCom programs),
- Successful completion of a minimum of 30 credits of academic post-secondary education at a recognized institution where English is the language of instruction and where the school is located in a country where English is an official language,
- Successful completion of UCW's English preparation courses,
- Successful completion of recognized English preparation courses from another institution where students have demonstrated proficiency at an equivalent to the required IELTS score or better,
- Successful completion of BC English 12 or English 12 First Peoples (or equivalent) with a final overall grade of C or better,
- Successful completion of a 3 credit academic English course from a Canadian post-secondary institution that is transferable to UCW. A minimum grade of C or higher is required,
- Graduation from a secondary school attended for four or more consecutive years of full time education where English was the language of instruction and where the school is located in a country where English is an official language,
- Completion of International Baccalaureate English A1/A2 or English Literature and Performance.

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 test scores are valid for admissions purposes for a maximum of 2 years from the date of the score report.

Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of the appropriate level of a specified English preparation program. Applicants will not be permitted to start UCW courses until proof of the required minimum 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.

Academic English Preparation

Students who meet the academic admission requirements to the University but do not meet the English proficiency requirements may apply to or be considered for UCW's academic English preparation courses. Students who successfully complete the advanced level (eg. considered equivalent to the required IELTS score) will be considered to have fulfilled the English Proficiency requirements for admission.

Deferred Admission

Once students have been admitted, they may defer their start date for up to a maximum of one (1) year from the date the application for admission was first approved.

UCW retains the admission documents of students who have not started studies or do not have a confirmed start date for one year from the admission decision date of the application, after which they are destroyed by the Office of the Registrar. If an applicant reactivates their application after one year, the applicant must provide complete, new documentation and meet the current published admissions standards.

Readmission Requirements

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 Office of the Registrar, and submit all required documentation and fees, including a $100 Readmission fee.

Students who were in good academic standing when they left the University and have not taken academic courses since last attending will be made active and be eligible to register.

Students who have undertaken additional academic coursework during a period of inactivity must submit official transcripts of any courses taken elsewhere during that time.

Students who are required to withdraw from a degree program for academic reasons may apply for readmission no sooner than one year from the date of their first academic withdrawal. Students must provide evidence of remediation of their issues. Applications are reviewed by the Admissions Committee which may approve, deny, or place special conditions upon the readmission request.

Students required to withdraw from a degree program for academic reasons for a second or subsequent time, may apply for readmission no sooner than 2 years from the date of the last withdrawal. Students must provide evidence of remediation of their issues. Applications are reviewed by the Admissions Committee which may approve, deny, or place special conditions upon students requesting readmission.

Visiting Student Requirements

Students enrolled and in good standing at another college or university wishing to take a course(s) at UCW to transfer back to their home institution may be admitted to UCW as a Visiting Student. Visiting Students must:

- Be in good standing at their home institution
- Meet the English language proficiency requirements
- Provide a Letter of Permission from their home institution

Applicants who wish to attend as a visiting student must complete a Visiting Student application and provide a recent official transcript and Letter of Permission (LOP) sent directly from their home institution. 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.
Admission as a Visiting student does not guarantee entrance to the courses requested or subsequent admission to a degree program at UCW.

Required Documentation

Applicants to degree programs must furnish information necessary for the University record, including disclosing all high school and post-secondary institutions attended, and arranging for all official transcripts, documents and test results to be sent directly to the Office of the Registrar.

- Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.
- A transcript is only considered official if it is received by the Office of the Registrar directly from the issuing institution in the original sealed envelope with the institution's name and address. The envelope must remain unopened and free of tampering.
- Notarized copies are not official educational documents and will not be accepted in place of original, official transcripts.
- Official documentation must be received before the Letter of Acceptance will be issued.
- A certified English translation of the official transcript completed by a certified translator must accompany the official transcripts if the document is in a language other than English. Some exceptions may be possible for documents in French.

All documents submitted to UCW become the property of the University and will not be returned. Only documents considered by UCW to be irreplaceable will be returned to the student if requested at the time of submission.

Undergraduate Application Documents

All applicants to undergraduate programs must submit:
- A completed application form;
- An official high school transcript (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 reasons for applying to UCW, outlines academic goals and intentions, and career aspirations.
- Proof of English language proficiency as specified in the "English Language Proficiency" section of the Admissions Policy
- Certified translations of any required documents not in English

Applicants who completed their secondary education (high school) outside Canada must also submit:
- Documentation confirming their secondary level or high school completion was awarded, if not already indicated on official transcripts,
- A credential evaluation from a recognized service if additional analysis is required by the Admissions Committee

Domestic applicants who are permanent residents must provide a current copy of proof of permanent residency (landed immigrant status) with their application.
Applicants who are Convention refugees must provide proof of their refugee status with their application.

Graduate Application Documents

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;
- 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 student is applying and outlines the student's academic goals and intentions.
- Proof of English language proficiency as specified in the "English Language Proficiency" section of the Admissions Policy
- Certified translations of any documents not in English

Applicants who completed undergraduate studies outside Canada must also submit:
- Documentation confirming awarding of their previous degree(s), if not already indicated on official transcripts; and
- A credential evaluation from a recognized service, if additional analysis is required by the Admissions Committee.

Domestic applicants who are permanent residents must provide a current copy of proof of permanent residency (landed immigrant status) with their application.

Applicants who are Convention refugees must provide proof of their refugee status with their application.

Visiting Student Documents

All Visiting Students must submit:
- A completed Visiting Student application form
- Official transcript from their home post-secondary institution
- Official Letter of Permission from their home post-secondary institution
- Proof of English language proficiency as specified in the "English Language Proficiency" section of the Admissions Policy
- Certified translations of any documents not in English

The Letter of Permission must be on official college/university letterhead or the appropriate form, indicate the course(s) the student is permitted to take at UCW and how they will transfer back to the home institution. The Letter of Permission must also specify the term(s) or timeframe in which the course may be taken.

Additional Documentation

The Admissions Committee may request additional documentation to support the assessment of an application for admission including official documentation provided by a recognized credential evaluation service, such as:

- World Education Services (WES) evaluation
- International Credential Evaluation Service (ICES)
- Subject to additional verification and at the sole discretion of the University, other recognized credential evaluation services that require official copies of transcripts to make their determination may be considered. A list will be maintained by the Registrar's Office.

In lieu of a physical copy of an official transcript, UCW may accept:

- Official electronic transcripts processed by the sending institution through an authorized third party vendor or agency, or in PDF encrypted form from a sending institution with a digital certificate/signature verified and accepted directly by UCW
- Copies of transcripts duly notarized by Citizenship and Immigration Canada (CIC) or Canadian Consular officials.

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 identity 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.

Admission Decisions

University Canada West's Office of the Registrar is authorized to admit applicants who:
- Meet or exceed the stated minimum entrance requirements for Undergraduate Admission in sections 2.1, 2.2, and 2.4; Graduate Admissions in section 3.1 and 3.3 or Visiting Students in section 8 of the Admission Policy and;
- Meet all the entrance requirements but require an English Language Proficiency condition.

Applicants who do not meet regular admissions requirements will be referred to the Admissions Committee for an admissions decision. The Admissions Committee may require further information on a student to 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 complete additional requirements, courses, and/or limitations to course load. The conditions shall be specified in the student's Letter of Acceptance.

No student may register for courses at UCW unless they have received a Letter of Acceptance (LOA).

Admission Appeals

Applicants denied admission or readmission, and who can demonstrate extenuating circumstances may appeal to the Admissions Appeals Committee. The applicant must initiate the appeal.

Appeals must be received by the Office of the Registrar 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 Office of the Registrar will provide written notification to the applicant of the Admissions Appeals Committee decision. The decision of the Admissions Appeals Committee is final.

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.
Acceptance, they are ready to contact Student Services to register in courses.

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 orientation activities and SOAR 098, which is the required, first course for all degree students.

Upon registration, all new international students on campus are required to provide a copy of their passport, study 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.

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 the 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.

Off Campus Work Permit
International students who are studying full-time and interested in working while pursuing their studies should inquire with Citizen and Immigration Canada regarding regulations.
For further information, please refer to http://www.cic.gc.ca/English/study/institutions/work-volunteer.asp.

Online Courses
Generally, international students who reside in Canada under the privilege of a Student Study Permit are not permitted to register for on-line courses.

Student Visas and Study Permits
Each student is responsible for obtaining and maintaining their student visa and study permit. International students may apply for a Canadian Study Permit and visa upon receipt of the LOA from the UCW Registrar' Office. For further information, please refer to http://www.cic.gc.ca/english/study/index.asp.

As well, International students must ensure they apply for study permit renewals 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 student's attendance for Student Visa and Study Permit renewals such as Confirmation of Enrolment letters and transcripts. Fees may apply.

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;
- Returning students may be required to 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.

Study Permit Compliance
In order to be in compliance with Student Study Permit requirements, international students must maintain full time enrolment and be eligible to register and continue in their programs at UCW. Students who fall below full-time enrolment or are Required to Withdraw for academic or conduct reasons will not meet these requirements.

Transfer Credit

Refer to Policy 9004 Transfer Credit
University Canada West supports and abides by the principles of the Pan-Canadian Protocol on the Transferability of University Credits and the principles of transfer credit as defined by the BC Council on Admission and Transfer. 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.

The following precepts will apply to transfer credit articulation and evaluations:

- Transfer arrangements will maintain the academic integrity of UCW's courses and programs
- Only courses taken at recognized post-secondary institutions (public or private) or institutions/organizations approved by Academic Council will be considered (eg. International Baccalaureate diploma) for transfer credit.
- Courses completed through non-recognized institutions or organizations and learning obtained through work and life experience may be considered for recognition through the Prior Learning Assessment & Recognition (PLAR) process for possible credit. Such experiences are not awarded through transfer credit.
- Once transfer credit has been granted for a course from the sending institution, it cannot be used for transfer credit towards any subsequent course(s).
- Only courses completed within the last 10 years will usually be eligible to be considered for transfer credit.
- In general, transfer credit precedent decisions are valid for no more than 5 years after which courses must be re-articulated.
- Transfer credit will normally be granted for a course only where UCW offers a parallel or similar course with substantially the same content at a similar level. Specifically, lower level undergraduate courses (100-200) do not normally receive credit as upper level (300-400) undergraduate courses and undergraduate courses do not receive credit as graduate courses. For undergraduate programs, courses of appropriate academic content for which UCW does not offer a similar course may be considered for elective credit.
- Not all UCW courses are eligible for transfer credit. Some courses must be completed as part of the degree pathway requirements. A list of courses not eligible for transfer credit will be maintained by the Registrar's Office.
- For undergraduate programs:
  o Transfer credit will only be granted for courses with a minimum grade equivalent of 2.00 (C) or better
  o No more than 60 credit hours of a combination of transfer credit and PLAR will be granted toward the degree requirements
  o Courses used to meet the requirements of a previously earned undergraduate or graduate degree will not be eligible for transfer credit.
  o Credits earned as part of a completed Associate degree from a recognized institution in British Columbia with a GPA of 2.0 (C) or better may be eligible to transfer up to 60 credits towards an undergraduate degree

- For graduate programs:
  - Transfer credit will only be granted for graduate courses with a minimum grade equivalent of 3.00 (B) or better
  - Students may receive up to 50% of a combination of transfer credit and PLAR toward degree requirements with no more than two courses granted through PLAR
  - Courses used to meet the requirements of a previously earned credential will not be eligible for transfer credit
  - Courses used to satisfy admission requirements to a program will not be eligible for transfer credit

Appeals

The Admissions Appeal Committee reviews all transfer credit appeals. Their decision is final. All appeals must be submitted in writing to the Registrar's Office by the established deadline. Appeals will only be considered if new or additional supporting information is available to supplement the application.

Prior Learning Assessment & Recognition

Refer to Policy 9022 Prior Learning Assessment & Recognition.
University Canada West recognizes that students come to the University with a variety of backgrounds and learning experiences. Evaluation of prior learning can improve access to and accelerate a student's progress toward completion of a degree or program. UCW will grant credit, where warranted, for a student's demonstrated knowledge and skill that is consistent with the learning outcomes and education standards of the University's courses and programs. The awarding of credit for prior learning must maintain the academic integrity of UCW's courses and programs.

Consistent with Ministry guidelines, UCW adheres to the following principles for recognition and evaluation of prior learning:
- Recognition and credit will be given for demonstrated knowledge, skills and attributes and not for experience alone.
- Learning assessed for post-secondary credit should be:
  - linked to established learning outcomes or other criteria consistent with institutional standards for a given course and program;
  - transferable to contexts other than the one in which it was learned;
  - current and relevant;
  - at a level of achievement equivalent to that of other learners engaged in studies at that level in that program or subject area;
  - assessed using a range of strategies consistent with institutional standards for a given course.

Some courses must be completed at UCW as part of the degree pathway requirements and are not available for credit from prior learning assessment. A list of such courses will be maintained by the Registrar's Office.

The amount of credit awarded for prior learning is granted under the following conditions

For undergraduate programs:
- no more than 60 credits of a combination of transfer credit and PLAR will be granted toward undergraduate degree requirements with no more than 30 credits being awarded through PLAR.
- prior learning credit used to meet the requirements of a previously earned undergraduate or graduate degree will not be eligible for prior learning credit toward a new degree at UCW.
- credits toward completion of an Associate degree from a recognized institution in British Columbia may be eligible for prior learning assessment towards an undergraduate degree.

For graduate programs:
- students may receive up to 50% of a combination of transfer credit and PLAR toward degree requirements with no more than two courses granted through PLAR
- courses used to meet the requirements of a previously earned credential will not be eligible for credit toward the UCW graduate degree

Assessment of the learning is the responsibility of faculty who are content specialists. Credit given as a result of a prior learning assessment will be identified as such on the student transcript and will not have an assigned grade. PLAR credits are not included in the UCW cumulative grade point average calculation.
Fees will be charged for the assessment of prior learning.

Appeals
The Admissions Appeal Committee reviews all appeals of PLAR. Their decision is final. All appeals must be submitted in writing to the Registrar's Office by the established deadline.

How to Apply for PLAR
The student completes a "Request for PLAR" form, then submits a detailed chronological résumé plus written summary (using professional presentation) explaining how their past education and work experience can be considered towards their request for PLAR. The application will not be processed until the required fee is paid through Financial Services. Student's may drop off, fax, mail or email the PLAR request plus all documents to the Registrar's Office.

The Registrar's Office 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.

Other Academic Credits

Course Challenge
As determined by the Dean, Chair, or academic program head, credit may be granted for a course through an academic assessment (e.g., challenge exam, preparing a portfolio, etc.) or completion of some form of academic content assessment

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, 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 (see Transfer Credit);
- 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.

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

- o Microsoft® Power Point®
- o Microsoft® Excel (for selected courses)
- o Microsoft® Project (for selected courses)
- Adobe Acrobat Reader version 11 or above;
- Adobe Flash player 11; and
- Skype 6.0 or above.

The University recommends computer configurations that include:
- A processor of 1.6 GHz or faster;
- A current anti-virus application which is updated regularly;

Registration Information

General Registration Information

Upon registration, all students are required to enter their personal contact information and keep it up to date during the entire period of their University registration. Personal contact information includes: 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 must clear any outstanding balances with Financial Services before registering for courses.

The steps for registration are:
- 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 for academic advice and to register for their desired courses.
- Online students can register with Student Services either by email or phone.

Student Orientation and Academic Readiness

All new undergraduate and graduate students are required to successfully complete an orientation course (SOAR 098 – Student Orientation and Academic Readiness) during their first term of study at University Canada West. Orientation serves to:
- Welcome new students to University Canada West and engage them in the values of our university
- Familiarize students with life in Vancouver;
- Introduce students to the rigours and expectations of academic life
- Provide individuals with skills and information critical to student success
- Assist students in connecting with the community of their peers, the campus and local community

Orientation will include a mix of workshops on topics such as student policies and procedures, academic responsibilities (APA formatting, required documentation, etc.), library resources, academic writing, conducting research, critical thinking, career preparation, information technology, as well as community and social events.

Orientation typically begins during the week prior to the first day of regular classes; students should check their Letter of Acceptance or confirm with Student Services the scheduled start day of orientation.

Orientation is a pass/fail course with mandatory attendance. Students who do not attend or do not successfully complete the course will be required to re-take orientation during their second term and may not be permitted to register in classes.

Orientation for on-campus students and online students may vary slightly in content.

Assessments

Prior to the first term of registration at University Canada West, students may be required to undertake certain assessments depending on their program of study. Currently, UCW has two assessments that students may be required to complete.

English: All undergraduate and graduate students attending UCW must take the English assessment before beginning studies. The English assessment measures students' abilities to write in an academic manner and is graded internally. Students who perform poorly on the test may be required to attend English workshops or classes to ensure their writing and other language abilities are sufficient for post-secondary studies.

Statistics: All non-foundation MBA students are required to pass a statistics exam before beginning studies. Students who fail to pass the exam will be required to take MBAF 502: Quantitative Reasoning & Analysis during their first term of study. Students who nominally pass the exam may be recommended to take MBAF 502. Students must pass MBAF 502 with a minimum grade of B. Regular Foundation course fees will apply.

Course Changes & Course Withdrawals (Dropping and Adding Courses)
Refer to Policy 9017 Course Changes & Course Withdrawals.

Drop/add deadline

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 until the drop/add deadline of 1700 hours PST on the Monday of Week 2 of the term. Normally, Student Services process Add/Drop Requests within one (1) working day.
Students may not add additional courses to their term registration after the drop/add deadline except with the written permission of the Dean, Chair, or academic program head.

If a student drops a course(s) by the drop/add deadline for the term, there is no academic or financial penalty and the course(s) will not appear on the student's transcript. However, if a student drops a course after the date and before the course withdrawal deadline (see the Course Withdrawal section), the course(s) will appear on the transcript with a "W" grade.

Course Withdrawal

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.

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

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

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.

Please refer to the University Schedule for a clear understanding of the course withdrawal dates in each term, particularly the last date to withdraw 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.

Please note: Students should be familiar with academic deadlines as well as financial deadlines to avoid unforeseen penalties. Please refer to the Fees and Financial Aid section of this Calendar for details on financial deadlines.

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

- Consult with Student Services and the appropriate Dean, Chair, or academic program head as required.

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).

Enrolment Agreement

The Enrolment Agreement is a requirement specified by the Ministry of Advanced Education. The Agreement clarifies the rights and responsibilities of students 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 Registrar's Office sends each new student a copy of the Agreement via email for electronic "signature". Once the Enrolment Agreement signature is submitted electronically by the student, it becomes 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.

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.
A UCW student 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.

Registration of Returning Students

Students currently registered and enrolled in courses at the University who are in good academic standing are authorized automatically to re-register in the next term. Students may take one term off and still be classified as continuing students.

Section Changes in Courses

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

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.

Fees and Financial Aid

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.
For applicants, 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.

University Access Program Tuition Fees

Fee	
Tuition Deposit	
International Student	$4,950
Domestic Student	$500
Tuition Fees	
UAC 010 - Intermediate	$4,950
UAC 020 - Upper Intermediate	$4,950
UAC 030 - Advanced	$4,950

University Pathway Program Tuition Fees

Fee	
Tuition Deposit	
International	$4,950
Domestic	$500
Tuition Fees	
Standard - Term 1	$4,950
Advanced - Term 2	$4,950
Accelerated - each of Term 3 and 4	$7,500

Undergraduate Tuition Fees

Domestic Tuition Fees

Fee	
Bachelor of Arts and Bachelor of Commerce	
Tuition Deposit	$500
Tuition per course	$636

International Tuition Fees

Fee	
Bachelor of Arts and Bachelor of Commerce	
Tuition Deposit	$6,300
Tuition per course	$1,575

Graduate Studies Tuition Fees

Domestic Tuition Fees

Fee	
MBA Foundation	
Tuition Deposit	$500
Tuition per course	$1,725
Master in Business Administration	
Tuition Deposit	$500
Tuition per course	$2,160

International Tuition Fees

Fee	
MBA Foundation	
Tuition Deposit	$6,900
Tuition per course	$1,725
Master in Business Administration	
Tuition Deposit	$6,480
Tuition per course	$2,160

Compulsory Fees (Degree and Foundation Students only)

Fee	Domestic Students	International Students
Library & Technology	$13.50/course	$13.50/course
SOAR 098	$100	$100
Student Activity & Alumni	$3 /course	$3 /course

Other Fees*

Application fee	$150
Appeal to Academic Council	$100 (refunded if appeal is successful)
Appeal to Dean	$50 (refunded if appeal is successful)
Audit fee	50% of tuition
Course Challenge	50% of tuition
Duplicate credential	$25
Duplicate tax receipt	$25
Financial Hold Release	$75
Graduation fee	$150 (includes gown)
Late graduation application fee	$50
Letters of Confirmation, Letter of Permission, and other enrolment letters	$25
NSF fee for returned cheques	$30
Parchment shipment – International only	$60
PLAR	$500 per portfolio
Printing Fee[1]	$0.10/B&W $0.20/colour
Program Transfer fee	$50
Readmission fee	$100
Reregistration following withdrawal	$150
Student ID Card replacement	$25
Supplemental Exam fee	$100 on campus $150 off campus
Transcript	$10 for 1st copy / $8 for each additional copy
Transcript (RUSH)	$25 (2-hour service)
Tuition Refund Processing fee	$250
Wire Transfer fee	$35

* Non-refundable unless otherwise noted
[1] Minimum $5 prepaid

Note: UCW reserves the right to change fees without notice. Notice of changes will be given as far in advance as possible usually by means of 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 $35 fee per transaction may 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 MyUCWest 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., Winter 2017) is 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 familiarize themselves with the fee and refund deadlines for each term, 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 website: www.ucanwest.ca. 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 Holds

If a student's account has an outstanding balance, a hold will be placed on the account. The account will be disabled and the student will be denied access to MyUCWest and any online course materials. The financial hold will only be released when the account is paid in full, along with an additional processing fee of $75.

Financial Responsibilities

Students are responsible for 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 financially withdrawn or who have overdue tuition or other outstanding fees may be denied services, including:

- Registration in future classes;
- Access to their MyUCWest 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 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 (tax) year. These forms are available by the end of February through the student's MyUCWest account. Questions about tax forms should be directed to the Finance Office.

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 process.

Refunds for Domestic Students
Students who cancel or withdraw from a course up to the drop/add deadline of the term receive a 100% refund of all the course fees paid, except any non-refundable fees as identified on the student's fee schedule.
Students are eligible for a full refund, less any non-refundable fees and the processing fee, only for courses in which the student has registered and which have not yet commenced.
Students withdrawing from courses after the term drop/add deadline receive no refund.

Refunds for International Students
International students who cancel prior to the start of their program or course will receive a 100% refund of all monies paid, except the following:
- Any non-refundable fees according to the student's fee schedule,
- Tuition Refund Processing fee

In addition, the first term's tuition deposit will be retained for all international students cancelling due to reasons other than study permit denial or visa application rejection. This includes students for whom the LOA specified   conditions.
Students withdrawing from courses after the term drop/add deadline receive no refund of course fees. Students withdrawing from courses prior to the drop/add deadline will be eligible for a full refund, less any non-refundable 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.

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	http://alis.alberta.ca/ps/post-secondary.html
British Columbia	1-800-561-1818, 1-250-387-6100	https://studentaidbc.ca/
Manitoba	1-866-626-4862, 1-204-945-6321	http://www.edu.gov.mb.ca/msa/
New Brunswick	1-800-667-5626, 1-506-453-2577	www.studentaid.gnb.ca
Newfoundland	1-888-657-0800, 1-709-729-5849	www.aes.gov.nl.ca/studentaid/
Northwest Territories	1-800-661-0793, 1-867-873-7190	http://www.ece.gov.nt.ca/income-security/student-financial-assistance-sfa
Nova Scotia	1-800-565-8420, 1-902-424-8420	studentloans.ednet.ns.ca
Nunavut Territory	1-877-860-0680	http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans
Ontario	1-800-387-5514, 1-416-325-2929	osap.gov.on.ca
Prince Edward Island	1-902-368-4640	studentloan.pe.ca
Quebec	1-888-345-4505, 1-418-646-5245	afe.gouv.qc.ca
Saskatchewan	1-800-597-8278	http://www.saskatchewan.ca/residents/education-and-learning/student-loans.
Yukon	1-867-667-5929	http://www.education.gov.yk.ca/continued/student_financial_assistance.html

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. An RESP also allows the student to apply for the Canadian Education Saving Grant.

Registered Retirement 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.

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 work together with students to assist, support and develop their academic performance, career goals and foster an environment that supports undergraduate and graduate students.

Academic Advising

Student Services work with students in planning their academic development by providing some of the assistance and guidance below:

- 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;
- 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.

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 MyUCWest Student portal with Library resources and critical thinking exercises.

For that reason, Student Orientation and Academic Readiness sessions are mandatory for all new degree students. SOAR is scheduled the week before regular classes start. New on-campus 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.

Guest Speaker Seminars & Workshops

Acting on input from the Student Committee, Student Services runs seminars and workshops on various topics. Guest Speaker Seminars feature prominent business professionals who share their professional experience and knowledge in their particular field.

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 representing and supporting 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. For new and current students on campus, please see Reception for a Student ID card.

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

Library

For policies specifically related to UCW Library services, refer to the following documents:

- 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 - Library Circulation Policy
- 6750 - Records Management
- 6751 - Information Privacy & Security

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 online collection that can be accessed on campus at library workstations or remotely 24-hours a day. Resources are accessed via the MyUCWest site at myucwest.ca/library and include electronic journals, tutorials, helpful links, and indexes and databases.

A reading room with a small print collection is located on the Vancouver campus. The librarian provides reference help in person, by phone, and by e-mail. Online students can contact the librarian using MyUCWest mail.

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 see Bibliographic Instruction below 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 25,000 electronic journals, and over 190,750 electronic books, over 46,000 digital images, close to 200 digital videos, and hundreds of company profiles, author profiles and biographies, online dictionaries and encyclopedias, plot summaries, economic forecasting, statistical reports and data, industry reports, and SWOT analyses.

As with many institutions, UCW levies a modest per course 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 an expert librarian, library users can seek information and/or reference services in person, via telephone, and/or via email. The librarian 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; refer to *Library Circulation Policy* section for lending limits and details. Items may be renewed twice provided there are no holds on that title. The library provides all UCW students, faculty, and staff access to a full online library of books, newspapers, and journals through various databases including the EBSCO eBook subscription. Students must present a valid UCW Student ID card to borrow any UCW Library materials. Reference materials cannot be taken off-site.

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 areas for individual or group study. In addition, students, faculty, and staff can photocopy, print, and scan materials in the library. *Please note that all coping 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 *Citing with APA Style, Plagiarism, Research Skills, Database Use,* and *Literature Reviews*. These workshops are held both on campus and online throughout the term. They are also archived in the library's section of MyUCWest 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 on any of the aforementioned topics.

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, the library does not offer 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 the borrower's responsibility to ensure that personal information is not left displayed on the library's public workstations in a way that makes it accessible to others.

Suspension of Borrowing Privileges & Suspension of MyUCWest Access

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

- Bills and/or accruing fines reach or exceed $20.00;
- 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 specialized 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 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 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 online via the UCW Library Catalog or by email, in person, or telephone if the item has not been recalled by another borrower.

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 library to ensure the student's record is updated. In the event the librarian is unavailable, items may be returned to reception with the borrower's name and student number. Faculty and staff members must leave their name. The borrower is responsible for ensuring the library has received the returned materials.

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.

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 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 MyUCWest (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 that 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 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.

Academic Regulations

Academic Standing

Refer to [Policy 9023 Academic Standing and Continuance](#)

A student's academic performance will determine their academic standing and ability to continue at the University. Students will be reviewed after every term of enrolment to determine their academic standing with the University. Failure to meet the minimum academic standards will result in restrictions on registration and may lead to the student being Required to Withdraw from the University. Students who are placed on Academic Probation or Required to Withdraw status will be notified and the student's academic standing will be recorded on their student record. Academic standing notations will appear on official and unofficial transcripts and are part of the permanent record. Academic Standing notations are not removed from a student's record.

Undergraduate Studies

Good Academic Standing

Undergraduate students must maintain 2.0 Cumulative Grade Point Average (CGPA). Students who meet this standard are considered to be in Good Academic Standing.

Unsatisfactory Academic Performance

An undergraduate student whose CGPA falls below 2.00 will be placed on Academic Probation. A student will be reviewed after enrolment in four (4) additional courses. If the CGPA of a student on Academic Probation remains below a 2.00 after completion of the review period, they will be Required to Withdraw (RW). If their CGPA is a 2.00 or above, they will be returned to Good Academic Standing. Students on Academic Probation may not register in more than a full-time course load. A student whose CGPA falls below 2.00 may be required to repeat courses.

A student who accumulates two (2) failing grades over the course of their studies will be sent a warning letter and a notation will be placed on their academic record. Undergraduate students who fail three (3) or more courses will be Required to Withdraw (RW).

A student who fails a course must repeat the course in the next term or as soon as the course is next offered, OR complete an acceptable substitute course as approved by the academic program head. Students may take approved substitutes at another approve post-secondary institution with a Letter of Permission. However, the grades from the transferred course will not count toward their UCW CGPA.

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 academic program head.

Required to Withdraw

An undergraduate student who has not maintained the required minimum CGPA or has more than the allowed number of F (fail) grades may be placed on Required to Withdraw status. Students who are Required to Withdraw are not able to register for courses for a minimum of 4 terms (12 months) and must apply for Readmission (see Admissions Policy). If a student's academic performance after Readmission is unsatisfactory and they are Required to Withdraw for a second or subsequent time they will not be able to register for eight (8) terms or (24 months) and must apply for Readmission (see Admissions policy).

Graduate Studies

Good Academic Standing

Graduate students must maintain 3.00 Cumulative Grade Point Average. Students who maintain this standard are considered to be in Good Academic Standing.

Unsatisfactory Academic Performance

A graduate student whose CGPA falls below 3.00 will be placed on Academic Probation. A student will be reviewed after enrolment in three (3) additional courses. If their CGPA remains below a 3.00 they will be Required to Withdraw (RW). If their CGPA is a 3.00 or above they will be returned to Good Academic Standing. A student whose CGPA falls below 3.00 may be required to repeat courses.

A student who receives one (1) failing (F) grade will receive a warning letter and a notation will be placed on their academic record. Graduate students who receive F grades in two (2) or more courses over the duration of their studies at the University will be Required to Withdraw (RW). A student who fails a course must repeat the course in the next term or as soon as the course is next offered, OR complete an acceptable substitute course as approved by the academic program head.

Graduate students may repeat a maximum of two (2) courses within their program and may repeat no course more than once unless other arrangements have been made with the academic program head.

Required to Withdraw

A graduate student who has not maintained the required minimum CGPA or has more than the allowed number of F (fail) grades may be placed on Required to Withdraw status. Students who are Required to Withdraw are not able to register for courses for a minimum of 4 terms (12 months) and must apply for Readmission (see Admissions Policy). If a student's academic performance after Readmission is unsatisfactory and they are Required to Withdraw for a second or subsequent time they will not be able to register for eight (8) terms or (24 months) and must apply for Readmission (see Admissions policy).

Deferred Examinations and Academic Standing

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.

Appeals

A student may appeal their academic standing when extenuating circumstances have contributed to the student's inability to meet the minimum required CGPA for their program or contributed to their accumulation of F (fail) grades. Appeals must be submitted in writing with supporting documentation to the Registrar's Office.

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 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. The student 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 recognized 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.

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 recognizes 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
- Student's contact information 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 that includes an intended date of 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 for advising and course registration.

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.

A 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.

Classroom Attendance Etiquette

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.

Online Students

Expectations of attendance for online courses are not different from classroom courses. Student "attendance" in an 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, and completion and submission of assignments to track student attendance and participation.

Electronic Devices on Campus

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.

Full-time Studies

Undergraduate Studies

Undergraduate students are 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.
Students with documented requirements for a reduced course load must receive approval from their academic program head.

Graduate Studies

Graduate students are 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.
Students with documented requirements for a reduced course load must receive approval from their academic program head.

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 in electronic course learning tools, usually through MyUCWest.

Maximum Course Load
Undergraduate Studies

A maximum course load for undergraduate students is five (5) courses per term. A student wishing to register for more than the maximum course load must have written approval from the academic program head

Graduate Studies

A maximum course load for graduate students is four (4) courses per term. A student wishing to register for more than the maximum course load must have written approval from the academic program head.

Maximum Time to Completion
Bachelor's Degree

The Bachelor's degree must be completed within ten (10) years of the student's first enrolment as a Bachelor's student at the University.
Students on approved leaves of absence will not have the leave time included in the degree completion calculation.

Master's Degree

The Master's degree must be completed within five (5) years of the student's first enrolment as a Master's student at the University.
Students on approved leaves of absence will not have the leave time included in the degree completion calculation.

Withdrawal from a Program
Required Withdrawal (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.

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.

Voluntary Withdrawal (VW)

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 MyUCWest. 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.

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.

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.

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.

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.

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 MyUCWest account or from the Registrar's Office.

Review of an Assigned Grade

The Program Chair or academic program head must approve any faculty grade submissions and requests to change a final 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".

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 Transcript Notations).

Final Examinations

For courses in which final examinations may be necessary, exams are scheduled in the week following the end of the term. Faculty will advise students 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.

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.

Grade Scales and Transcripts

Refer to [Policy 9012 Grade Scales, Calculations and Evaluation](#)

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 complete and historically accurate record of the student's entire academic history 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 UCW official transcripts will include the:

- Credit value of each course in which the student was registered;
- Number of credits earned for each course in which the student was registered;
- Final letter grade or notation 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 registered; and
- Cumulative credits earned for all courses in which the student has registered.

Only grades for courses completed at UCW are calculated into the term and cumulative GPA with the exception of the following:

- 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 using a pass/fail grading scheme; and
- Non-credit courses and courses with no grade.

Credit for a course may be applied only once in a student's program.

When a course is taken 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 the course. 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.

Final grades are not expunged from the transcript.

Official transcripts include all courses attempted by the student including courses in progress ('CIP').

Grading Scales

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 used to calculate grades, grade point averages, and eligibility to progress and/or graduate. 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 used to calculate grade point averages.

Please note that the grading scales were revised in January 2016. Please refer to previous Academic Calendar 2015-16 for the previous year's grading scale.

Undergraduate Grading Scale

Descriptor	Percentage	Letter Grade	Numeric Value
Exceptional	90% - 100%	A+	4.33
Outstanding	85% - 89%	A	4.00
Excellent	80% - 84%	A-	3.67
Very Good	76% - 79%	B+	3.33
Good	72% - 75%	B	3.00
Good	68% - 71%	B-	2.67
Satisfactory	64% - 67%	C+	2.33
Satisfactory	60% - 63%	C	2.00
Pass	55% - 59%	C-	1.67
Marginal Pass	50% - 54%	D	1.00
Fail	0 - 49%	F	0.00

Graduate Grading Scale

Descriptor	Percentage	Letter Grade	Numeric Value
Exceptional	90% - 100%	A+	4.33
Excellent	85% - 89%	A	4.00
Very Good	80% - 84%	A-	3.67
Good	76% - 79%	B+	3.33
Good	72% - 75%	B	3.00
Satisfactory	68% - 71%	B-	2.67
Pass	60% - 67%	C	2.00
Fail	0 - 59%	F	0.00

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 Terms and Definitions

Credit	The number of units of academic value assigned to a course.
Cumulative GPA (CGPA)	The total sum of the grade points received during the entire period of the student's enrollment divided by the number of credits attempted during that period. 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	The total number of credits earned for all courses successfully completed at the institution.
GPA	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period
Grade	Final 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
Grading Scale	Indicates how grades assigned in percentages and letter grades are converted to a grade point scale that is used to calculate a grade point average
Received credits	The number of credits that a student earns by satisfying the course requirements during a given term
Term credits	The total number of credits that a student earns by satisfying the course requirements during a given term
Term GPA	The sum of grade points earned in all courses taken during a term divided by the total credits attempted.
Transcript	The official, formal document that is a subset of the student academic record, and contains a complete and accurate history of the academic path of a given student in a particular educational institution.

Transcript Requests

Students always have access to their unofficial transcript through their MyUCWest account. If a student requires an official transcript, they must submit a Transcript Request to the Registrar's Office, either electronically through MyUCWest or by completing and printing the form available under the Registrar's Office tab in MyUCWest. 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. Normally, 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 may be 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.

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 the deadline indicated on the Application for Graduation.

The graduation fee, which includes graduation gown rental, must be paid upon application for graduation. The fee is refundable only if the applicant is ineligible to graduate.

Application forms for graduation are available from the Registrar's Office or through the "Forms" section in MyUCWest.

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.

To qualify as a candidate for graduation, 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, they will be sent a letter from the Registrar's Office to confirm the degree has been awarded which specifically allows for the student 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 and degrees are conferred annually at the 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 CGPA of 2.0 AND a grade of 'C' or higher in COMM 497 & COMM 498 or BUSI 497 & BUSI 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 and honours students at graduation who have a record of exceptional academic achievement over the duration of their studies.

Graduation With Distinction (Undergraduate Only)

UCW recognizes undergraduate students whose academic performance is superior as evidenced by their final cumulative grade point average (CGPA). All graduating

undergraduate students who complete a minimum of 60 credits at UCW are automatically considered for this recognition.

Undergraduate students whose final CGPA upon approval for graduation is a minimum of 4.0 shall be designated as graduating "with distinction".

The notation "With Distinction" will appear on the degree parchment, the Convocation program, and the transcript for those students whose graduating CGPA 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 CGPA, failure to achieve graduation with distinction may not be appealed, although the grades on which the designation is based may be appealed through the grade appeal process.

Medal for Academic Excellence (formerly the Dean's Award for Outstanding Performance)

The student in each undergraduate and graduate program who has the highest cumulative Grade Point Average (usually a minimum of A-) of all graduating students in the program is eligible to receive the Medal for Academic Excellence.

Criteria for the Medal for Academic Excellence:

- All students graduating in each Convocation ceremony are eligible to be considered for the award;
- There will normally be one student from each degree program student recognized at each Convocation;
- Averages are calculated based on final marks as recorded in the student record system. ;
- UCW reserves the right to make no award, or to make multiple awards, at any Convocation.

Minimum Degree Requirements for Graduation

Each candidate for an 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 after Convocation. Please check the Fees and Financial Aid section of the Calendar for any fees information.

Complaints Resolution

Refer to [Policy 1510 Complaints Resolution](#).
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.

Academic Appeals & Misconduct

Refer to [Policy 5006 Academic Appeals](#).

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.

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.

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. 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.

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.

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).

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

Refer to [Policy 5002 Turnitin](#).

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.

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 review to the Dean, Chair, or academic program head, stating in writing the grounds for believing that the grade awarded should be adjusted. The request for review 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 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 for an review by the Dean, Chair or academic program head. The fee is refunded if the appeal is successful.

Academic 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

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.

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
The non-academic appeals policy 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 as specified in Policy 9014 Student Rights and Responsibilities that may range from verbal warnings up to and including expulsion from the University.

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 regarding decisions that impact academic standing at UCW must include notice of the student's 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 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 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 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.

Programs Offered

University Prerequisite Programs

University Access Program
Students who do not meet the minimum English language requirements for entry to the Bachelor or MBA programs can still improve English skills to qualify for admission degree at UCW. The University Access Program (UAP), accredited by Languages Canada, prepares students for higher level education in an English-speaking institution. The program focuses on Academic English, ensuring that students acquire the study skills needed to complete assignments and examinations with confidence. The courses include the development of specific academic skills such as essay writing, research methods, note taking, critical thinking and seminar or tutorial discussion. Minimum English language proficiency levels are required for entry into each course level. Students may provide a score from an approved standardized English proficiency test for initial placement. All entering students will be assessed for final course placement on entry to the program.

The program consists of the following three courses with the following English proficiency entry requirements:
UAC 010 (0)   Academic English Preparation Intermediate/B1+
    -requires a minimum IELTS 5.0 overall with a writing band of 4.5
UAC 020 (0) Academic English Preparation Upper Intermediate/B2
    -requires a minimum IELTS 5.5 overall with a writing band of 5.0
UAC 030 (0) Academic English Preparation Advanced/C1
    -requires a minimum IELTS 6.0 overall with a writing band of 5.5

For detailed course descriptions, refer to the University Preparation Course Descriptions section of the calendar.

University Pathway Program
The University Pathway Program is available to internationally educated students who are at least 17 years of age at the start of the program and have successfully completed at least the 11th year of secondary school.
The University Pathway Program (UPP) is a pathway to baccalaureate studies. During this intensive program, students will fine-tune skills in courses designed to prepare individuals for university study including academic English. Students who successfully complete the University Pathway Program (UPP) are guaranteed direct entry into first-year studies of any undergraduate degree at UCW.
Minimum English language proficiency is required for entry to the program. Students may provide a score from an approved standardized English proficiency test for initial placement. All entering students will be assessed for final course placement on entry to the program.

There are three levels to the University Pathway Program with the following English proficiency entry requirements:
Accelerated level is 6 months
            – requires a minimum IELTS 6.0 overall with a writing band of 5.5
Advanced level is 9 months
            – requires a minimum IELTS 5.5 overall with a writing band of 5.0
Standard level is 12 months
            – requires a minimum IELTS 5.0 overall with a writing band of 4.5

The Accelerated level is two terms and consists of the following core courses:
BENL 100 – Critical Listening and Speaking
BENL 101 – Critical Reading and Writing
BMTH 110 – Introduction to University Mathematics
BECN 120 – Current Economic Issues
BBUS 130 – Introduction to International Business
BENL 140 – Canadian Culture and Language
BGEO 150 – World Issues: A Geographic Analysis
BTUP 160 – Career Assessment and Research

The Advanced level combines successful completion of UAC 020 Academic English Preparation Upper Intermediate and the core courses of the Accelerated level.
The Standard level combines successful completion of UAC 010 Academic English Preparation Intermediate and UAC 020 Academic English Preparation Upper Intermediate and the core courses of the Accelerated level.

For detailed course descriptions, refer to the University Preparation Course Descriptions section of the calendar.

Undergraduate Programs
University Canada West offers the following undergraduate degree programs:
- Bachelor of Arts in Business Communication (BA)
- 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.

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 and PLAR 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.

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:
- BUSI 100 - Introduction to Business
- COMM 102 - Mass Media and Society
- ENGL 100 – Academic Writing
- MATH 101 - Foundation Mathematics

BCom students must take the following course in their first 24 credit hours of study:
- BUSI 100 - Introduction to Business
- COMM 102 - Mass Media and Society
- ENGL 100 – Academic Writing
- 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.

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.

Bachelor of Arts in Business Communication (BA)

The BA in Business Communication 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 Business Communication 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.

To complete the Public Relations Concentration students must, in addition to their required core courses, take:

SOCI 204 (3) - Sociology of Social Interaction and Communication
PUBR 304 (3) - Risk Communication: Crisis, Conflict, and Intervention
PUBR 306 (3) - Ecological & Environmental Communication
PUBR 308 (3) - Persuasive Presentations
PUBR 403 (3) - Reputation Management

Communications Management

One of the fastest growing fields in communication is communication management. By taking selected advanced business courses and applying them to communications projects this concentration provides the training for those who hope to manage complex communications projects and departments in industry.

To complete the Communications Management Concentration students must, in addition to the required core courses, take:

BUSI 323 (3) - E-Business
MRKT 302 (3) - Advertising
OPMT 301 (3) - Operations Management
PUBR 308 (3) - Persuasive Presentations
MGMT 401 (3) - Project Management

Please refer to the "Course Descriptions" section for detailed information on the actual courses.

Degree Pathway: Bachelor of Arts (BA) – Business Communication or Media and Communications

Tier level	Course	Credits	Progression Note
Preparatory	SOAR 098 - Student Orientation and Academic Readiness	0	
Summary of Preparatory	1 course	0	
Tier 1 University Foundation	ANTH 102 – Introduction to Anthropology	3	
	BUSI 100 – Introduction to Business	3	
	COMM 102 – Mass Media & Society	3	
	ECOL 100 – Introduction to Ecology	3	
	ENGL 100 – Academic Writing	3	
	ENGL 105 - Contemporary Literature: Drama and Narrative	3	
	MATH 101 – Foundation Mathematics	3	
	PHIL 102 – Moral Philosophy	3	
	PSYC 100 – Fundamentals of Psychology	3	
	1XX elective or 2XX elective	3	
Summary of Tier 1	10 Courses	30 Credits	
Tier 2 - Disciplinary Foundation	BUSI 201 – Business Environment	3	
	COMM 200 – Communications Theory	3	
	COMM 205 – Writing for the Media	3	
	COMM 207 – Visual Communications in Mass Media	3	
	MRKT 201 – Marketing Management	3	
	ORGB 201 – Organizational Behaviour	3	
	COMM 203 – Information Gathering	3	
	MATH 200 – Statistics	3	
	1XX elective or 2XX elective	3	
	1XX elective or 2XX elective	3	
Summary of Tier 2	10 courses	30 credits	
Tier 3 - Disciplinary Applications	COMM 304 – Social Media	3	
	COMM 308 – Legal and Ethical Issues in Mass Media	3	
	COMM 310 – Technical Writing and Business Communications	3	
	COMM 312 – Professional Communications – Written and Oral	3	
	POLI 301 – Media and Government	3	

	PUBR 300 – Public Relations in Practice and Theory	3	
	RSCH 300 – Research Methodology	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
Summary of Tier 3	10 Courses	30 Credits	
Tier 4 – Integrative Applications	COMM 410 – Communication Strategy	3	
	COMM 497 – Communication Capstone 1	3	
	COMM 498 – Communication Capstone 2	3	
	COMM 4XX elective required	3	
	COMM 4XX elective required	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
	3XX elective or 4XX elective	3	
Summary of Tier 4	10 Courses	30 Credits	
Program Summary	40 Courses	120 Credits	

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.

To complete the Public Relations Concentration students must, in addition to their required core courses, take:

ACCT 103 (3) - Advanced Principles of Accounting or
ACCT 140 (3) - Full Principles of Accounting
ACCT 303 (3) - Advanced Managerial Accounting
ACCT 305 (3) - Auditing
ACCT 307 (3) - Taxation
ACCT 401 (3) - Strategic Managerial Accounting

Public Relations

Good public relations are 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.

To complete the Public Relations Concentration students must, in addition to their required core courses, take:

PUBR 300 (3) - Public Relations in Practice and Theory
PUBR 304 (3) - Risk Communication: Crisis, Conflict, and Intervention
PUBR 306 (3) - Ecological & Environmental Communication
PUBR 308 (3) - Persuasive Presentations
PUBR 403 (3) - Reputation Management

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.

To complete the Business Communications Concentration students must, in addition to their core required courses, take:

COMM 304 (3) - Social Media
PUBR 300 (3) - Public Relations in Practice and Theory
PUBR 308 (3) - Persuasive Presentations
MRKT 302 (3) – Advertising
COMM 410 (3) - Communication Strategy

Please refer to the Course Descriptions section for detailed information on the actual courses.

Degree Pathway: Bachelor of Commerce – General Studies

Tier level	Class	Credits	Progression Note
Preparatory	SOAR 098 - Student Orientation and Academic Readiness	0	
Summary of Preparatory	1 Course	0	
Tier 1 University Foundation	ACCT 101 – Principles of Accounting	3	
	BUSI 100 - Introduction to Business	3	
	COMM 102 – Mass Media and Society	3	
	ECOL 100 – Introduction to Ecology	3	
	ECON 102 – Principles of Microeconomics	3	
	ECON 104 – Principles of Macroeconomics	3	
	PHIL 102 – Moral Philosophy	3	
	ENGL 100 – Academic Writing	3	
	ENGL 105 – Contemporary Literature: Drama and Narrative	3	
	MATH 101 – Foundation Mathematics	3	
Summary of Tier 1	10 Courses	30 Credits	
Tier 2 - Disciplinary Foundation	BUSI 201 – Business Environment	3	
	CMPT 201 – Information Systems for Managers	3	
	COMM 200 – Communications Theory	3	
	MRKT 201 – Marketing Management	3	
	MATH 200 – Statistics	3	
	ORGB 201 – Organizational Behaviour	3	
	One of COMM 201 – Writing for Specific Audiences and MRKT 302 – Advertising	3	
	2XX elective	3	
	2XX elective	3	
	2XX elective	3	
Summary of Tier 2	10 courses	30 credits	
Tier 3 - Disciplinary Applications	ACCT 301 – Managerial Accounting	3	
	BUSI 325 – Business Law	3	
	COMM 312 – Professional Communications - –Written and Oral	3	
	FNCE 303 – Finance	3	
	RSCH 300 – Research Methodology	3	

	HRMT 301 – Human Resource Management	3	
	OMPT 301 – Operations Management	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
Summary of Tier 3	10 Courses	30 Credits	
Tier 4 – Integrative Applications	BUSI 401 – Strategy and Decision Making	3	
	BUSI 497 – Business Capstone 1	3	
	BUSI 498 – Business Capstone 2	3	
	MGMT 4XX elective	3	
	MGMT 4XX elective	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
	3XX or 4XX elective	3	
Summary of Tier 4	10 Courses	30 Credits	
Program Summary	40 Courses	120 Credits	

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

Applicants who seek admission to the MBA program and but do not meet the general admission requirements may be admitted to the MBA Foundation program.

The MBA Foundation courses include courses in the following areas:

- Business and Academic Writing
- Quantitative Skills for Business
- Business Fundamentals
- Economics from a Business Perspective

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Graduate Program

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.

Please refer to the "Course Descriptions" section for detailed information on the actual course

Degree Pathway: Master in Business Administration

Tier Level	Courses	Credits	Progression Note
Preparatory	SOAR 098 –Student Orientation & Academic Readiness	0	
Summary of Preparatory	1	0	
Foundation Courses	MBAF 501 – Business & Academic Writing	3	
	MBAF 502 – Quantitative Skills for Business	3	
	MBAF 503 – Business Fundamentals	3	
	MBAF 504 – Economics from a Business Perspective	3	
Summary of Foundation Courses	4 Courses	12 Credits	
Tier 1 Analytical Foundations	BUSI 601 – Business Environment, Ethics & Strategy	3	
	MGMT 601 – Leadership in the Global Context	3	
	ORGB 601 – Human Interfaces	3	
	RSCH 600 – Research Methodologies & Inquiry	3	
Summary of Tier 1	4 Courses + 1 Assessment	12 Credits	
Tier 2 - Management Principles & Practices	ACCT 621 – Managerial Accounting	3	
	FNCE 623 – Financial Management	3	
	HRMT 621 – Human Resource Management in the Global Environment	3	
	MRKT 621 – Marketing Management	3	
	OPMT 620 – Operations Management	3	
Summary of Tier 2	5 Courses	15 Credits	
Tier 3 - Business Applications	BUSI 640 – Consulting Practice	3	
	MGMT 640 – Project Management	3	
	MGMT 643 – Change Management	3	
	3XX elective	3	
Summary of Tier 3	4 Courses	12 Credits	
Tier 4 – Integration & Implementation	MGMT 660 – Leadership and Decision Making	3	
	MBAR 660 – Research in Preparation for MBAR 661	3	
	MBAR 661 – Consulting/Research Project or, MGMT 661 – Strategic Management	3	
Summary of Tier 4	3 Courses	9 Credits	
Program Summary	16 Courses (+4 Foundation Courses)	48 (+12 Foundation Course Credits)	

University Preparation Course Descriptions

BENL 100 (0) – Critical Listening and Speaking
This course is designed for advanced learners who are preparing for academic studies at college and university. Academic discourse has many conventions with which students can be unfamiliar. These include both listening to lectures, interviews and discussions, and taking notes on them, effectively and efficiently. Students then need the discussion, debate and presentation strategies that help them engage in their learning. Being able to analyze critically is also a key element of academic discourse. Students will build their competency in all these areas throughout the course. The instruction will focus on planning, organization, argumentation, delivery and posture, use of gestures and voice, and effective interaction in the speaking portion. The emphasis in the listening portion will be on building active listening skills to improve comprehension of complex content from a range of often unfamiliar subject areas. The course will further cover vocabulary development as an essential part of academic preparation.

BENL 101 (0) – Critical Reading and Writing
This course is designed for advanced learners who are preparing for academic studies. At college and university, students are expected to work with large amounts of information presented in written form. More specifically, they must be able to comprehend information and ideas, select and synthesize relevant information, and communicate information accurately and analytically in their own writing. In other words, students must be able to integrate what they read with what they write by learning to paraphrase as well as quote on source texts in their field. The course will help students to develop these skills. Students will be required to reflect on contemporary readings and write about them in order to develop their own critical analysis. These readings are on controversial topics, and the goal is for students to cultivate a critical response and reasoned point of view as a basis for argument. In writing, students will develop their skills in the clear expression and logical organization of ideas, the precise use of language as appropriate for academic writing, the incorporation of valid evidence and the competent use of existing convention.

BMTH 110 (0) – Introduction to University Mathematics
Students will review real numbers, operations with rational numbers, polynomials, solving and graphing linear equations and inequalities. They will also study quadratic, radical and rational expressions, equations, and functions as well as systems of linear equations and inequalities.

BECN 120 (0) – Current Economic Issues
This course examines current Canadian and international economic issues, developments, policies, and practices from diverse perspectives. Students will explore the decisions that individuals and institutions, including governments, make in response to economic issues such as globalization, trade agreements, economic inequalities, regulation, and public spending. The goal of the course is to provide students with a sufficient understanding of economic issues and problems so that they may

understand the impact of government policy, economic phenomena and the choices people make.

BBUS 130 (0) – Introduction to International Business

As students explore the world of business and the opportunities and challenges that it presents, it is vital that they do so with an appreciation of the impact of the global marketplace and international trade. This course will provide students with a fundamental understanding of the global economy and an appreciation of the impact that international business can have on their lives and communities. Students will learn about the techniques and strategies associated with marketing, distribution and managing international business effectively.

BENL 140 (0) – Canadian Culture and Language

Students will learn about Canadian cultures (holidays, special events, social etiquette, etc.), communication skills for daily living (e.g. common expressions) and contemporary issues (e.g. immigration and the environment). They will explore key historical events, indigenization, famous Canadians, the diverse of Canadian cultures and citizenry. Students will develop both language and communication skills through discussions and projects.

BGEO 150 (0) – World Issues: A Geographic Analysis

This course examines the global challenges of creating a sustainable and equitable future, focusing on current issues that illustrate these challenges. Students will investigate a range of topics including culture, economic and geopolitical relationships, regional disparities in the ability to meet basic human needs, and protection of the natural environment. Students will use geo-technologies and skills of geographic inquiry and analysis to develop and communicate balanced opinions about the complex issues facing Canada and a world that is interdependent and constantly changing.

BTUP 160 (0) – Career Assessment and Research

Students will complete a variety of online and paper vocational, interest and skills assessments. They will gain knowledge in identifying personality characteristics and their relationship to career preferences. Students will research career options based on career and personality assessments, transferrable skills and prior work experience. They will articulate and summarize repeating career themes to determine suitable career choices.

UAC 010 (0) – Academic English Preparation Intermediate/B1+

In this integrated skills course, students will build the skills necessary to cope in a Canadian university context, in particular, with research, academic papers, seminar discussions and presentations. A core focus is on improving the student's ability to think critically and build a logical, well supported argument. UAC 010 is the lowest proficiency level course in the University Access Program. The entry level is an IELTS 5.0 or its equivalent. Successful completion of the course with a minimum of 70% (or B-) meets the requirements to enter UAC 020.

UAC 020 (0) – Academic English Preparation Upper Intermediate/B2

In this integrated skills course, students will build the skills necessary to cope in a Canadian university context, in particular, with research, academic papers, seminar discussions and presentations. A core focus is on improving the student's ability to think critically and build a logical, well supported argument. UAC 020 is the mid-proficiency level course in the University Access Program. The entry level is UAC 010, an IELTS 5.5 or its equivalent. Successful completion of the course with a minimum of 70% (or B-) meets the requirements to enter UAC 030.

UAC 030 (0) – Academic English Preparation Advanced/C1

In this integrated skills course, students will build the skills necessary to cope in a Canadian university context, in particular, with research, academic papers, seminar discussions and presentations. A core focus is on improving the student's ability to think critically and build a logical, well supported argument. UAC 030 is the highest proficiency level course in the University Access Program. The entry level is UAC 020, an IELTS 6.0 or its equivalent. Successful completion of the course with a minimum of 70% (or B-) meets the English requirement for entry into the UCW degree programs.

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 recognizable 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 course codes are 600-level. 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. FNCE 623 (3) is a 3-credit graduate course in finance. *All courses are 3-credit courses unless otherwise indicated.*

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. Note that Tier 2 courses can be taken at any time "as available".

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. **Prerequisites: MATH 101 and either ACCT 101 or ACCT 140**

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, and 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 at 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. To demonstrate program competence, students will craft and present a proposal for a significant project or program area including relevant budgets and operational plans. 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 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 B grade 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 of a significant project or program related to organizational strategy. This will be a team-based exercise and ill 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.

COMM 498 (3) - Communication Capstone 2
Proposals are the basis of organizational development, from business plans to operational plans to sales. To demonstrate program competence, students will craft and present a proposal for a significant project or program in a communications related area of a new or existing business including relevant budgets and operations plans. 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 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. **Prerequisite: MATH 101**

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 fulfill 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 analyze 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
This course is an introduction to the basic concepts and systems of government and politics in a historical and modern context. It 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 demonstrates 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: 200**

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.

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.

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. ACCT 621 (3) is a 3-credit graduate course in accounting. *All courses are 3-credit courses unless otherwise indicated.*

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.

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**

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**

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.

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 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**

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 Methodologies & Enquiry

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 practice writing the various sections of a research paper such as the abstract, introduction and theoretical background, problem statements, etc.

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: 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 CGPA. Graduate students must maintain 3.0 CGPA.
Academic Year	Consists of four (4) terms. The Academic Year begins with the start of the September term and ends at the conclusion of the July term.
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 issued a single official document during their life.
Audit	A course taken for interest. No academic credit given. Student must still complete all assignments to be eligible for audit status.
BCCAT	British Columbia Council on Admissions & Transfer (BCCAT) 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 (CIC) is 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 final grade.
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.
Cumulative Credits	The total number of credits earned for all courses successfully completed at the institution.
Cumulative GPA (CGPA)	The total sum of the grade points received during the entire period of the student's enrollment divided by the number of credits attempted during that period. 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.
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.
Final Grade	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.
Full-time Course Load	For undergraduate students, a full-time course load equates to a minimum of four (4) courses in each term for a minimum of three (3) terms per Academic Year; for graduate students, full-time equates to three (3) courses per term for a minimum of three (3) terms per Academic year.
Grade Point Average (GPA)	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period.

	Calculations are based on a 4.33-point scale. The letter grade point equivalents used are based on the final numeric grade for the course as specified in the grading scale.
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 for admission. Includes a summary of their work and life experiences that may impact their eligibility.
Letter of Permission (LOP)	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.
MyUCWest	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 MyUCWest 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	Course load less than full time for either financial aid or study permit purposes. See also "Full-time Course Load".
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.
Received Credits	Equals the number of credits a student earns by satisfying all course requirements during a given term.
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.
Term Credits	The total number of credits a student earns by satisfying the course requirements during a given term.
Term Grade Point Average (Term GPA)	The sum of grade points earned in all courses taken during a term divided by the total credits attempted.
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.
Transcript	The official, formal document that is a subset of the student academic record, and contains a complete and accurate history of the academic path of a given student in a pa rticular educational institution.
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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