



# Academic Calendar

September 30, 2019 – October 4, 2020

---

# Disclaimer Statement

*Effective date of information, unless otherwise noted: September 30, 2019 to October 4, 2020.*

The online Academic Calendar is the University's official statement of regulations, policies, programs, requirements, and course descriptions for the 2019-2020 academic year. It is each student's responsibility to know and comply with all requirements and policies included in this Academic Calendar.

The contents of this Calendar, including all policies, procedures, fees, courses, and requirements are subject to change from time to time. UCW reserves the right to make additions, deletions, substitutions, changes, or modifications to its policies, practices, procedures, tuition fees, course availability, delivery mode, schedules, courses content and titles, or program requirements at any time without prior notice.

Although every effort is made to ensure accuracy at the time of publication, the statements in the Academic Calendar do not constitute an irrevocable contract between the student and University Canada West. 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.

The University reserves the right, at its sole discretion, at any time, to cancel classes and courses without notice. 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.

**University Canada West**  
100 – 626 West Pender Street  
Vancouver BC, V6B 1V9  
Local: 604.915.9607  
Toll free: 1.877.431.6887  
[www.ucanwest.ca](http://www.ucanwest.ca)

---

## Accreditations & Memberships

The term “university” is used under the written consent of the Minister of Advanced Education, Skills & Training, 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).’

---

*University Canada West has earned ACBSP Global Business Accreditation for its MBA and BCom degree programs.*

---

*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 its seal on its materials.*



*University Canada West is a member of the BC Transfer System (BCCAT) with hundreds of credit transfer arrangements to other post-secondary institutions.*



*EduCanada is a brand that supports the international education offer of Canadian provinces and territories. EduCanada and the leaf design is a trademark of the Government of Canada and is subject to a Master Licence Agreement between the Council of Ministers of Education, Canada (CMEC), and Department of Foreign Affairs, Trade and development (DFATD). UCW has received permission to use the EduCanada seal on its materials.*



*Languages Canada is Canada's national language education association representing more than 225 private and public language education members that offer accredited English and French programs.*



# TABLE OF CONTENTS

<b>DISCLAIMER STATEMENT</b>	<b>2</b>
<b>ACCREDITATIONS &amp; MEMBERSHIPS</b>	<b>3</b>
<b>MISSION</b>	<b>9</b>
<b>GOALS</b>	<b>9</b>
<b>INTRODUCTION</b>	<b>9</b>
Academic Terms	10
Campus Closures	10
<b>IMPORTANT &amp; ACADEMIC DATES 2019-2020</b>	<b>11</b>
<b>ADMISSION TO THE UNIVERSITY</b>	<b>13</b>
General Information for All Applicants	13
Undergraduate Admissions Requirements	14
Graduate Admissions Requirements	15
English Language Proficiency Requirement	16
Deferred Admission	17
Readmission Requirements	18
Visiting Student Requirements	18
Required Documentation for Admission	18
Admission Appeals	19
Implied or Explicit Offers	20
<b>MISREPRESENTATION OF DOCUMENTATION</b>	<b>20</b>
<b>TRANSFER CREDIT</b>	<b>21</b>
<b>PRIOR LEARNING ASSESSMENT &amp; RECOGNITION</b>	<b>22</b>
<b>OTHER ACADEMIC CREDITS</b>	<b>24</b>

Course Challenge	24
<b>INFORMATION FOR INTERNATIONAL STUDENTS</b>	<b>24</b>
Medical Insurance	25
Off Campus Work Permit	25
Online Courses	25
Student Visas and Study Permits	25
Study Permit Compliance	25
<b>REGISTRATION INFORMATION</b>	<b>26</b>
General Registration Information	26
Student Orientation and Academic Readiness (SOAR 098)	27
Course Changes & Course Withdrawals (Dropping and Adding Courses)	28
<b>TECHNOLOGY REQUIREMENTS</b>	<b>30</b>
<b>TUITION AND FEES</b>	<b>31</b>
Schedule of Fees	31
Graduate Studies Tuition Fees	31
Fees for All Programs	31
Service and Other Fees*	32
Fee Payments	33
Tuition Due Dates	33
Financial Responsibilities	33
Financial Accounts	33
Financial Holds	34
Financial Withdrawal	34
Tuition Tax Receipts	34
Tuition Refunds	34
<b>FINANCIAL AID AND AWARDS</b>	<b>36</b>

Financial Awards, Grants, and Scholarships	36
Government Student Loans (Canada)	36
Registered Education Saving Plan (RESP)	37
Registered Retirement Savings Plan (RRSP)	37
<b>STUDENT SERVICES</b>	<b>37</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	<b>39</b>
Intellectual Property	40
<b>NON-ACADEMIC APPEALS &amp; MISCONDUCT</b>	<b>40</b>
Student Misconduct	40
<b>COMPLAINTS RESOLUTION</b>	<b>41</b>
<b>LIBRARY</b>	<b>41</b>
Library Collection	42
Library Services	42
Library Circulation Policy	43
<b>ACADEMIC REGULATIONS</b>	<b>45</b>
Academic Standing	45
Undergraduate Studies	46
Graduate Studies	47
Attendance	48
Leave of Absence	50
Directed Studies, Special Topics, and Independent Guided Studies	50
Full-time Studies	51
Maximum Course Load	52
Maximum Time to Completion	52
Withdrawal from a Program	52
<b>STUDENT ASSESSMENT AND GRADING</b>	<b>53</b>

Accumulation of Credit	53
Assessment Techniques	53
Correction and Return of Student Work	53
Course Credits	53
Course Syllabus	54
Credit in Duplicate and Equivalent Courses	54
Release of Final Grades	54
<b>FINAL GRADE REVIEWS AND APPEALS</b>	<b>54</b>
<b>EXAMINATIONS</b>	<b>55</b>
Administration of Examinations	55
Deferred Status Due to Illness, Accident, or Family Affliction	55
Final Examinations	56
Student Access to Final Examinations	56
Supplemental Examinations	56
<b>GRADE SCALES AND TRANSCRIPTS</b>	<b>56</b>
Grading Scales	57
Transcript Requests	60
<b>ACADEMIC MISCONDUCT AND APPEALS</b>	<b>60</b>
Appeals	61
Applying for Graduation	61
Convocation	61
Graduation Eligibility	62
Parchments	62
Graduation Honours	62
<b>PROGRAMS OFFERED</b>	<b>64</b>
University Prerequisite Programs	64

<b>Undergraduate Programs</b>	<b>64</b>
Associate of Arts (AA)	66
Bachelor of Arts in Business Communication (BA)	68
Bachelor of Commerce (BCom)	70
<b>GRADUATE PROGRAM</b>	<b>73</b>
MBA Foundation	73
Master of Business Administration (MBA)	73
<b>UNIVERSITY PREPARATION COURSE DESCRIPTIONS</b>	<b>76</b>
<b>UNDERGRADUATE COURSE DESCRIPTIONS</b>	<b>77</b>
<b>GRADUATE COURSE DESCRIPTIONS</b>	<b>91</b>
<b>APPENDIX A: GLOSSARY OF UCW TERMS &amp; DEFINITIONS</b>	<b>98</b>

---

## 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 endeavours.

---

## 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 was established in 2004 and provides quality education to undergraduate and graduate students through an onsite campus in Vancouver as well as through a virtual campus on MyUCWest. The University has approval from the Government of British Columbia through the Degree Quality Assessment Board (DQAB) to offer the following degrees:

- Associate of Arts
- 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 and Directors**, 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.

## **Academic Terms**

The UCW Academic Year is organized to create an environment of learner flexibility and rapid degree completion. Courses are scheduled 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 on-campus courses have the same term structures to enable students to choose the course combination that works best for them, either all online, on-campus or a mix of online and on-campus 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 prior to the term start. Refer to the Student Orientation and Academic Readiness (SOAR) Schedule for specific dates.

## **Campus Closures**

For complete policy regulations and procedures, 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. Rescheduling of classes to make up for missed classes will be at the discretion of the Program Chairs in consultation with the faculty.

## Important & Academic Dates 2019-2020

<b>Fall Term 2019</b>	
September 16-27	SOAR – On campus & online – scheduled during these dates
September 30	Term start: First day of classes
October 7	Last day to drop or add courses without fee penalty for registered students
October 14	<i>Thanksgiving Day – Campus closed</i>
October 28	Last day to withdraw from courses without academic penalty
November 11	<i>Remembrance Day – Campus closed</i>
December 16-20	Exam Period
December 22	Last day of Fall term
<b>December 23 to January 5: Term Break</b>	

<b>Winter Term 2020</b>	
December 9-20, 2019	SOAR – On campus & online – scheduled during these dates
December 24	<i>Campus closed at noon</i>
December 25	<i>Christmas Day – Campus closed</i>
December 26	<i>Boxing Day – Campus closed</i>
December 30	<i>Campus open</i>
December 31	<i>Campus closed at noon</i>
January 1	<i>New Year's Day - Campus closed</i>
January 2 & 3	<i>Campus open</i>
January 6	Term start: First day of classes
January 13	Last day to drop or add courses without fee penalty for registered students
February 3	Last day to withdraw from courses without academic penalty
February 17	<i>BC Family Day – Campus closed</i>
March 23-27	Exam Period
March 29	Last day of Winter Term
<b>March 30 to April 5: Term Break</b>	

<b>Spring Term 2020</b>	
March 23-April 3	SOAR – On campus & online – scheduled during these dates
April 6	Term start: First day of classes
April 10 & 13	<i>Easter Holiday – Campus closed</i>
April 14	Last day to drop or add courses without fee penalty for registered students
May 4	Last day to withdraw from courses without academic penalty
May 18	<i>Victoria Day – Campus closed</i>
June 22-26	Exam Period
June 27	Last day of Spring term
<b>June 28 to July 5: Term Break</b>	

<b>Summer Term 2020</b>	
June 22-July 3	SOAR – On campus & online – scheduled during these dates
July 1	<i>Canada Day – Campus closed</i>
July 6	Term Start - First day of classes
July 13	Last day to drop or add courses without fee penalty for registered students
August 3	<i>BC Day – Campus closed</i>
August 4	Last day to withdraw from courses without academic penalty
September 7	<i>Labour Day – Campus closed</i>
September 21-25	Exam Period
September 27	Last day of Summer Term
<b>September 28 – October 4: Term Break</b>	

---

## Admission to the University

For complete policy regulations and procedures, 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. The University reserves the right to set enrolment limits, and offer admission at its sole discretion, although the intention is to admit all qualified students.

### General Information for All Applicants

Applicants must furnish the information necessary for the University record, disclosing all secondary and 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 from the issuing institution. Failure to do so could lead to admission delays or denial. Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.

**Domestic applicants** are those who are:

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

Applicants who are Permanent Residents must provide a copy of a current Permanent Resident Card (PRC) with their application. Applicants who are protected persons or convention refugees must provide proof of their status with their application.

**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.

### Application Procedures and Deadlines

Students must submit a complete application package, including all required official supporting documentation, to the Registrar's Office no later than the application deadline dates below. Students are encouraged to apply early, as offers of admission are issued based on space availability and student eligibility. It is very possible a program may be full for a specific term before the application deadline. Applications will be processed for the next term if received after the application deadline listed below or after a program fills for the term.

Please refer to the following application deadlines:

Applicant Type	Application Deadlines
Domestic Undergraduate	at least 25 business days prior to 1 <sup>st</sup> day of term
International Undergraduate	at least 35 business days prior to 1 <sup>st</sup> day of term
Domestic Graduate	at least 25 business days prior to 1 <sup>st</sup> day of term
International Graduate	at least 35 business days prior to 1 <sup>st</sup> day of term

Official documents and transcripts must be received by the deadlines listed above unless otherwise instructed in writing from the Registrar's Office.

All students who receive an offer of admission must submit a registration deposit to accept the admission offer (see Schedule of Fees). Registration deposits should be paid within two weeks of the offer of admission being issued, unless otherwise instructed in writing from the Registrar's Office.

International students who have been offered admission and have paid the registration deposit must submit a copy of their approved student visa by the deadline for each term as determined by the Registrar's Office in order to confirm their space in the program. Spaces in programs will be reserved in confirmation date order until the programs are full. Programs may fill before the application or confirmation deadline for each term.

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 their assigned date to attend SOAR 098 Student Orientation and Academic Readiness. Completion of SOAR for degree program and MBA foundation program students is mandatory before a student can take degree courses. UAP students must completion SOAR before starting classes.

## **Undergraduate Admissions Requirements**

Applicants to undergraduate programs (e.g. Bachelor of Arts, Bachelor of Commerce, Associate of Arts) may qualify for admission based on one of the following:

### **Secondary School**

Applicants who have graduated from British Columbia 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; and
- 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 (BCom) or equivalent; or
- an appropriate Canadian professional designation or equivalent; international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng); or
- acceptable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five years; or
- at least three (3) years documented professional or management experience, with evidence of career progression and relevant education and/or training.

Currently, applicants to the MBA program who do not meet the requirements for direct admission may qualify through completion of the MBA Foundation courses. To be admitted to the MBA Foundation courses you must have a Bachelor's degree from a recognized university with a cumulative GPA of 2.33 or better.

**Effective January 2020, applicants to the MBA program who do not meet the requirements for direct admission may qualify through completion of the MBA Foundation courses. To be admitted to the MBA Foundation courses you must have a Bachelor's degree from a recognized university with a cumulative GPA of 2.67 or better.**

Students must earn a grade of B (GPA of 3.0) or better on each Foundation course in order to continue into the MBA program.

Students required to take ENGL 080 Academic Writing Fundamentals in their Foundation term may complete MBAF 501 Business and Academic Writing concurrently with their first term of the MBA program.

### Special Admission

Applicants who do not meet the minimum admission standards may be considered for Special Admission into the MBA program or 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 Requirement

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 , TOEFL);  
English language proficiency test scores are valid for admissions purposes for a maximum of 2 years from the date of the score report;
- 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) taken in Canada as part of a high school graduation program 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 three 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;
- Graduation from an eligible international 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 not a primary 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.

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 \$150 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 at UCW 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 two (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; and
- Meet the English language proficiency requirements; and
- 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.

Admission as a Visiting student does not guarantee access to the courses requested or subsequent admission to a degree program at UCW.

## **Required Documentation for Admission**

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;
- All official documentation must be received before the full 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.

### **Additional Documentation**

The Admissions Committee, at their discretion, 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).

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.

Applicants who do not meet regular admissions or readmission requirements are reviewed by the Admissions Committee for a final admissions decision. The Admissions Committee may require from a student any further information, 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.

### **Admission Appeals**

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 will be specified in the student's Letter of Acceptance.

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

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**

All offers of admission are made solely through the UCW Registrar's Office.

No implicit or explicit offers will be made by Recruitment Advisors to applicants or agents that may indicate acceptance for admission or awarding of transfer credit or awards and scholarships.

---

## **Misrepresentation of Documentation**

For complete policy regulations and procedures, 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 or academic 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.

---

## Transfer Credit

For complete policy regulations and procedures, 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 is maintained by the Registrar's Office.
- For undergraduate programs:
  - Transfer credit will only be granted for courses with a minimum grade equivalent of 2.00 (C) or better;

- The maximum number of credit hours that can be awarded toward degree requirements as a combination of transfer credit and PLAR is 30 credit hours for an Associate degree and 60 credit hours for a Bachelor's degree;
- Courses used to meet the requirements of a previously earned undergraduate or graduate degree will not be eligible for transfer credit; 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 credit for up to four (4) courses through a combination of transfer credit and PLAR toward degree requirements. No more than two (2) courses may be 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 original transfer credit application.

---

## Prior Learning Assessment & Recognition

For complete policy regulations and procedures, refer to [Policy 9022 Prior Learning Assessment & Recognition](#) (policy currently under review).

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 is maintained by the Registrar's Office.

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

### Undergraduate programs

- No more than 30 credits of a combination of transfer credit and PLAR will be granted toward Associate degree requirements with no more than 15 credits being awarded through PLAR;
- No more than 60 credits of a combination of transfer credit and PLAR will be granted toward Bachelor's 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.

### Graduate programs

- Students may receive up to four (4) courses of a combination of transfer credit and PLAR toward degree requirements with no more than two (2) courses granted through PLAR;
- Prior learning credit used to meet the requirements of a previously earned degree will not be eligible for prior learning credit toward a new degree at UCW.

Credit given as a result of a prior learning assessment are identified as such on the student transcript and do not have an assigned grade. PLAR credits are not included in the UCW cumulative grade point average calculation.

Fees are 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

Complete a Request for PLAR form and submit it along with a detailed chronological résumé and a written summary describing how specific past education and work experience can be considered towards the request for PLAR. The application will not be processed until the required fee is paid through Financial Services. PLAR request and all supporting documents must be submitted to the Registrar's Office.

The Registrar's Office processes the Request for PLAR and collects any clarifying information. Complete applications are forwarded to the Academic Department for initial review. If the faculty sees potential, arrangements will be made for an interview to determine the type and scope of portfolio work to be completed by the student for the full PLAR assessment. The 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 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 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 letter grade received will be included on the student's transcript and in determining the student's cumulative and terminal standing.

Credit assigned through course challenge requires the approval of the Chair, or academic program head. A copy of all relevant material used for evaluation purposes is included in the student's file. UCW transcripts will include a notation indicating the course was challenged.

---

## 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.

Before registration, all new international students studying on campus are required to provide a copy of their passport, study permit, and evidence of valid medical insurance

for their first term (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 3 months in BC before they are eligible for coverage through the Medical Services Plan of BC (MSP). Written proof of medical insurance at the time of course registration must be submitted to the Registrar's Office or Student Services. UCW offers private medical insurance for students in their first term.

## **Off Campus Work Permit**

International students who are studying full-time and interested in working while pursuing their studies should inquire with Immigration, Refugee, and Citizenship Canada (IRCC) regarding regulations. For further information, please refer to <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html>.

## **Online Courses**

Generally, international students who reside in Canada under the privilege of a Student Study Permit are not permitted to register for online 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 Letter of Acceptance (LOA) from the UCW Registrar's Office. For further information, refer to <http://www.cic.gc.ca/english/study/index.asp>.

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.

---

# Registration Information

## General Registration Information

Student applicants must have received a full Letter of Acceptance (LOA) and have signed or approved an Enrolment Agreement (see Enrolment Agreement section) before they may register for courses at UCW.

Upon registration, all students are required to provide their current 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.

### Enrolment Agreement

The Enrolment Agreement is a requirement specified by the British Columbia Ministry of Advanced Education, Skills, and Training. The Enrolment Agreement summarizes 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.

The Registrar's Office sends each new student a copy of the Agreement by 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, MyUCWest.

### How to Register

New students are advised during SOAR how they would be 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 tuition and fee balances with Financial Services and have valid medical insurance before registering for courses.

The steps for registration are:

- Student Services sends out the new Schedule of Courses in an email to all students prior to the start of each term.
- Upon receiving the new Schedule of Courses, students should read the instructions on how to register for courses. Student can contact Student Services for academic advice, how to register for their appropriate courses or attend information sessions;

Please note that the Schedule of Courses each term is subject to changes and availability.

### Selecting Courses

Returning students are responsible for selecting their courses for registration 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 Chair, or academic program head as required.

Where course preferences are not available, Student Services will register students into courses that meet their degree pathway.

## **Student Orientation and Academic Readiness (SOAR 098)**

All new undergraduate and graduate students are required to successfully complete 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 introduce them to 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.

SOAR includes a mix of assessments and information sessions on topics such as policies and procedures, academic responsibilities (APA formatting, required documentation, etc.), library resources, academic writing, City of Vancouver, UCW services, information technology, as well as community and social events.

SOAR dates for each term are included in the Academic Dates section of this Calendar. Student Services will notify students directly with the scheduled orientation days for their program.

SOAR 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 SOAR before their second term and may not be permitted to register in classes. SOAR for on-campus students and online students may vary slightly in content.

### **Pre-registration Academic Assessments or Readiness**

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

**English:** All undergraduate and graduate students attending UCW must take the English assessment test before beginning studies. The English assessment test measures students' abilities to write in an academic manner and is graded internally. All incoming students who perform below the minimum English writing standard on the test will be required to take ENGL 080 Academic Writing Fundamentals. Students who nominally

pass the exam may be recommended to take ENGL 080. ENGL 080 is a non-credit course and is graded on a pass/fail basis. Students required to take this course must pass ENGL 080 before they can take ENGL 100, ENGL 105 or MBAF 501.

**Library:** All undergraduate and graduate students attending UCW will have to successfully complete the Library orientation. This module is designed to provide incoming students with an understanding of the services and resources that are available at the Library, which will help set them up for future success in their academic career. This module is graded on a pass/fail basis.

## **Course Changes & Course Withdrawals (Dropping and Adding Courses)**

For complete policy regulations and procedures, refer to [Policy 9017 Course Changes & Course Withdrawals](#).

### **Drop/add deadline**

Students may drop, add, or change courses after registration within the limits and deadlines 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 Withdrawal Request form. The completed form must be received by Student Services by the Drop/add deadline of 1700 hours PST on the Monday of Week 2 of the term or as specified in the Academic Calendar.

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

If a student drops a course(s) by the drop/add deadline for the term, there is no academic 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.

Students who withdraw from a course before the drop/add deadline will have their course fees refunded according to [Policy 3001 Student Tuition Refunds](#).

### **Course Withdrawal**

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

If a student 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 Important and Academic Dates 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.

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

### **Incomplete Course Contract**

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 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 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 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 grade.

### **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 eligible to re-register in the next term. Students must meet the registration deadline sent by email to all students for each 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. Student Services will advise students' specific day to change sections and how to change sections. 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.

---

## 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 2010, or later version, including:
  - Microsoft® Word
  - Microsoft® Power Point®
  - Microsoft® Excel (for selected courses)
  - Microsoft® Project (for selected courses)
- Adobe Acrobat Reader version 11 or above;
- Adobe Flash player 11

The University recommends computer configurations that include:

- A processor of 2 GHz or faster;
- A current anti-virus application which is updated regularly.

---

## Tuition and Fees

The tuition and fees shown in this section are valid to October 4, 2020. Pursuant to UCW regulations, fees are subject to change. All fees are quoted in Canadian (CDN) currency.

For applicants, the registration deposit is required to reserve a place at UCW. This deposit will act as a payment towards the first term's tuition.

Tuition and compulsory fees are due on or before the first day of each term. Students will be charged tuition fees and the compulsory registration fees in each term in which they register for classes.

### Schedule of Fees

#### University Access Program Tuition Fees

Fee	Domestic	International
Registration Deposit	\$500	\$7,900
Tuition per course	\$4,950	\$4,950

#### Undergraduate Tuition Fees (Associate of Arts, Bachelor of Arts, Bachelor of Commerce)

Fee	Domestic	International
Registration Deposit	\$500	\$7,900
Tuition per course	\$696	\$1,740

### Graduate Studies Tuition Fees

#### MBA Foundation Program

Fee	Domestic	International
Registration Deposit	\$500	\$7,900
Tuition per course	\$1,560	\$2,340

#### Master of Business Administration

Fee	Domestic	International
Registration Deposit	\$500	\$7,900
Tuition per course	\$1,560	\$2,340
WORK 600	\$520	\$720
WORK 610 or 611	\$1,040	\$1,440

### Fees for All Programs

#### Fees for Other Courses

Fee	Domestic	International
SOAR	\$100	\$100
ENGL 080 English Writing Fundamentals	\$313	\$313

## Compulsory Registration Fees

Fee	All Students
Library & Technology	\$17/course
Student Activity & Alumni	\$8
Laboratory Fees for Science Courses	Varies by course – posted with term registration information

## Service and Other Fees\*

Application fee	\$150
Application Deferral fee	\$75
Appeal to Academic Council	\$100 (refunded if appeal is successful)
Appeal to Dean	\$50 (refunded if appeal is successful)
Audit fee	50% of tuition
Credit card refund fee	\$35.00
Credit card charge back fee	\$45.00
Course Challenge	50% of tuition
Duplicate credential	\$50
Duplicate tax receipt	\$50
Financial Hold Release	\$150
Graduation fee	\$175
Late Graduation fee	\$250
Letters of Confirmation of Enrolment, Letter of Permission, and other enrolment letters	\$25
Library Fines – refer to Library section	\$31 (maximum for each overdue item)
NSF fee for returned cheques	\$55
Parchment shipment – International only	\$60
PLAR	\$500 per portfolio
Printing Fee – Minimum \$5 prepaid	\$0.10/B&W & \$0.20 / Colour
Program Transfer fee	\$75
Readmission/Reregistration fee	\$150
Reregistration following withdrawal	\$150
Student ID Card replacement	\$35
Supplemental Exam fee	\$100 on campus / \$150 off campus
Transcript	\$10 for 1st copy / \$8 for additional copy
Transcript (RUSH)	\$30 (1 day/24 hour service)
Tuition Refund Processing fee	\$250
Wire Transfer fee	\$45
Wire Transfer fee – by third party	\$65

\* Non-refundable unless otherwise noted

Fees are subject to change without notice. For the most current fees, refer to the UCW website.

## **Fee Payments**

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 their payments through PayMyTuition, debit card, cash, credit card (Visa , MasterCard or American Express), cheque, wire transfer (a \$45 fee per transaction may be charged), or money order. Credit card payments can be made in person, via telephone, on the UCW website, or 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 2020) is written on the face of their cheques.

## **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.

## **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 by the deadlines. Students are responsible for knowing in which courses they are registered. Students WILL NOT be dropped from a course for failure to attend.

## **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 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 \$150.

## **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 Tax 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**

For complete policy regulations and procedures, refer to [Policy 3001 Student Tuition Refunds](#) for details.

Refunds will be processed based on the date of receipt of the official written request or notification. Note that refunds may take up to 30 business days to process.

### **Incoming (New) Domestic Students**

Prospective domestic students who decide not to start their program or who withdraw from their registered course(s) on or before the drop/add deadline will receive 100% refund of all monies paid, excluding:

- non-refundable application fees;
- non-refundable program or registration fees;
- withdrawal processing fee; and
- any other non-refundable fees as identified in the UCW Calendar.

### Incoming (New) International Students

Prospective international students who have been issued a Letter of Admission (LOA) or a Conditional Letter of Admission (CLOA) will receive a refund **ONLY** if their student visa or study permit is denied by Immigration, Refugees, and Citizenship Canada (IRCC). Any refund of a required initial deposit will exclude:

- non-refundable application fees;
- non-refundable program or registration fees;
- withdrawal processing fee;
- wire transfer fee; and
- other non-refundable fees as identified in the UCW Calendar.

Prospective International students will **NOT** be eligible for a refund and the initial deposit fee will be forfeited and retained by UCW if:

- their student visa is denied by IRCC due to misrepresentation (directly or indirectly misrepresenting or withholding material facts) or by providing false or misleading information or documentation;
- the student or his/her representative misrepresents (directly or indirectly misrepresenting or withholding material facts) or provides false or misleading information or documentation to the University Canada West.

International students who receive a visa denial must submit the **ORIGINAL** paper form with the visa denial. All pages must be included. Copies or scanned documents will not be accepted. In the event a student applied electronically and received an emailed decision, they must **FORWARD** the original email including all electronic headers and routing. Refunds will not be processed until the correct documentation is received.

### Continuing Students

Continuing students who drop a registered course(s) will receive a refund on the following schedule less any applicable non-refundable fees:

Registration Date	Refund Amount
On or before the Drop/Add deadline	Refund of all monies paid for the term less initial deposit
After the Drop / Add deadline	No Refund

Any tuition payments made by a third party or sponsoring agency (eg. BC student loan, First Nations band, employer, etc.) will be refunded to the original funding agency.

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 and retained by UCW.

### All Students

Any unclaimed credit on a student account will be held for one (1) calendar year from completion of their last course registration, after which the funds become forfeit and retained by UCW.

Any unclaimed credit on an applicant account will be held for one (1) year from the date the application for admission was approved to allow for a deferred start after which the funds become forfeit to UCW.

Refunds are typically processed within 30 business days. Refunds are paid by cheque unless otherwise specified. International students may request refunds to be sent via wire transfer. A wire transfer fee applies.

---

## Financial Aid and Awards

### Financial Awards, Grants, and Scholarships

Financial aid in the form of bursaries, grants, and scholarships may be available to students. Information on the UCW Awards, Grants and Scholarship programs, including application procedures, is available on the UCW website:

<https://ucanwest.ca/admissions/awards-scholarships>

The proceeds of awards issued by or through the University are applied towards a student's total fees for the academic term or year, except where a donor directs otherwise. If funds for a student from an external donor exceeds total fees, the balance is returned to the funding agency.

A student award 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.

### Government Student Loans (Canada)

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 assistance 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. Funds from government loans and grants are disbursed based on discussions with the Finance Office.

Province	Telephone	Website
Alberta	1-855-606-2096, 1-780-427-2740	<a href="http://alis.alberta.ca/ps/post-secondary.html">http://alis.alberta.ca/ps/post-secondary.html</a>
British Columbia	1-800-561-1818, 1-250-387-6100	<a href="https://studentaidbc.ca/">https://studentaidbc.ca/</a>
Manitoba	1-866-626-4862, 1-204-945-6321	<a href="http://www.edu.gov.mb.ca/msa/">http://www.edu.gov.mb.ca/msa/</a>
New Brunswick	1-800-667-5626, 1-506-453-2577	<a href="http://www.studentaid.gnb.ca">www.studentaid.gnb.ca</a>
Newfoundland	1-888-657-0800, 1-709-729-5849	<a href="http://www.aes.gov.nl.ca/studentaid/">www.aes.gov.nl.ca/studentaid/</a>
Northwest Territories	1-800-661-0793, 1-867-873-7190	<a href="https://www.ece.gov.nt.ca/en/services/student-financial-assistance">https://www.ece.gov.nt.ca/en/services/student-financial-assistance</a>
Nova Scotia	1-800-565-8420, 1-902-424-8420	<a href="http://studentloans.ednet.ns.ca">studentloans.ednet.ns.ca</a>

Nunavut Territory	1-877-860-0680	<a href="http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans">http://gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans</a>
Ontario	1-800-387-5514, 1-416-325-2929	<a href="http://osap.gov.on.ca">osap.gov.on.ca</a>
Prince Edward Island	1-902-368-4640	<a href="http://studentloan.pe.ca">studentloan.pe.ca</a>
Quebec	1-888-345-4505, 1-418-646-5245	<a href="http://afe.gouv.qc.ca">afe.gouv.qc.ca</a>
Saskatchewan	1-800-597-8278	<a href="http://www.saskatchewan.ca/residents/education-and-learning/student-loans">http://www.saskatchewan.ca/residents/education-and-learning/student-loans</a>
Yukon	1-867-667-5929	<a href="http://www.education.gov.yk.ca/continued/student_financial_assistance.html">http://www.education.gov.yk.ca/continued/student_financial_assistance.html</a>

## Registered Education Saving Plan (RESP)

RESPs are registered education saving plans that permit savings to grow tax-free until the student beneficiary is ready to enroll full-time in a qualified post-secondary institution. Contributions to all RESPs are subject to a lifetime maximum. 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;
- Advice 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 (SOAR)

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 more information, refer to description under Registration.

### **Guest Speaker Seminars & Workshops**

Student Services runs seminars and workshops on various topics. Guest Speaker Seminars features speakers from various business industries who share their professional experience and knowledge in their particular field.

### **Social Activities and UCW Ambassador Program**

University Canada West's student body is rapidly growing and diversifying. Engaging students in informal and social events plays an important role in academic life, and creates a complete student experience while building community and fostering a culture of understanding and respect.

Student Services provides opportunities for students to participate in activities and events outside the classroom, coordinated and organized by Student Services and students from the UCW Ambassador Program.

Students serving on the UCW Ambassador Program must be 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.

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

### **UCW Student ID Cards**

UCW Student ID cards are a great way to identify a UCW student. The UCW Student ID card also enables a student to check out books from the campus library and access campus services. In addition, local businesses around the UCW Vancouver campus provide student discounts on services and other attractions.

Each on-campus UCW student is required to have a UCW Student ID card. New and current on-campus students should see Reception to obtain a UCW Student ID card.

Online students who need a UCW Student ID card can contact Reception for directions to obtain their card.

All students will need to provide a valid government issued photo ID to apply for a UCW Student ID card. If a student loses their card before the issued expiry date, there is a \$35 fee for a replacement.

---

# Student Rights and Responsibilities

For complete policy regulations and procedures, 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.

Students are responsible for their own behaviour 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;
- Physically or verbally abusing another person and/or uttering threats;

- Harming, injuring or threatening any person on campus or in attendance at University classes, activities or functions;
- Harassing or discriminating against 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.

---

# **Non-Academic Appeals & Misconduct**

## **Student Misconduct**

For complete policy regulations and procedures, 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 Chair, or academic program head, that sanctions be imposed. The decisions eligible for appeal include the imposition of sanctions that may range from verbal warnings up to and including expulsion from the University.

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. Students who have had sanctions imposed 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 as established in Policy 9011 Appeals for Non-Academic Discipline.

---

## Complaints Resolution

For complete policy regulations and procedures, refer to [Policy 1510 Complaints Resolution](#)

This policy provides the principles and framework to establish procedures to receive, investigate, and respond to complaints by students about instruction, services, or University policy. The policy applies to all members of the UCW community, in particular UCW students who are currently enrolled or were enrolled 30 days prior to initiating the Complaints Resolution process.

University Canada West (UCW) strives to provide quality education and service experiences for students. Should a situation arise that prompts concerns for students, such concerns should be addressed appropriately, respectfully, and in a timely manner. Most complaints can be successfully resolved through informal processes such as discussions with the individuals or department involved. When a situation cannot be resolved through the informal complaint resolution process, the student may proceed to the procedures for Formal Complaint Resolution.

Issues related to situations addressed by other policies, such as academic and non-academic disciplinary decisions or sanctions imposed for violations of the Student Rights and Responsibilities policy, are addressed through other appeal or review processes (eg. academic appeals, appeals for non-academic discipline, admissions appeals, etc.). This policy does not cover these issues.

---

## 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](#)
- [6009 - Library Code of Conduct](#)
- [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, through the campus Wi-Fi network or remotely 24-hours a day. Resources are accessed via the MyUCWest site at [myucwest.ca/library](http://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 librarians provide reference help in person, by phone, by e-mail and via AskAway. 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 and printing facilities are 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 30,000 electronic journals, and over 195,000 electronic books, over 50,000 digital images, close to 250 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.

UCW levies a 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, via email and/or via AskAway (a cooperative virtual reference service). 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 the Library Circulation Policy section for lending limits and details. Most items may be renewed twice provided there are no requests on that title; there is a small collection of course

reserve items (mostly textbooks) that can only be borrowed for use in the library. 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 and some course reserves materials cannot be taken off-site. We also have some chargers for phone/tablets, headphones for use on library's computers and some handheld calculators.

**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 copying of materials must comply with Canadian Copyright laws and standards.

**Bibliographic Instruction:** The library provides individual and group bibliographic instruction and workshops on a variety of topics and subjects. The library supports teaching, learning, and research through access to resources and assistance by expert librarians. Workshop topics include 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 Code of Conduct:**

In 2019 the Library adopted a code of conduct – with feedback from students, faculty members (during the meetings of the Library Advisory Committee) and members of the University Administration. This policy sets out the rules of acceptable behaviour in the library that will ensure that all members of the UCW active community enjoy the learning spaces in the library.

### **Library Circulation Policy**

For complete policy regulations and procedures, 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.

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 librarian 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 may be notified of recalled materials by email, but it is still the borrower's responsibility to return the items on time. Loans are due before closing time on the due date.

## Holds

Borrowers can place holds on items charged out to other borrowers. Placing a hold prevents the borrower who has the item from renewing it. Borrowers who fail to return items placed on hold by the due date will incur fines and library privileges will be suspended until recalled items are returned.

## 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 (in the clearly marked Book Return box 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.

---

# Academic Regulations

## Academic Standing

For complete policy regulations and procedures, 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 2.00 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 and has completed a minimum of two (2) courses or six (6) credits at UCW will be placed on Academic Probation.

An undergraduate student will be reviewed after enrolment in four (4) additional courses (12 credits). 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.

An undergraduate student on Academic Probation may not register in more than a full-time course load. An undergraduate student whose CGPA falls below 2.00 may be required to repeat courses.

An undergraduate 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. An undergraduate student who fails three (3) or more courses will be Required to Withdraw (RW).

### **Repeating Courses and Repeating Failed Courses**

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 (Program Chair). Undergraduate students may take approved substitutes at another approved 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 prior arrangements have been made with the academic program head (Program Chair).

### **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 four (4) terms (12 months) and must apply for Readmission. 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 (For complete policy regulations and procedures, refer to [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 – MBA Foundation Students**

An MBA Foundation student whose CGPA falls below 3.00 but above 2.00 and has completed a minimum of two (2) courses (6 credits) will receive a Warning letter.

An MBA Foundation student whose CGPA is below 2.00 and has completed a minimum of two (2) courses (6 credits) will be placed on Academic Probation. Graduate students on Academic Probation may not register in more than a full-time course load.

An MBA Foundation student who has not achieved a B grade in a course must repeat the course to achieve the required B grade standard in their next term of registration.

MBA Foundation students who receive F (Failing) grades in two (2) or more Foundation courses will be placed on Academic Probation and a notation will be placed on their academic record. MBA Foundation students must repeat the failed courses in their next semester of registration.

### **Unsatisfactory Academic Performance – Master's Degree Students**

A Master's student whose CGPA falls below 3.00 (not including MBAF courses) and has completed a minimum of two (2) courses (6 credits) at the 600 level or higher will be placed on Academic Probation.

A Master's student on academic warning or academic probation will be reviewed after enrolment in a minimum of three (3) additional courses. If their CGPA on Master's level courses remains below a 3.00 they will be Required to Withdraw (RW). If their CGPA on Master's level courses is a 3.00 or above they will be returned to Good Academic Standing.

Graduate students on Academic Probation may not register in more than a full-time course load.

A graduate student whose CGPA falls below 3.00 may be required to repeat courses. Students in Master's degree programs (eg. MBA) who receive one (1) F (Failing) grade will be sent a warning letter and a notation will be placed on their academic record. Master's degree students who receive F grades in two (2) or more Master's level courses (numbered 600 or higher) over the duration of their Master's degree program at the University will be Required to Withdraw (RW).

### **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. Graduate 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. If a graduate 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 (For complete policy regulations and procedures, refer to [Admissions Policy](#)).

### **Repeating Courses and Repeating Failed Courses**

A graduate 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 (Program Chair).

Master's degree 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 (Program Chair).

MBA Foundation students may repeat a maximum of four (4) courses and may repeat no course more than once unless prior arrangements have been made with the academic program head (Program Chair).

### **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**

For complete policy regulations and procedures, refer to [Policy 5015 Attendance](#). Class attendance and punctuality are essential for academic success. Student attendance and engagement in all scheduled classes, grading events, and activities is important for ensuring a positive educational experience for all students. UCW understands that there are circumstances such as illness, injury, family crises, or other circumstances beyond a student's control that may prevent students from attending or participating in all classes. A student who is not officially registered in a course may not attend or participate in classes, either on campus or on line.

Instructors are responsible to communicate specific attendance expectations of a course in the Course Syllabus and distribute the syllabus in the first week of classes.

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 (For complete policy, procedures and regulations, refer to [Policy 5012 Course Syllabus](#)). 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.

Absence(s) from a class or major grading event for health reasons or other extenuating circumstances must be reported to the instructor immediately and the appropriate medical or other supporting documentation from a recognized professional provided. The medical documentation will be maintained in the student file in the Registrar's Office. Medical or other documentation for absences must be provided before the end of the term unless there are extraordinary circumstances.

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 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.

A student may not be allowed to attend a given class period or scheduled examination for reasons of lateness, misconduct, or failure to meet the responsibilities of the course.

A student who has been absent for acceptable reasons with appropriate documentation may receive a Deferred grade and enter into an Incomplete Course Contract with the course Instructor. Incomplete Course Contracts must be approved by the Program Chair.

Degree program students who miss twelve (12) hours or more of class time without instructor approval may be withdrawn from the course and awarded a grade of RW. The Chair must approve the grade of RW. Students in the University Access Program who miss fifteen (15) or more classes without instructor approval may be withdrawn from the course and awarded a grade of RW, approved by the Chair.

UCW is required to submit reports to Immigration, Refugees, and Citizenship Canada (IRCC) regarding attendance and progression for international students, in accordance with student study permit requirements and IRCC reporting requirements. Therefore, International degree program students attending UCW on the basis of a study permit who are absent for twelve (12) hours of class time or more in a term may be reported to IRCC as non-compliant with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.

International University Access Program students attending UCW on the basis of a study permit who are absent for ten (10) classes or more in a term may be reported to IRCC as non-compliant with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.

### **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.

### **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, 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.

### **Leave of Absence**

For complete policy regulations and procedures, 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.

### **Directed Studies, Special Topics, and Independent Guided Studies**

For complete policy regulations and procedures, refer to [Policy 5031 Directed Studies, Special Topics, and Independent Guided Studies](#)

UCW recognizes and supports the fact that curriculum development and enhancement requires opportunities to offer courses on specific, timely topics on a short term basis and to provide students with options to enhance their learning in a subject area with focused, individualized learning opportunities. To support these imperatives, UCW provide three options for short term, focused study courses:

#### **Directed Studies**

- an individualized course in which a student works directly with a faculty member on research, directed reading, or a project;
- courses are offered on an ad hoc basis to address a student initiated area of interest;
- directed studies courses do not duplicate or replace an approved, credit course listed in the Academic Calendar;

- a student will be limited in the total number of directed studies they may count to their degree requirements.

### Special Topics

- a course taught on a specific topic by a faculty member for one or two terms that is not already offered as an approved course listed in the Academic Calendar;
- special topics courses do not duplicate or replace a course listed in the Academic Calendar;
- a student will be limited in the total number of special topics courses they may count to their degree requirements.

### Independent Guided Studies

- a course section of an existing course offered for a student, or limited small group of students, to learn the course material on their own with the support and guidance of a faculty member;
- independent guided studies course sections are usually offered in formats different from the regular offerings of the course.

All directed studies, special topics, and independent guided studies course sections must be approved by the Vice President, Academic or designate before they are offered to students.

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

## 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.

## Regularly Scheduled Break

Students are allowed to have one scheduled term break after being a full-time student for a minimum of three consecutive terms.

## 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

### Associate of Arts

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

### 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 CGPA requirement of 2.00 for undergraduate courses and 3.00 for graduate courses. The student is eligible to apply for readmission a minimum of one (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.

For complete policy procedures and regulations, refer to [Policy 5006 Academic Appeals \(Academic Misconduct\)](#), [Policy 9010 Misrepresentation of Student Documentation](#), [Policy 9014 Student Rights and Responsibilities](#), and [Policy 9023 Academic Standing and Continuance](#) on the University website.

### **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 Immigration, Refugees, and Citizenship Canada. 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 after 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 one (1) week 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**

For complete policy regulations and procedures, refer to [Policy 5012 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 three (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.

## **Credit in Duplicate and Equivalent Courses**

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

## **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.

---

## **Final Grade Reviews and Appeals**

For complete policy regulations and procedures, refer to [Policy 5005 Final Grade Reviews and Appeals](#)) and [Policy 5006 Academic Misconduct and Appeals](#). Most concerns regarding final grades can be successfully resolved through informal processes such as discussions with the instructor.

The intent of the Informal Final Grade Review process is to facilitate the resolution of questions and concerns as expeditiously as possible. If the matter is not resolved through the Informal Final Grade Review process, the student may proceed to the Formal Final Grade Appeal process, if they have material grounds for appeal.

To proceed to a Formal Final Grade Appeal, the student must present evidence of: Failure of the instructor to follow the evaluation criteria set out in the course syllabus; Credible claims of instructor bias or discrimination; or a significant error in the assessment, evaluation, and/or calculation of the final grade or components of the course.

There are three possible outcomes from an Information Final Grade Review or a Formal Final Grade Appeal: the grade may be raised, the grade may be unchanged, or the grade may be lowered.

Final Grade Review and Appeal forms can be found in the Forms section in MyUCWest.

---

# Examinations

For complete policy regulations and procedures, refer to [Policy 9024 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 the Registrar's 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.

---

# **Grade Scales and Transcripts**

For complete policy regulations and procedures, 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 ARUCC Academic Transcript Best Practice Guidelines. 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:

- 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 the Academic Calendar 2015-16 for reference to the former 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 be issued only at the student's request and after receipt of the required fee. Normally, a transcript will be issued within three (3) working days after a request and payment is received by the Registrar's Office. Twenty-four hour (24) rush transcripts may be available for an additional fee. Transcripts are made available for pick-up at the Registrar's Office. An official transcript will not be issued until all financial obligations to UCW have been cleared.

---

## Academic Misconduct and Appeals

For complete policy regulations and procedures, refer to [Policy 5006 Academic Misconduct and Appeals](#).

University Canada West is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and the basis for academic inquiry and instructional excellence. The reputation of the University is based on admitting and graduating individuals who demonstrate academic, personal, and professional ethics and integrity. University Canada West is dedicated to achieving the highest standards of academic integrity. Students have the responsibility to: carry out their work with honesty; respect for facts; and acknowledgement of the work and ideas of others.

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.

Academic misconduct includes:

- Plagiarism such as submission of another person's work as one's own and using material from an author or creator without appropriate acknowledgement;
- Falsifying materials such as fraudulently manipulating laboratory processes and research data or submitting work prepared by someone else (e.g.; commercially prepared essays or presentations) as one's own;
- Cheating such as submitting the same work for different courses without permission, copying another person's answers or work, having unauthorized

materials or equipment in an examination, and assisting others to engage in academic misconduct.

## **Appeals**

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. All decisions and impositions of penalties will adhere to the principles of procedural fairness and natural justice.

A student who has had a sanction imposed as a result of academic misconduct has the right to appeal the penalty imposed. Appeals must follow the designated processes and a written basis for appeal must be provided.

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 must be sent to the Registrar's Office and all required fees paid to Financial Services 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 candidates 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

Each candidate for an Associate of Arts degree is required to have satisfied the University requirement of a minimum of 60 university credits. Students must achieve a minimum UCW CGPA of 2.0 and meet the specific degree and program requirements prescribed by the Associate of Arts program.

Each candidate for a Bachelor's 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 Bachelor program in which the candidate is registered.

Bachelor degree students must achieve a minimum UCW 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.

Each candidate for a Master's degree is required to have satisfied the University requirement of a minimum of 45 university credits, all of which must be numbered at the 600-level and meet the specific degree and program requirements prescribed by the graduate degree program in which the candidate is registered.

Graduate students must achieve a minimum UCW CGPA of 3.0 on MBA degree courses and a grade of 'B' or higher in MGMT 661 or MBAR 661 in order to be eligible to graduate.

## 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.

## Graduation Honours

For complete policy regulations and procedures, 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

University Canada West recognizes students whose academic performance is superior as evidenced by their final cumulative grade point average (CGPA).

- All graduating associate degree students who complete a minimum of 30 credits at UCW are automatically considered;
- All graduating bachelor degree students who complete a minimum of 60 credits at UCW are automatically considered;
- All graduating graduate students who complete a minimum of 30 credits at UCW are automatically considered.

Students shall receive the designation of graduating With Distinction if they have achieved the following:

- Undergraduate students whose final CGPA on degree courses upon approval for graduation is a minimum of 3.67 shall be designated as graduating with distinction;
- Graduate students whose final CGPA on degree courses upon approval for graduation is a minimum of 3.80 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.

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-) on degree courses upon approval for graduation of all graduating students in the program is eligible to be considered for 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 recognized at each Convocation;
- Students with records of academic misconduct or misconduct may not be considered for the award;
- UCW reserves the right to make no award, or to make multiple awards, at any Convocation.

---

# Programs Offered

## University Prerequisite Programs

### University Access Program

Students who do not meet the minimum English language requirements for entry to the Bachelor, Associate of Arts, or MBA programs can still improve their English skills to qualify for admission to a 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.

## Undergraduate Programs

University Canada West offers the following undergraduate degree programs:

- Associate of Arts (AA) degree;
- Bachelor of Arts in Business Communication (BA) degree;
- Bachelor of Commerce (BCom) degree.

These 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.

### Associate of Arts Degree Residency Requirement

An Associate of Arts degree requires successful completion of 60 credits, typically 20 three credit courses. The maximum number of transfer credits and PLAR credits that may be applied towards a UCW Associate of Arts degree is 30 credits. Therefore, any

applicant who transfers to UCW's Associate of Arts degree must complete a minimum of 30 undergraduate credits at UCW.

### **Bachelor Degree Residency Requirement**

A bachelor's degree requires successful completion of 120 credits, typically 40 three credit courses. 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. 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. This specification includes students transferring courses from other recognized schools and universities.

### **Bachelor Degree Tier Structure**

Both 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 and BCom 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.

#### **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 are 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, UCW Bachelor of Arts and Bachelor of Commerce 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.

## **Associate of Arts (AA)**

The Associate of Arts program is an interdisciplinary set of courses designed to provide core skills in writing, communication, research and team performance. This 60-credit (20 course) program is preparation for additional post-secondary education or to enable entry directly into the workforce. The AA degree is accepted for transfer into bachelor degree programs at University Canada West (UCW) and all British Columbia degree-granting institutions provided other admission requirements are met.

Graduates of an associate degree will have completed a broad range of course offerings balanced with in-depth study in specific disciplines. The requirements of an associate degree are sufficiently flexible to prepare students for 'work, citizenship and an enriched life as an educated person, and to lay a solid foundation for further study.

Graduates of the AA Program will have experienced and developed these skills:

- Critical thinking and problem solving;
- Effective written and oral communications;
- Ability to work collaboratively;
- Application of theoretical understanding to practice;
- Research and evaluative skills;
- Mathematical and scientific reasoning;
- Analysis, synthesis and integration of knowledge;

- Advanced reading comprehension.

Courses are provided in both the online and face-to-face learning environments.

At the end of the first tier of the Associate of Arts degree, a student may transfer to the Bachelor of Arts or Bachelor of Commerce degree seamlessly. Alternatively, the student may continue in the Associate of Arts degree and complete the program with an additional 30 credit hours of study as per provincial Associate of Arts degree guidelines.

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

### Degree Pathway: Associate of Arts (AA)

Level	Courses	Credits
Preparatory	SOAR 098 - Student Orientation and Academic Readiness	0
Summary of Preparatory	1 course	0
Core Courses	ENGL 100 - Academic Writing	3
	ENGL 105 - Contemporary Literature: Drama and Narrative	3
Summary of Core Course	2 courses	6
Science Required Courses	<i>Quantitative</i>	
	Tier 1xx	3
	<i>Lab Science</i>	
	Tier 1xx	3
	<i>Additional Science</i>	
	Tier 1xx	3
Summary of Science Required Courses	3 courses	9
Arts Required Courses	<i>Humanities</i>	
	Tier 1xx or 2xx or other approved courses	3
	Tier 1xx or 2xx or other approved courses	3
	<i>Social Science</i>	
	Tier 1xx or 2xx	3
	Tier 1xx or 2xx	3
	<i>Any Arts</i>	
	Tier 1xx or 2xx or other approved courses	3
	Tier 1xx or 2xx or other approved courses	3
	<i>Second Year Arts</i>	
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3
	Tier 2xx or 3xx	3

Summary of Arts Required Courses	12 courses	36
Required Elective Courses	Tier 1xx or 2xx or 3xx or other approved elective courses	3
	Tier 1xx or 2xx or 3xx or other approved elective courses	3
	Tier 1xx or 2xx or 3xx or other approved elective courses	3
Summary of Required Elective Courses	3 courses	9
Program Summary	20 courses	60

*Note: Courses may not be repeated for the purposes of obtaining extra credit hours.*

## **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 online and face-to-face learning environments.

### **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 concentration in the Business Communication degree:

### 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

Tier level	Course	Credits
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
	Science Elective 1xx or 2xx	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 101 - 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 203 - Information Gathering	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
	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)

University of Canada West's Bachelor of Commerce graduates are provided with a broad foundation of contemporary business knowledge and practices. The Bachelor of Commerce 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 Accounting Concentration students must, in addition to their required core courses, take:

ACCT 303 (3) - Managerial Accounting II  
 ACCT 305 (3) - Principles of Auditing and Assurance  
 ACCT 307 (3) - Taxation  
 ACCT 401 (3) - Strategic Managerial Accounting

### **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**

Tier level	Class	Credits
Preparatory	SOAR 098 - Student Orientation and Academic Readiness	0
Summary of Preparatory	1 Course	0
Tier 1 University Foundation	ACCT 140 - Accounting Principles	3
	BUSI 100 - Introduction to Business	3
	COMM 102 - Mass Media and Society	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
	Science Elective 1xx or 2xx	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 OR MRKT 302 – Advertising	3
	1XX elective or 2XX elective	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	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
	OPMT 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
Summary of Tier 4	10 Courses	30 Credits
Program Summary	40 Courses	120 Credits

---

# Graduate Program

University Canada West offers the following graduate program:

## **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:

- MBAF 501 Business and Academic Writing
- MBAF 502 Quantitative Skills for Business
- MBAF 504 Economics from a Business Perspective

Applicants admitted to the MBA Foundation program who are required to take ENGL 080 Academic Writing Fundamentals in their Foundation term may complete MBAF 501 Business and Academic Writing concurrently with their first term of the MBA 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.

Courses are provided in both online and face-to-face learning environments with the flexibility to meet a wide range of student needs. Students working full-time can use the online option to maximize their access with more flexible course times.

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 or a strategic management course.

### **Elective Specializations**

Students have three elective courses in the MBA program and may use these courses to specialize in a particular area of business studies. Elective Specializations are available in the areas of Leadership, Marketing Management and Financial Management. Currently the following courses are available:

#### **Leadership**

MGMT 643 Change Management  
MGMT 645 Negotiations  
MGMT 660 Leadership and Decision Making

#### **Marketing Management**

MRKT 623 Digital Marketing Strategy  
MRKT 625 Marketing Promotion  
MRKT 627 International Marketing

#### **Financial Management**

FNCE 625 Investment Analysis and Management  
FNCE 627 Personal Financial Planning  
FNCE 629 Global Financial Institutions Management

In addition, students can choose to complete a project (MBAR 661) related to their area of specialization.

### **Work Experience**

An integrated work experience for MBA students is available as an option. Students can do one or two terms of work placement during their MBA studies. Students who wish to take this option will take WORK 600 in their second or third MBA term to prepare them to successfully find work experience positions. Students will enroll in WORK 610 for their first work experience and WORK 611 for their second experience. Please refer to the Course Descriptions section for detailed course information.

### **HRMT 620/621**

Students will choose to take either HRMT 620 or HRMT 621 as noted in the degree pathway below. Students wishing for additional education in Human Resources may choose to take the second HRMT class as one of their tier-3 electives.

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

For MBAR 661, students must be self-directed to manage the time and effort to complete the course 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.

### Degree Pathway: Master in Business Administration

Tier Level	Courses	Credits
Preparatory	SOAR 098 –Student Orientation & Academic Readiness	0
Summary of Preparatory	1 Course	0
Foundation Courses	MBAF 501 – Business & Academic Writing	3
	MBAF 502 – Quantitative Skills for Business	3
	MBAF 504 – Economics from a Business Perspective	3
Summary of Foundation Courses	3 Courses	9 Credits
Tier 1 Analytical Foundations	ACCT 621 – Managerial Accounting	3
	BUSI 601 – Business Environment, Ethics & Strategy	3
	MGMT 601 – Leadership in the Global Context	3
	ORGB 601 – Human Interfaces	3
Summary of Tier 1	4 Courses	12 Credits
Tier 2 - Management Principles & Practices	FNCE 623 – Financial Management	3
	MRKT 621 – Marketing Management	3
	OPMT 620 – Operations Management	3
	One of: HRMT 621 – Human Resource Management in the Global Environment <b>OR</b> HRMT 620 Canadian Human Resource Management	3
	RSCH 600 – Research Methodologies & Inquiry	3
Summary of Tier 2	5 Courses	15 Credits
Tier 3 - Business Applications	BUSI 640 – Consulting Practice	3
	MGMT 640 – Project Management	3
	Two 6XX electives	6
Summary of Tier 3	4 Courses	12 Credits
Tier 4 – Integration & Implementation	6XX elective	3
	One of: MBAR 661 – Consulting/Research Project <b>OR</b> , MGMT 661 – Strategic Management	3
Summary of Tier 4	2 Courses	6 Credits
Program Summary	15 Courses (+3 Foundation Courses)	45 Credits (+9 Foundation Course Credits)

---

# University Preparation Course Descriptions

## *ENGL 080 (0) - Academic Writing Fundamentals*

In this academic writing fundamentals course, students will acquire the skills necessary to succeed in a Canadian university. They will learn basic essay design, strategies and tools to limit inaccuracies, basic academic vocabulary, incorporation of research, summarizing/paraphrasing techniques to avoid plagiarism, and how to develop critically reasoned arguments. This non-credit course is a requirement for ENGL 100/105 or MBAF 501 when students perform below the necessary standard in the SOAR writing diagnostic test.

## *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.

## *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

UCW course codes parallel other institutions' codes for articulation and accreditation purposes. The 4-letter alpha code corresponds to the discipline of study for that course. The 3-digit number portion corresponds to the level. 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.

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.

In the April 2013 term, UCW changed its course coding (numbering) system to provide more meaningful and immediately recognizable course codes. A number of courses taken before April 2013 retain the old course code and are not revised. Note that student transcripts reflect the course code and title in effect at the time the course was completed.

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 101 (3) - Accounting Principles I*

This is an introductory course in accounting and in combination with ACCT 103 it provides a full introduction to accounting. Students will explore accounting principles and processes used in the recording and reporting of financial information. Students will be introduced to the accounting cycle, accrual and cash 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) - Accounting Principles II*

Continuing the introduction to accounting, students will learn about 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) - Accounting Principles*

This is an integrated introduction to accounting. Students will learn about the full accounting cycle, accrual accounting, assets, liabilities and equity and be introduced to the preparation and 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 I*

Students will explore the systems used by organizations to measure the cost and profitability of products and services and decision making based on this information. Students will learn alternative costing methods, cost behavior, budgeting, profit planning, variance analysis, and decision making using relevant costs within an ethical context. **Prerequisites: ACCT 101 or ACCT 140**

### *ACCT 303 (3) - Managerial Accounting II*

Continuing from Managerial Accounting I students will study the relationship between accounting and managerial decision-making. Students will learn about cost behaviour and allocation, joint products and by-products, inventory and product mix models, and pricing theory. Students will develop and strengthen their professional competence and skills in applying systematic methodologies to solve issues of concern to management. **Prerequisite: ACCT 301**

### *ACCT 305 (3) - Principles of Auditing and Assurance*

This is a course about auditing and assurance principles and techniques. Students will learn about audit and assurance standards, audit reporting, materiality, risk, sampling techniques and procedures. The focus is on the independent external financial statement audit with some coverage of other reports and internal control. **Prerequisite: ACCT 340**

### *ACCT 307 (3) - Taxation*

This course covers principles and concepts of Canadian federal income tax legislation applicable to individuals and corporations. Students will learn about the concepts of income and liability for tax, types of income and deductions, computation of taxable income, computation of tax payable, tax planning and international taxation issues. **Prerequisite: ACCT 340**

### *ACCT 340 (3) Intermediate Financial Reporting I*

This course covers financial reporting primarily from a preparer's perspective. Students will utilize accounting standards and theory to learn current Canadian practice in the measurement, recording and reporting of financial information with emphasis on the accounting for assets. **Prerequisite: ACCT 103 or 140**

### *ACCT 341 (3) Intermediate Financial Reporting II*

This course covers financial reporting primarily from a preparer's perspective. Students will utilize accounting standards and theory to learn current Canadian practice in the measurement, recording and reporting of financial information with emphasis on the accounting for liabilities and owners' equity including accounting for leases, income taxes, employee benefits, earnings per share and accounting changes. **Prerequisite: ACCT 340**

### *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. **Prerequisite: ACCT 303**

### *ACCT 440 Advanced Financial Reporting*

This course covers additional topics in financial reporting. Students will explore current issues in financial reporting, accounting for intercompany investments, business combinations, accounting for not for profit organizations, issues relating to interim reporting, foreign currency and operations, segmented information and joint ventures.

**Prerequisite:** ACCT 341

### *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.

### *ASTR 101 (3) - Introduction to Astronomy*

Astronomy is the study of the Universe and objects within it. Grown out of a long and rich history, the contemporary practice of astronomy employs modern theories and high-tech facilities. This course examines the Universe from the relatively small scales of the Solar System, to the larger scales of the Milky Way Galaxy and beyond. Modern tools for astronomical investigation including observatory equipment will be presented without reliance on prior studies of physical science. Students will develop skills in making their own critical investigations in the laboratory and/or outdoors and in communicating current developments in astronomical research. This is a laboratory science course.

### *BIOL 100 (3) - Modern Biology*

Biological science examines the diversity of living organisms and the evolutionary and physiological principles underlying this diversity. Topics include history of life on earth, evolutionary mechanisms, systems, and concepts of animal structure and function. Students will learn principles of biological analysis and apply them to everyday life.

### *BUSI 100 (3) - Introduction to Business*

Business is one of the fundamental units of society. Students will study different forms of business organization, primary organizational structures, different operational divisions, business processes, how businesses are financed, business and risk, corporate responsibilities to shareholders and employees. They will also examine typical business functions and the role of managers in production, marketing, human resources, accounting and finance in a Canadian context including a consideration of Canadian business law and ethics.

### *BUSI 201 (3) - Business Environment*

Businesses function in social contexts that include many interests. This course introduces students to the marketplace and the many forces and interest groups that influence the outcome of business or organizational activity. These include government policies, globalization, and ecological issues. Students will learn to assess stakeholder interests and identify ethical issues.

### ***BUSI 301 (3) - Entrepreneurship***

Entrepreneurship is a method to operate creatively within the organizational contexts. This course will outline the characteristics of entrepreneurial activities, including individual personality and corporate culture, as well as the impact of government policy. Students will come to understand the principles of new venture creation and corresponding business plans.

### ***BUSI 305 (3) - Tourism Management***

Tourism is one of the world's largest industries. This course introduces students to the world of tourism management. It examines such elements as destinations, infrastructure, intermediaries and travel services, and the role of the Internet in delivering a virtual service. Students will come to understand the related management processes with an emphasis on marketing, human resources, finance, and the need for environmental responsibility.

### ***BUSI 321 (3) - International Business from a Global Perspective***

Businesses and organizations operating in a global economy face a broad range of challenges. The course topics include international business issues; diversity; global marketing, international trade; global monetary systems; the ethics of international finance, accounting, and taxation; and corporate social responsibility. Students will gain knowledge about the current global macro-economic environment, learning how to scan the environment for emerging issues and how to evaluate their impact on business decisions.

### ***BUSI 323 (3) - E-Business***

The Internet is growing as a basis of commerce. Issues of website design, transaction effectiveness and financial security are evaluated within the context of the business models used by corporations. The so-called "brick and click" value proposition is compared with pure Internet plays. Legal and intellectual property questions are also discussed. Students will come away from the course with an understanding of how to match e-business techniques to organizational strategies.

### ***BUSI 325 (3) - Business Law***

All businesses function in legal contexts. This course examines the essential role that law plays in business decisions, how it facilitates personal and commercial transactions, and how its knowledge builds a competitive advantage. The course will provide a practical analysis of various areas of law such as contracts, torts, environmental, property, employment, selling goods and services, import/export, financing and insurance. As well, the selection and use of various forms of business organization will be examined.

### ***BUSI 401 (3) - Strategy and Decision Making***

Decision-making takes place in the context of organizational strategy. In this course students will apply their knowledge to develop an organizational strategy that integrates contextual factors, ethics, and core organizational components. On the basis of this knowledge they will outline a decision-making strategy.

### ***BUSI 497 (3) - Business Capstone 1***

Research is a critical business skill. Students will outline and research the strategic and contextual components of a significant project or program related to an organizational strategy. This will be a team-based exercise and will produce an exhaustive report of the current status of business issues relevant to the project or program. Teams will produce

and present a professional quality research report. This course is normally completed in a student's second last term.

### *BUSI 498 (3) - Business Capstone 2*

Proposals are the basis of organizational development, from business plans to operational plans to sales. 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 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 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.

### *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.

### *CPSC 101 (3) Introduction to Computer Science*

Students will learn the fundamental literacy concepts of computer science. They will learn computer terminology and the basic concepts of modern computing technologies such as computer hardware and software, computer graphics, multimedia, computer networks, the Internet and the World Wide Web. They will learn the basic skills of using word processing, spreadsheet and database software. They will write simple programs using the VBA (Visual Basic for Applications) programming language.

### *CRIM 101 (3) - Introduction to Criminology*

Students will examine the core concepts, basic theories, data sources, and general research findings in the field of criminology, with particular attention to Canadian developments. They will study elements of traditional and contemporary theories of crime, deviance, criminality, and social control and apply these to contemporary social and criminological problems.

### *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.

**Prerequisite:** Required minimum score on UAC English Assessment Test or ENGL 080

### *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. **Prerequisite:** ENGL 100

### *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**

### *JRNL 301 (3) - Online Journalism*

Changes in technology have demanded changes in journalism. This course focuses on the use of digital tools such as computers, the Internet, and digital cameras to tell stories and their effects on journalism's role in society. It will introduce students to the techniques of digital media and offer them conceptual tools to guide their use.

**Prerequisite: COMM 205 Writing for the Media**

### *JRNL 305 (3) - Business Journalism*

Financial markets have grown at a phenomenal pace recently, as has financial journalism. Reporting business news requires a great deal of knowledge about how economies and markets operate and the subject is loaded with hard-to-understand jargon. This course will equip students with the tools and understanding to cover markets and industries. **Prerequisite: COMM 205 Writing for the Media**

### *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. **Prerequisite: 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 Management*

This course examines the governance, corporate social responsibility and strategy of an organization including the development, formulation and implementation of business level and corporate strategy. The course covers tools that are used in the development and formulation of strategy and that ensure effective and efficient management of performance. Students will develop concrete plans for organizational transformation based on case studies using environmental scanning and industry analysis tools.

**Prerequisite: Completion of all 300 level core courses**

### *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.

### *PHYS 101 (3) - Introductory Physics*

Physics is the study of matter and energy and is found at the base of the natural sciences. This course examines such concepts as motion, force, energy, momentum, electricity and magnetism, DC circuits, and geometric optics. Students will develop skills in applying physical concepts to solve problems including everyday situations. In the laboratory, students will practice basic techniques of measurement and use of instrumentation.

They will also study experimental uncertainties, graphical analysis and report writing. This is an algebra-based course for students without Physics 12. **Prerequisite(s): One of: BC Pre-Calculus 12 ©, BC Pre-Calculus 11 (B), IB Mathematics (SL) 12 (B), or equivalent**

### *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 101 (3) - Fundamentals of Psychology*

In this course, the student is introduced to basic processes and principles in psychology. Students will study the history and philosophy of psychology, the biological bases of behavior, research methods and statistics, sensation and perception, consciousness, learning and memory. Psychology 101, in conjunction with Psychology 102, provides the foundation for upper level psychology courses.

### *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. **Prerequisite: PSYC 101**

### *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: Math 200**

### *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

UCW course codes parallel other institutions' codes for articulation and accreditation purposes. The 4-letter alpha code corresponds to the discipline of study for that course. The 3-digit number portion corresponds to the level. 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.

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.

In the April 2013 term, UCW changed its course coding (numbering) system to provide more meaningful and immediately recognizable course codes. A number of courses taken before April 2013 retain the old course code and are not revised. Note that student transcripts reflect the course code and title in effect at the time the course was completed.

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) - Accounting for Managers*

Students who complete this course will be able to understand financial reports and use the accounting information in management decision making. Topics covered include the impact of transactions and decisions on accounting information, utilizing accounting information to make operational and strategic decisions, and analyzing accounting information to understand a business or business entity.

### *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**

### *BUSI 645 (3) - E-Commerce*

The purpose of this course is to build a foundation for good business decision-making and problem-solving related to e-commerce. The course covers e-commerce business models, digital infrastructure, building an e-commerce presence, security and payment systems, marketing, online retail, online content, online social networks, and ethical, social and political issues in e-commerce. **Prerequisite: Completion of Tier 1**

### *BUSI 650 (3) - Business Analytics*

Students will be introduced to business analytics which entails converting qualitative and quantitative data from internal and external sources to meaningful insights that can be used for business decision making. Topics include understanding the information needs of business, data sources, statistical and econometric techniques for organizing and analyzing data and reporting and interpretation of results.

### *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. **Prerequisite: ACCT 621**

### *FNCE 625 (3) - Investment Analysis and Management*

Students completing this course will understand investment concepts and security characteristics and be able to apply these concepts in analyzing various types of investment securities and to understand how an investment portfolio is managed. Topics covered include investment alternatives, securities markets, securities trading, risk and return trade-offs, fixed income securities, equities, derivative securities, SWAPs, analytical approaches and portfolio selection and management. **This course will be eligible for the Financial Management Specialization. Prerequisite: Completion of Tier 2**

### *FNCE 627 (3) Personal Financial Planning*

Students will be introduced to financial planning issues and strategies to achieve long term financial planning goals with a focus on retirement planning. Topics include RRSPs, RRIFs, LIFs, products such as investments, insurance, pension plans and annuities, the roles of taxation, the time value of money and risk in financial planning and estate planning. **This course will be eligible for the Financial Management Specialization. Prerequisite: Completion of Tier 2**

### *FNCE 629 (3) Global Financial Institutions Management*

Students will be introduced to the financial institutions industry, the risks involved in the industry, the regulatory framework for financial institutions and the approaches to monitoring and managing the risks ([Basel Committee on Banking Supervision](#) (BCBS)) and the regulatory environment in Canada and globally. This course will be eligible for the Financial Management specialization. **Prerequisite: Completion of Tier 2**

### *HRMT 620 (3) – Canadian Human Resource Management*

This course will explore how to develop strategies, policies, procedures, systems, and structures, to manage human resources in a Canadian business context. Students completing the course will be fluent in the issues facing businesses in this 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. **Prerequisite: Completion of Tier 1**

### *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. **Prerequisite: 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. **Prerequisite: Required minimum score on UAC English Assessment Test or ENGL 080**

### *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 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 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.

### *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.

**Prerequisite: 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. **This course will be eligible for the Leadership Specialization. Prerequisite: Completion of Tier 2**

### *MGMT 645 (3) Negotiations*

Negotiation is the art and science of obtaining agreements between two or more interdependent parties. Students who complete this course will understand the theory and processes of negotiation as it is practiced in a variety of settings, understand the

components of an effective negotiation, and be able to analyze their own behavior in negotiations. The course will be largely experiential, providing students with an opportunity to develop their skills by participating in negotiation exercises and integrating their experiences with the principles presented in the assigned readings and class discussions. **This course will be eligible for the Leadership Specialization.**

**Prerequisite: 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. **This course will be eligible for the Leadership**

**Specialization. Prerequisite: Completion of Tier 2**

### *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. **Prerequisite: 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. **Prerequisite: Completion of Tier 1**

### *MRKT 623 (3) - Digital Marketing Strategy*

This course provides an overview of digital marketing and a framework for developing marketing strategies in digital environments. Students will learn how to develop integrated digital marketing strategies in pursuit of long term marketing goals. The course will include an introduction to the wide range of constantly changing digital channels that are critical to building a message or brand. Topics include: digital channels, social media, online advertising, mobile responsive design, international channels, digital marketing optimization, digital marketing strategy and ethical, social and legal issues in digital marketing. **This course will be eligible for the Marketing Specialization. Prerequisite: MRKT 621**

### *MRKT 625 (3) - Marketing Promotion*

This course will introduce students to the field of advertising and promotions from an integrated marketing communications (IMC) perspective. A primary objective is to enable students to develop a deep understanding of the communication function

within the firm's marketing mix. This course will include the study of promotional strategy and tactics, the design of promotional materials, promotional campaign implementation and evaluation. **This course will be eligible for the Marketing Specialization. Prerequisite: MRKT 621**

#### *MRKT 627 (3) – International Marketing*

This course builds upon the concepts learned in other marketing courses and enables students to practice applying these concepts in a foreign market context. Students will learn how foreign cultural, economic and political conditions affect global consumer needs, the design and implementation of the marketing mix and market entry strategies. In addition, students will learn how to assess country market potential and, conduct a competitor and business risk assessment. This course will also enable students to develop an understanding of international logistics and import/export procedures. **This course will be eligible for the Marketing Specialization.**

**Prerequisite: MRKT 621**

#### *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. **Prerequisite: Completion of Tier 1**

#### *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.

#### *WORK 600 (0) – Work Experience Preparation*

This course is designed to prepare MBA students for their MBA work experience. Students will examine their competencies, skills, attitudes, and work, volunteer and educational experiences in order to prepare for job search and work. Students will develop a resume and covering letter and develop networking and interviewing skills. Students will understand the expectations of business with respect to employees. (One hour per week) Grading on a pass/fail basis.

### ***WORK 610 (0) - MBA Work Experience I***

The work experience is designed to provide supervised practical experience in a placement where students can apply skills learned in the MBA program. (35 hours per week for 12 weeks) Grading on a pass/fail basis. **Prerequisite: Successful completion of WORK 600 and a CGPA of 3.33 or better.**

### ***WORK 611 (0) MBA Work Experience II***

The work experience is designed to provide supervised practical experience in a placement where students can apply skills learned in the MBA program. (35 hours per week for 12 weeks) Grading on a pass/fail basis. **Prerequisite: Successful completion of WORK 610.**

---

## 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 Course	A credit course that is individualized such that a student works directly with a faculty member on research, directed reading, or a project. Directed Studies courses are offered on an ad hoc basis to address a student initiated area of interest and do not duplicate or replace an approved credit course, listed in the Academic Calendar.
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.
Independent Guided Studies Course	A section of an existing credit course offered for a student, or limited small group of students, to learn the course material on their own with the support and guidance of a faculty member.
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.
Special Topics Course	A credit course taught on a specific topic by a faculty member for one or two terms that is not already offered as an approved course listed in the Academic Calendar. Special topics courses do not duplicate or replace a course listed in the Academic Calendar.
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 Particular 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.

## Index

Academic Advising .....	37	Graduate Admissions Requirements .....	15
Academic Appeals & Misconduct .....	60	Graduate Grading Scale .....	58
Academic Council .....	9	Graduate Program .....	73
Academic English Preparation .....	17	Graduation Eligibility .....	62
Academic Probation .....	46	<b>Graduation Honours</b> .....	62
<b>Academic Standing</b> .....	45	Guest Speaker Seminars & Workshops .....	38
Academic Standing Appeals .....	48	How to Apply for PLAR .....	23
<b>Academic Terms</b> .....	10	How to Register .....	26
<b>Access to Final Examinations under Review</b> .....	56	ID Cards .....	38
<b>Accumulation of Credit</b> .....	53	Identification Cards .....	38
<b>Administration of Examinations</b> .....	55	Implied or Explicit Offers .....	20
Admission Decisions .....	19	Incomplete Status .....	29
Admission to the University .....	13	<b>Intellectual Property</b> .....	40
Appendix A .....	98	International Applicants .....	13
Application Due Dates .....	13	Leave of Absence .....	50
<b>Applying for Graduation</b> .....	61	Letter of Permission .....	29
<b>Assessment Techniques</b> .....	53	Library Cards .....	43
Associate of Arts (AA) .....	66	<b>Library Circulation Policy</b> .....	43
<b>Attendance</b> .....	48	<b>Library Collection</b> .....	42
BA Concentrations .....	68	Library Loan Regulations .....	45
<b>Bachelor of Arts in Business Communication</b> .....	68	<b>Library Services</b> .....	42
Bachelor of Commerce (BCom) .....	70	Master in Business Administration Degree	
BCom Concentrations .....	70	Pathway .....	75
Board of Governance .....	9	<b>Masters in Business Administration</b> .....	73
Breadth Requirement .....	66	<b>Maximum Course Load</b> .....	52
Campus Closures .....	10	<b>Maximum Time to Completion</b> .....	52
Classroom Attendance Etiquette .....	49	<b>MBA Foundation</b> .....	73
Complaints Resolution .....	41	<b>Medical Insurance</b> .....	25
Convocation .....	61	Misrepresentation of Documentation .....	20
<b>Correction and Return of Student Work</b> .....	53	Non-Academic Appeals & Misconduct .....	40
Course Challenge .....	24	<b>Off Campus Work Permit</b> .....	25
Course Coding Changes .....	77	Official Grades .....	54
<b>Course Credits</b> .....	53	<b>Online Courses</b> .....	25
Course Selection .....	26	<b>Other Fees</b> .....	32
<b>Course Syllabus</b> .....	54	Parchments .....	62
Course Withdrawal .....	28	Prior Learning Assessment & Recognition .....	22
Courses excluded from GPA .....	57	Readmission Requirements .....	18
<b>Credit in Duplicate and Equivalent Courses</b> .....	54	<b>Registered Education Savings Plan (RESP)</b> .....	37
Deferred Admission .....	17	<b>Registered Retirement Savings Plan (RRSP)</b> .....	37
<b>Deferred Examinations</b> .....	55	Registration Information .....	26
Deferred Examinations and Academic Standing		Registration of Returning Students .....	29
.....	48	<b>Release of Final Grades</b> .....	54
Domestic Applicants .....	13	Repeating Courses .....	57
Drop/add deadline .....	28	Required Documents .....	18
English Language Proficiency .....	16	Required to Withdraw- Undergrad level .....	46
Enrolment Agreement .....	26	Required Withdrawal from Program .....	52
Fee Payments .....	33	Rush Transcripts .....	60
Fees and Financial Aid .....	31	Section Changes in Courses .....	30
<b>Final Examinations</b> .....	56	<b>SOAR 098</b> .....	27
<b>Financial Accounts</b> .....	33	Social Activities and Student Committee .....	38
<b>Financial Aid</b> .....	36	Student Cards .....	38
<b>Financial Holds</b> .....	34	<b>Student Loans</b> .....	36
<b>Financial Responsibilities</b> .....	33	<b>Student Non-Academic Misconduct</b> .....	40
<b>Financial Withdrawal</b> .....	34	<b>Student Orientation and Academic Readiness</b>	
Full-time Studies .....	51	.....	27, 37
Glossary of UCW Terms & Definitions .....	98	Student Rights & Responsibilities .....	40
Good Academic Standing-Graduate level .....	47	<b>Student Visas and Study Permits</b> .....	25
Good Academic Standing-Undergraduate level .....	46	<b>Study Permit Compliance</b> .....	25
Grade Scales .....	56	<b>Supplemental Examinations</b> .....	56

Technology Needs .....	30	Undergraduate Admissions Requirements .....	14
<b>Terms</b> .....	<i>See Academic Terms</i>	Undergraduate Course Descriptions .....	77
Textbooks and Learning Resources .....	30	Undergraduate Grading Scale .....	58
Tier 1 .....	65	Undergraduate Programs.....	64
Tier 2 .....	65	Undergraduate Residency Requirement .....	64, 65
Tier 3 .....	66	University Access Program .....	64
Tier 4 .....	66	University Preparation Course Descriptions .....	76
Tier Structure .....	65	University Prerequisite Programs .....	64
Transcript Notations .....	58	Unsatisfactory Academic Performance for	
Transcript Requests .....	60	Graduate students .....	47
Transcripts .....	56	Unsatisfactory Academic Performance for	
Transfer Credit .....	21	Undergraduate Students .....	46
Transfer Credit Appeals .....	22	Visiting Student Requirements.....	18
<b>Tuition Due Dates</b> .....	33	Voluntary Withdrawal (VW) from Program .....	53
<b>Tuition Receipts</b> .....	34	Weather Conditions .....	<i>See Campus Closures</i>
Tuition Refunds.....	34		