



Academic Calendar

October 19, 2020 - October 3, 2021

Updated on October 2, 2020

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DISCLAIMER STATEMENT

Effective date of information, unless otherwise noted: October 19, 2020 to October 3, 2021.

The online Academic Calendar is the University's official statement of regulations, policies, programs, requirements, and course descriptions for the 2020-2021 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, course content and titles, and/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 specific courses, programs, services, and/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.

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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 Accreditation Council for Business Schools and Programs accredits business, accounting and business-related programs at the associate, baccalaureate, master and doctoral degree levels worldwide.



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 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.



The British Columbia Council on Admissions & Transfer (BCCAT) facilitates transfer and articulation among member institutions within BC. University Canada West is a member of the BCCAT System with hundreds of credit transfer arrangements to other post-secondary institutions.



EduCanada is a brand that supports the international education offerings 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.



AACSB International—The Association to Advance Collegiate Schools of Business (AACSB) connects educators, students, and business to achieve a common goal: to create the next generation of great leaders.



Canadian Bureau for International Education (CBIE) is an association of educational institutions that are engaged in internationalizing education programs, student services, campuses and communities. They seek to enhance their members’ knowledge and skills in cross-cultural communications, managing services for inbound and outbound students, and developing capacity-building projects abroad.



MISSION

UCW is an innovative business and technology-oriented, teaching-focused institution in Canada, offering applied undergraduate and graduate degrees for domestic and international students. The University is a dynamic and growing institution defined by its close connections to the business community and a commitment to outstanding student services.

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

UCW is an innovative business and technology-oriented, teaching-intensive institution with two locations in Vancouver, Canada. We offer experiential undergraduate and graduate degrees for domestic and international students. The University is growing and offers students an outstanding student experience both in the classroom with talented faculty who have expertise in their fields but also bring a wealth of experience from backgrounds in business and industry that they apply to the classroom for students to apply their knowledge to real world examples. 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 has two senior governing bodies (bicameral governance), which share authority over decisions:

- Board of Governors and Directors, which has fiduciary, legal, and financial responsibility
- Academic Council, which governs the University's academic affairs

The University President and Vice Chancellor are 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 provides 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: typically, 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 are encouraged to attend the New Student Orientation (NSO). Refer to the New Student Orientation 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 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 Dates 2020-2021

Fall Term 2020

- October 13-16—Orientation
- October 19 (Week 1)—Term start: First day of classes
- October 26 (Week 2)—Last day to drop or add courses without fee penalty for registered students
- October 12—Thanksgiving Day – Campus closed
- November 11—Remembrance Day – Campus closed
- November 16 (Week 5)—Last day to withdraw from courses without academic penalty
- December 13 (Week 8)—Last day of Instruction
- December 14-20 (Week 9)—Exam Period
- December 20—Last day of Fall term: Final Grades Due

Break: December 21-January 10

- December 24 Christmas Eve—Campus closed
- December 25 Christmas Day—Campus closed
- December 26 & 28 Boxing Day—Campus closed
- December 29 & 30—Campus open
- December 31—Campus closed
- January 1, 2021 New Year's Day —Campus closed

Winter Term 2021

- January 4-8—Orientation
- January 11 (Week 1)—Term start: First day of classes
- January 18 (Week 2)—Last day to drop or add courses without fee penalty for registered students
- February 8 (Week 5)—Last day to withdraw from courses without academic penalty
- February 15—BC Family Day—Campus closed
- March 21 (Week 10)—Last day of Instruction
- March 22- April 1 (Week 11-12)—Exam Period
- April 1—Last day of Winter term: Final Grades Due

Break: April 2-11

- April 2-5—Easter Holiday – Campus closed

Spring Term 2021

- April 6-9—Orientation
- April 12 (Week 1)—Term start: First day of classes
- April 19 (Week 2)—Last day to drop or add courses without fee penalty for registered students
- May 10 (Week 5)—Last day to withdraw from courses without academic penalty
- May 24—Victoria Day—Campus closed
- June 20 (Week 10)—Last day of Instruction
- June 21-July 4 (Week 11-12)—Exam Period
- July 1—Canada Day - Campus closed
- July 4—Last day of Spring term: Final Grades Due

Break: July 5-11

Summer Term 2021

- July 5-9—Orientation
- July 12 (Week 1)—Term start: First day of classes
- July 19 (Week 2)—Last day to drop or add courses without fee penalty for registered students
- August 2—BC Day - Campus closed
- August 9 (Week 5)—Last day to withdraw from courses without academic penalty
- September 6—Labour Day—Campus closed
- September 19 (Week 10)—Last day of Instruction
- September 20-October 3 (Week 11-12)—Exam Period
- October 3—Last day of Summer term: Final Grades Due

Break: October 4-11

- October 11—Thanksgiving Day—Campus closed

ADMISSION TO THE UNIVERSITY

For the complete policy regulations and procedures, please refer to [Policy 9007 Admissions](#).

The University has clearly articulated admission requirements that support the likelihood of success in undergraduate and post-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.

University Canada West aims to admit all qualified applicants, however, the University reserves the right to set enrolment limits and offer admission at its sole discretion.

General Information for All Applicants

Applicants must provide the information necessary for the University record, including the disclosure of all secondary and post-secondary institutions where they have made course registrations were made and regardless of their course/program completion status.

Domestic applicants are those who are: Canadian citizens; permanent residents of Canada; 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. Domestic applicants must provide evidence of their domestic residency in their application.

International applicants are applicants who are citizens of a country other than Canada and who do not hold permanent resident status in Canada.

Implied or Explicit Offers

All offers of admission are made solely through the UCW Registrar's Office at University Canada West. No implicit or explicit offers will be made by recruitment advisors to applicants and/or agents in relation to acceptance for admission or the awarding of either credit transfers or awards and scholarships.

Application Procedures

Applicants must submit an application, including all required supporting documentation, to the Registrar's Office either directly or through an agency partner. Successful applicants will be issued an offer letter into their preferred program.

Applicants 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.

All successful applicants must then fulfill any and all requirements for acceptance, which will be stated on their offer letter. All new applicants will have to make payment for a deposit as one of their requirements. When an applicant has satisfied the requirements then they will be issued a Letter of Acceptance (LOA).

International applicants can then use their LOA to support a student visa application with Immigration, Refugees and Citizenship Canada (IRCC).

Domestic applicants and international applicants with approved student visas will then be permitted to register for courses for their first term upon which they will become a student at UCW.

Finally, students must submit their official transcripts and/or other official documentation such as photo identification and/or proof of residency before classes commence. If the student does not provide the necessary official documents, then the University reserves the right to suspend/terminate their enrolment.

Admissions Deadlines

Please refer to the following application deadlines:

Deadline	Domestic	International
Submission of Application	21 days prior to term start	56 days prior to term start
Payment for Deposit	14 days prior to term start	49 days prior to term start
Notification to UCW of Student Visa Approval	N/A	28 days prior to term start
Last Day of Registration	14 days prior to term start	21 days prior to term start

Students starting their studies online due to travel restrictions may be eligible to submit their application up to two (2) weeks prior to a term start.

If an applicant fails to meet any of the deadlines above, then they will be required to defer their application to the successive intake.

The above deadlines are only applicable for the University. International applicants would need to refer to IRCC regarding any deadlines and/or processing times related to their student visa application.

Undergraduate Academic Requirements

All applicants must have achieved a minimum GPA/CGPA of 2.00 or a 'C' grade on their transcript that forms the basis of admission particular to their category of admission (see below).

Undergraduate Categories of Admission

Applicants to an undergraduate program (i.e. the Bachelor of Arts, the Bachelor of Commerce, and the Associate of Arts) may qualify for admission based on one of the following:

Secondary School

Applicants who have graduated with a British Columbian secondary school diploma (or inter-provincial or international equivalency).

College or University Transfer

Students who have completed at least 24 credits (one full-time year) at a recognized, post-secondary (i.e. university level) institution.

Admission to a Second or Subsequent Bachelor's Degree

Applicants who have completed a bachelor's degree from a recognized, post-secondary (i.e. university level) institution, provided the principal areas of study (or academic emphasis) of the second degree is distinct from that of their previous degree.

Special Admission

Applicants who do not otherwise qualify for admission but who demonstrate the ability to be successful in their program of study through a combination of education and work experience.

These applicants 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.

Graduate Academic Requirements

All applicants must have achieved a minimum GPA/CGPA of 3.00 or a 'B' grade on their transcript that forms the basis of admission particular to their category of admission (see below).

Bachelor's Degree

Applicants who have a bachelor's degree awarded by a recognized, post-secondary (i.e. university level) institution and who have at least **one** of the following additional requirements:

- A bachelor's degree in Business Administration (BBA), Commerce (BCom) or in another business-related field of study.
- An appropriate Canadian professional designation (e.g. CPA, CA, CGA, CMA, CHRP, P.Eng or an international equivalency).
- 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.
- At least three (3) years documented, professional or management experience with evidence of career progression and/or 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 2022, applicants to the MBA program who do not meet the requirements for direct admission may qualify for 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.

Admission to a Second or Subsequent Master's Degree

Applicants who have a master's degree (or higher-level credential) from a recognized, post-secondary (i.e. university level) institution, provided the principal areas of study (or academic emphasis) of the second degree is distinct from that of their previous degree, and who have at least **one** of the following additional requirements:

- A bachelor's degree in Business Administration (BBA), Commerce (BCom) or in another business-related field of study.
- An appropriate Canadian professional designation e.g. CPA, CA, CGA, CMA, CHRP or P.Eng (or an international equivalency).
- 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.
- At least three (3) years documented, professional or management experience with evidence of career progression and/or relevant education and/or training.

Special Admission

Applicants who do not otherwise qualify for admission but who demonstrate a significant depth and breadth of business/management knowledge to be successful in the program through a combination of education and work experience.

These applicants 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.

MBA Foundation Preparatory Courses

Applicants admitted under the Special Admission category may be placed into, and required to complete, the MBA Foundations pathway. This pathway consists of three (3) preparatory courses:

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

The decision to admit an applicant via the Foundations pathway will be based on evidence in the application (through their education and/or employment) that demonstrates their level of business knowledge and/or experience in these course areas.

Students admitted via this pathway must achieve an average grade of 3.00 or a 'B' grade average in these preparatory courses to continue into the MBA program.

Application Documents

All applicants, regardless of residency or program for which they are applying, are required to submit the following documents in their application package:

- Application form.
- Government issued photo ID.
 - Passport required for international applicants.

- All academic transcripts, commencing from senior secondary school.
 - Photocopies are acceptable for the application. Official copies will be required for registration.
 - Certified English language translations will be required for any and all transcripts that are issued in another language (excluding French).
- Proof of Qualifications and/or Program Completion.
 - e.g. Diplomas, Certificates etc.
- Proof of academic English proficiency level.
- Curriculum Vitae.

The University reserves the right to request additional documentation to support the assessment of an application for admission.

Official Documents

Official documents are required before registration can be finalized and the student can commence their classes. Official documents include academic transcripts and may also include English proficiency tests and/or external evaluation reports. The specific official documents required for an applicant will be stated on their offer letter.

An official document is defined by the University as an original, attested or verified document that has been received directly from the issuing institution without interference, such as:

- Original or attested document(s) sealed in an envelope by the issuing body and delivered to the Registrar's Office at UCW. Open or tampered envelopes will not be accepted.
- Electronic copy of the document(s) sent via email directly from the issuing body to the Registrar's Office at UCW. Forwarded emails will not be accepted.

Notarized copies are not considered as official documents.

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

English Language Proficiency Requirements

Applicants whose first language is not English, or who have received their education in another language, must provide evidence of their English language proficiency (satisfactory to an academic level) in one of the following ways:

- 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 higher.
- Graduation from a secondary school attended for three or more consecutive years of full-time education where English was the language of instruction and the school is 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, but the school is in a country where English is not a primary language.
- Completion of International Baccalaureate English A1/A2 or English Literature and Performance.
- Successful completion of a 3-credit academic English course from a Canadian post-secondary institution (that is transferable to UCW) with a final, overall grade of 'C' or higher.
- 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 the institution is in a country where English is an official language.
- Successful completion of UCW's English preparation courses (i.e. University Access Program).

- Successful completion of recognized English preparation courses from another institution where students have demonstrated proficiency at an equivalency to the required IELTS score or higher.
- Achieving the required score on a recognized English proficiency test (e.g. IELTS, TOEFL, etc.). English language proficiency test scores are valid (for admissions purposes) for a maximum of 2 years from the date of the report.

The University reserves the right to request proof of English language proficiency from applicants who attended institutions with English instruction (including countries where English is an official language) if deficiencies in language proficiency are noticed when the application package is reviewed and/or if significant time has passed since their last attendance.

IELTS and other such tests must be submitted prior to term start to be considered for that upcoming term.

University Access Program

Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of the appropriate level(s) of the University Access Program (UAP).

UAP students are not permitted to start regular program courses until proof of the required minimum level of English language proficiency is achieved either through their UAP courses or through submission of a recognized English proficiency test with the required score (via a student appeal).

Students can be exempted from UAC courses and moved into a higher-level UAC course if they achieve the appropriate IELTS score for that course and receive a recommendation by the Chair of UAP based on a UAP committee assessment. Students can be exempted from UAC 030 and enter a degree program if they achieve an IELTS score of 6.5 and receive a recommendation by the Chair of UAP based on a UAP committee assessment and a new English proficiency test score.

Academic Writing Fundamentals

If a faculty member notices a student is experiencing significant difficulties with their academic English skills they may make a recommendation that the student take ENGL 080 Academic Writing Fundamentals. The student would speak with a Student Advisor before making a decision as to whether to enrol in this course.

Students may also request to take this course for an additional fee without any recommendation from Faculty by speaking with a Student Advisor. The ENGL 080 course fee is listed on [Page 29](#).

Visiting Student Requirements

Students who are enrolled at another higher education institution may be admitted to take a course (or courses) at UCW as a Visiting Student.

These students must:

- be in good standing at their home institution; and
- meet any and all prerequisite requirements, including English language proficiency, for the course(s) they will be enrolling into.

Applicants who wish to attend as a Visiting Student must submit a complete application and also a Letter of Permission (LOP) from their home institution. The LOP must cite the specific courses for which the applicant has permission to take at UCW.

It is the applicant's responsibility to ensure the credits earned at UCW will be eligible to be transferred back to their program at their home institution.

Admission as a Visiting Student does not guarantee access to the course(s) requested or subsequent admission to a degree program at UCW.

Deferred Admission

Applicants may defer their start date up to a maximum of one (1) year from the date on their original offer letter. Applicants may defer more than once provided each deferral does not exceed this time frame. There is no fee to defer.

Applicants who do not start as students within this time frame will have let their offer for admission expire and will be required to submit a new application and will be subject to pay any and all associated fees.

The University does not guarantee admission will be approved to any applicant who is required to submit a new application.

Re-Admission Requirements

Inactive or Voluntary Withdrawal

Students who have been inactive for two (2) or more terms, and not on an approved leave of absence, must apply for re-admission and are subject to pay any and all associated fees.

Students will be required to submit official transcripts for any and all courses/programs undertaken at another institution during the period since their last enrolment with UCW.

Required to Withdraw

Students who have been required to withdraw from a degree program are not eligible for re-admission for a period of one (1) year from the withdrawal date.

These students must provide evidence of remediation of their issues that resulted in their withdrawal. These re-admission applications are reviewed by the Admissions Committee.

Students who have been required to withdraw from a degree program for a second or subsequent time, are not eligible for re-admission.

Suspension

Students who have been suspended from their program will have received a notice of suspension letter, which will state the details regarding their return to the program.

Expulsion or Rescission

Students who have been expelled from their program at UCW or who have had an offer (for admission) rescinded due to misrepresentation are not eligible for re-admission.

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.

Misrepresentation of Documentation

For the complete policy regulations and procedures, please refer to [**Policy 9010 Misrepresentation of Student Documentation**](#).

All applicants/students must provide materially complete documentation, must not willfully omit documents or other information, and must not submit documents that misrepresent their personal or academic identity that may impact their eligibility for admission, awards, transfer credits, enrolments, and/or graduation.

If an applicant/student submits (or discovered later to have submitted) any false statements and/or documents which are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive then the Registrar's Office reserves the right to decline admission, rescind any and all offers/acceptance, and/or academically withdraw any current and/or future enrolments.

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.

The University reserves the right to request additional documentation from an applicant/student during admission, enrolments and/or before graduation.

Admission Appeals

Applicants may appeal admissions decisions pertaining to their application. The applicant must initiate the appeal and it must be received by the Registrar's Office within 30 days from the date of the letter in which the admissions decision is stated. The appeal must contain a statement and clarifying information to explain why the appeal should be considered.

The Registrar's Office will provide written notification of the appeal outcome. These appeal outcomes are final.

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 Admissions 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. Transfer credit requests can take 6-8 weeks and should be sent to transfercredit@ucanwest.ca.

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 (e.g. 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.
- The following undergraduate courses are NOT eligible for transfer credit: BUSI 497, BUSI 498, COMM 497 and COMM 498.
- The following graduate courses are NOT eligible for transfer credit: MBAR 661 and MGMT 661.
- 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 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 (1 credit=14.66 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.

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 (PLAR)

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 from 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. The courses not eligible for PLAR assessment include: BUSI 497, BUSI 498, COMM 497, COMM 498, MBAR 661 and MGMT 661.

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 with 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.

Credits given for 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.

Applying for PLAR

Complete a Request for PLAR form and submit it to transfercredit@ucanwest.ca 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.

Complete applications are forwarded to the Academic Affairs 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.

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.

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.
- 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 Affairs 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, 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 students are required to have valid medical insurance while registered at University Canada West. Documented proof of medical insurance (showing name and coverage dates) at the time of course registration must be submitted to the Registrar's Office.

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). Students should apply for MSP directly upon arrival as it takes 3 months to be processed.

UCW offers private medical insurance for students in their first term. Students will be enrolled by Student Affairs into Guard.Me if no other valid medical insurance is documented. The cost will be taken from the tuition deposit. If the student receives medical coverage, they may apply for a refund by contacting Student Affairs (terms and conditions apply).

Wellness Support

All students will have access to Keep Me Safe, a wellness program that is available to student 24/7, all year round and can be accessed on multiple different platforms.

Students can access this program through the app and/or phone. All information and conversations shared with the counsellors are completely confidential.

Keep Me Safe is \$35 per student per year and is mandatory for all UCW students.

For more information, please visit the Keep Me Safe section under Student Affairs in MyUCW portal.

Work Permits

International Students at University Canada West may be eligible to work off-campus for up to 20 hours per week without a work permit if they have a valid study permit and meet Canadian government-set requirements. For further information, please refer to

<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html>.

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 UCW Admissions. 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 expiry dates to maintain eligibility to study at UCW.

It is recommended that students apply for renewal at least two (2) months before the expiration date. UCW will provide required documentation to confirm student's attendance, such as Confirmation of Enrolment letters and transcripts. These must be requested by the student and fees apply.

Generally, International Students who reside in Canada under the privilege of a Student Study Permit are not permitted to register for online courses.

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

- New students must provide proof of visa and study permit status to the Registrar's Office before they will be permitted to register for their first term.
- Returning students may be required to provide current copies of study permits and/or student visas to the Registrar's Office to indicate that documentation will remain valid for the duration of the term.

Study Permit Compliance

To be compliant 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.

Full-Time vs Part-Time Studies

UCW must meet requirements for full-time studies as set out by the Ministry of Advanced Education, the Canadian Revenue Agency (CRA), and the Immigration, Refugees and Citizenship Canada (IRCC) for Domestic and International Students. Domestic Students who are eligible for student loans must meet the ministry requirements set by Student Aid BC (SABC).

A full-time course load is set for each program and cannot be altered. Students can take fewer courses but must understand the ramifications. Please see sections on Tuition Refunds, Attendance,

Permit and Visa, and program requirements. Those students in good standing can take more than

STUDENTS	Program	UCW	CRA	IRCC	SABC
Domestic	UAP	15 hours	10 hours	N/A	12 hours
	AA, BA, BCom	12 hours	10 hours	N/A	12 hours
	MBAF	12 hours	10 hours	N/A	12 hours
	MBA	12 hours	10 hours	N/A	12 hours
International	UAP	15 hours	10 hours	12 hours	N/A
	AA, BC, BCom	12 hours	10 hours	12 hours	N/A
	MBAF	12 hours	10 hours	12 hours	N/A
	MBA	12 hours	10 hours	12 hours	N/A

the UCW required course load with approval.

Weekly Minimum Attendance Requirement for Full Time Status

Students can graduate earlier if they take more courses per term.

Exceptions

Students will be considered full time for UCW and IRCC, and part time for CRA and SABC who:

- Must repeat a MBAF or UAP course—students are not allowed to register in other courses
- Are finishing the last one or two courses required for graduation
- Are registered in MBAR661, which is a research course taken over two terms

These rules cannot be adjusted for any reason, and students should be aware of them in terms of permits, taxation and loan requirements.

STUDENT AFFAIRS

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 Affairs works with students to assist, support and develop and enhance student life, career goals and foster an environment that supports undergraduate and graduate students.

New Student Orientation (NSO)

UCW Student Affairs coordinates New Student Orientation for all new students. Orientation introduces first year students to the university, faculty, staff and resources as well as to fellow students and welcomes them to the University.

Guest Speaker Seminars & Workshops

Student Affairs organizes seminars and workshops on various topics for students each term. Guest speaker seminars feature experts from various business industries who share their professional experience and knowledge in their fields.

Social Activities and Peer2Peer Program

University Canada West's student body is rapidly growing and diversifying. Engaging students in informal and social events plays an important role in student life, offers opportunities to develop soft skills such as leadership skills, and creates a complete student experience while building community and fostering a culture of understanding and respect. Many social and connecting events are organized to enhance student life on campus. Student Affairs provides opportunities for students to participate in activities and events outside the classroom, coordinated and organized by Student Affairs and students from the Peer2Peer Program.

The Peer2Peer Program is a program that assists students to build community, an active student life, get the support they need, and provides a welcoming experience for new students and develops leadership skills for Peer Leaders.

Students engaged by the Peer2Peer 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 skills and leadership skills. Members are encouraged to represent the University and the student body positively.

Interested students should contact the Student Affairs Office for more information about the Peer2Peer Program.

Student ID Cards

Each on-campus UCW student is required to have an ID card. The Student ID card is used to check out books from the campus library and access campus supports. In addition, local businesses around the UCW Vancouver campus provide student discounts on services and other attractions.

Each student must provide a valid government issued photo ID and contact Reception to obtain the ID card. Online students can contact Reception for directions to obtain their student ID card.

There is a \$35 fee for replacement if a card is lost before the expiry date.

CAREER DEVELOPMENT CENTRE

UCW's Career Development Centre (CDC) offers programs and resources to help students launch their ideal career path and facilitate future employment opportunities.

The Career Development Centre provides student-centred career support to help students prepare to enter the working world.

The CDC team works with students to help them plan and assess their career goals and provides resources and supports such as workshops, career events that highlight industry experts, community connections, 1-1 and group advising including in class mock interviews, career assessment tools, help with cover letters, networking, Canadian workplace culture and personal branding. The CDC provides resources to support employment and career growth initiatives and networking opportunities.

One-on-One Advising

Career Development Centre offers one-on-one advising to students individually to discuss any career-related topic. For an appointment please contact the Career Development Team via the MyUCW Student Portal.

REGISTRATION INFORMATION

New Student Orientation (NSO)

The New Student Orientation (NSO) is a mandatory week-long orientation week for all new students studying at UCW and provides new students with crucial information for navigating their new educational journey. New Student Orientation includes sessions on the following:

- Culture on campus
- Common expectations and challenges experienced by new students
- Tools and strategies to help new students succeed in their academic journey
- Making connections with students, staff, and faculty
- Employability skills

New students are registered into a class called NSO 098, which includes information about orientation starting with a welcome ceremony. Sessions include: meeting the President, department chair of your program, faculty, other new students, and staff offering support programs to help you START STRONG

at UCW. Students are introduced to UCW's many student success services and to the skills you need to learn successfully in your new program. There are also fun events, peer leaders, and a way to make connections at UCW with your peers!

All new students will register into:

- Program courses
- New Student Orientation course (NSO 098)
- Learning for Success workshops

New Student Orientation week is held the week before classes begin each term and is found in the Academic Dates section of this calendar. Student Affairs will notify students directly about New Student Orientation week.

Mandatory Learning for Success Workshops

New students attend the mandatory Learning for Success Workshops in the first four weeks of the term. Students are introduced to strategies for success, MyUCW, academic writing strategies, academic integrity and research skills. Students who participate fully will receive a badge.

All new students will take Learning for Success workshops. The Learning for Success workshops involve one 3-hour workshop per week for the first 4 weeks. Students will login to the MyUCW Learning for Success Workshop course before classes begin to complete the mandatory reading and graded quizzes and homework. These prepare students for the first live workshop and must submit their completed assignments in the MyUCW Student Portal BEFORE attending the live workshops. Students will earn a badge for each weekly session they successfully complete and will earn a Learning for Success Certificate upon successful completion of all 4 weeks.

General Registration Information

Applicants must have received a Letter of Acceptance (LOA) and have a student visa before they may register for courses.

Upon registration, all students are required to provide their current personal contact information and keep it up to date during the entire period of attendance at the University. Personal contact information includes: local address, telephone number and email address, as well as local emergency contact information for someone in BC.

All students should register early to ensure they get the courses, instructors and times they prefer. There is no guarantee that all students will get their preferred schedule.

Student Declaration of Responsibilities and Agreement (Enrolment Agreement)

Students are required to read and sign the Student Declaration of Responsibilities and Agreement each term as is required by the Ministry of Advanced Education, Skills and Training. The 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 declaration to be eligible to register in courses.

Students 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, MyUCW.

Academic Advising

Academic Advisors work with students to plan their academic progress by providing 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 selection and course change advice.

- Resources to aid students' learning and development at UCW.
- Personal action plans and resources to assist students on Academic Probation.
- Assistance to help students graduate in a timely manner.

How to Register

All returning students receive email announcements in the MyUCW Student Portal on how and when to register. Students must clear any outstanding tuition and fee balances with Financial Services and submit valid documentation before registering for courses.

Term Registration

- The Academic Department sends out the new schedule of courses prior to the start of each term.
- The Registrar's Office sends out dates that registration is open and who may register. A Course Registration Handbook is available on the MyUCW Student Portal.
- Students should read the instructions on how to register into courses and check with their Academic Advisor for advice when needed.
- Students can contact Academic Advisors for academic advice.

Course schedules are subject to changes and availability.

Returning students are responsible for selecting their courses for registration each term in accordance with the following principles:

- Register for courses that meet individual program requirements.
- Satisfy requirements for prerequisites, course sequences, restrictions, and references to duplicate, mutually exclusive, or cross-listed courses.
- Consult with academic advisors, or academic department chair as required or needed.

Course Changes

Dropping/Adding Courses

Students may drop, add, or change courses after registration by the drop/add deadline by the second Monday of the term, or as specified in the Academic Calendar. Requests to drop or add courses must be made using the Course Change Request and submitted through MyUCW email to ucw.registrar@myucwest.ca with student number and short description in the subject line. There is no academic or financial penalty and dropped course(s) will not appear on the student's transcript.

Students are expected to enrol in the course sections they prefer during the enrolment period. Changes will only occur when there is space in another section. Students will be allowed one section change per course. One Course Change request is permitted each term, after the registration deadline. The only exception is where a student has already registered and is then informed that a course must be retaken. A second request, to adjust for this retake, is allowed. Students may not add additional courses to their term registration after the drop/add deadline except with the written permission of the program chair.

For complete policy regulations and procedures, refer to **Policy 9017 Course Changes & Course Withdrawals**.

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 after the drop/add deadline but no later than the withdrawal deadline, using the Course Change Request, up to the fifth Monday of the term as specified in the Academic Calendar. A dropped course will remain on the official transcript with a status of "W." No refund will be given. A student who has a grade of W may register in the course again, when it is next offered and when space is available. The grade is not calculated into the student's GPA.

A course withdrawal **after** the deadline will be recorded as a Fail, with "F" on the student's permanent record,

and 0 calculated in the GPA. The official date of withdrawal is the received date in the Course Registration inbox. 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 Department Chair 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 may approve a temporary grade of incomplete for the course for up to 21 days after the official course end date. The Chair 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

UCW students may take a maximum of one (1) external course per term from another university or college. Prior consent from UCW must be granted by submitting a Letter of Permission (LOP) request and paying the fee through MyUCW email to transfercredit@ucanwest.ca. When the LOP is granted, it ensures that the credit earned will be transferred to UCW toward the UCW degree. Without an approved LOP, there is no guarantee that the course taken elsewhere may be accepted for credit toward the UCW degree.

A student on Academic Probation (AP) is not eligible to request a Letter of Permission until the AP status is resolved.

Registration of Returning Students

Students currently enrolled in courses at the University and who are in good academic standing are eligible to register for the next term. Students must meet the registration deadline sent by email to all students for each term.

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, simulations, case studies 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(s) as outlined in the Course Syllabus 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

Computer and Internet Connection: You will need continued access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) of 1mbps or higher is highly recommended for the optimal learning experience.

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

- Microsoft Office 2016, or later version, including
 - Microsoft Word
 - Microsoft PowerPoint
 - Microsoft Excel (for selected courses)
 - Microsoft Project (for selected courses)

- Microsoft Power BI (for selected courses)
- Microsoft Teams
- R-Programming (for selected courses)
- Python (for selected courses)
- Adobe Acrobat Reader version 15 or above
- Adobe Flash player 32

The University recommends computer configurations that include:

- Processor (CPU): Intel Core i5 or equivalent
- Operating System: Microsoft Windows 10; Mac OS 10.10.x (Yosemite) or higher
- Memory: 8 GB RAM
- Storage: 500 GB internal storage drive
- Monitor/Display Size: 13" or above
- Network Adapter: 802.11n 2.4/5 GHz wireless adapter

The University recommends external hardware for online learning that include:

- Headphones with in-built microphone
- Web camera

TUITION AND FEES

The tuition and fees shown in this section are valid for the school year to Oct. 3, 2021. 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.

Fee Payments

University Canada West strives to make the tuition payments as convenient as possible 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.

Payments can be made 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 MyUCW Student Portal. 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 2021) is written on the face of their cheques.

Tuition

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 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 stipulated 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 official 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 and the student will be denied access to the MyUCW Student Portal 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 withdrawn for financial reasons of overdue tuition or other outstanding fees may be denied services, including:

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

Students whose registration was cancelled for nonpayment of fees, 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 MyUCW Student Portal account. Questions about tax forms should be directed through MyUCW email to the Finance Office.

Tuition Refunds

For complete policy regulations and procedures, refer to **Policy 3001 Student Tuition Refunds Policy** 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:

- Tuition Refund Processing fee (\$250)

- Non-refundable application fees;
- Non-refundable program or registration fees; and
- Any other non-refundable fees as identified in the UCW Calendar.

Incoming (New) International Students

International students who receive a visa denial must either submit the original paper visa refusal or the original email with the decision that includes all electronic headers and routing.

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

- Tuition Refund Processing fee (\$250)
- Non-refundable application fees;
- Non-refundable registration or program fees;
- Any wire transfer fees (\$45); and
- Any other non-refundable fees identified in the UCW Calendar.

International students who receive a visa denial must complete the refund application on the **UCW Online Refund Portal** and upload the visa denial and required documents. Refunds will not be processed until the correct documentation is received.

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

Continuing Students

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

Any tuition payments made by a third party or sponsoring agency (e.g. BC student loans, 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.

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

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 610 or 611	\$1,040	\$1,440
MRKT 621 (Extra course fee for DMI modules and membership)	\$150	\$150

Fees for Other Courses

Fee	Domestic	International
ENGL 080 English Writing Fundamentals	\$550	\$550
New Student Orientation (NSO)	\$100	\$100

Compulsory Registration Fees

Fee	All Students
Library & Technology	\$17 per course
Student Activity & Alumni	\$8 per course
Keep Me Safe	\$35 per year
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
Credit Card Charge Back Fee	\$45
Course Challenge	50% of tuition
Duplicate Credential (Degree) Request	\$50
Duplicate Tax Receipt	\$50
Financial Hold Release	\$150
Graduation Fee	\$175
Late Graduation Fee	\$250
Letter of Permission	\$35
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 Fee	\$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 (tracked delivery)	\$10
Tuition Refund Processing Fee	\$250
Wire Transfer Fee	\$45

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

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)

Financial Aid

Students are encouraged to develop a plan for financing the costs of their studies from their first term through to the completion of their program. Government-Funded Financial Assistance is meant to assist (but not cover) students with the cost of their studies through loans and/or grants from their respective provincial/territorial student assistance program and Canada (National) Student Loans.

To apply for student loans, Canadian (Domestic) Students must be able to demonstrate financial need, make academic progress and achieve satisfactory academic standing in each program period of their post-secondary studies.

Domestic Students, including citizens, permanent residents, landed immigrants and protected persons (as designated under the Immigration and Refugees Protection Act) are eligible to apply for government-funded financial aid.

International Students (i.e. those who are citizens and/or residents of countries other than Canada) attending UCW on a study permit (student visa) are not eligible for Canadian federal, provincial and territorial financial assistance.

Students may apply for full-time or part-time student loans. To understand the financial assistance available for full-time vs. part-time loans, students are encouraged to visit their home province/territory's financial aid office website – please see details below.

To be eligible to apply for full-time student loans, students must be:

- Enrolled in at least 3 courses and no less per term for the MBA program.
- Enrolled in a minimum 4 courses per term for undergraduate studies.

Students not enrolled in the minimum course load above may apply for part-time student loans if their course load is between 20% to 59% of a full-time course load.

Students may submit one application to their home province/territory's* Financial Aid Office and will be assessed for both provincial and federal student loans and provincial and federal grants.

Each student's application is assessed individually based on (but not limited to):

- Their Financial Status, including earning and income, assets, liabilities, etc. (and that of their spouse, if applicable).
- Length and cost of study program period.
- If they have a disability.
- If they have dependent children.

*** Please note:** a Canadian student's home province or territory is considered the last place they lived for at least 12 months, worked and were not enrolled in post-secondary education.

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 Number	Website
Alberta	1-855-606-2096, 1-780-427-2740	www.alis.alberta.ca/ps/post-secondary.html
British Columbia	1-800-561-1818, 1-250-387-6100	www.studentaidbc.ca/
Manitoba	1-866-626-4862, 1-204-945-6321	www.edu.gov.mb.ca/msa/
New Brunswick	1-800-667-5626, 1-506-453-2577	www.studentaid.gnb.ca
Newfoundland	1-888-657-0800, 1-709-729-5849	www.aes.gov.nl.ca/studentaid/
Northwest Territories	1-800-661-0793, 1-867-873-7190	www.ece.gov.nt.ca/en/services/student-financial-assistance
Nova Scotia	1-800-565-8420, 1-902-424-8420	www.studentloans.ednet.ns.ca
Nunavut Territory	1-877-860-0680	www.gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans
Ontario	1-800-465-3958, 1-888-449-4478	www.osap.gov.on.ca
Prince Edward Island	1-902-368-4640	www.studentloan.pe.ca
Quebec	1-888-345-4505, 1-418-646-5245	www.afe.gouv.qc.ca
Saskatchewan	1-800-597-8278	www.saskatchewan.ca/residents/education-and-learning/student-loans
Yukon	1-867-667-5929	www.education.gov.yk.ca/continued/student_financial_assistance.html

Registered Education Saving Plan (RESP)

RESPs are registered education saving plans that permit savings to grow tax-free until the student beneficiary is ready to enrol 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 can 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 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 safe 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.
- 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 in the MyUCW Student Portal.

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 shows disrespect 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.
- Any other conduct not in keeping with reasonable University standards.

In the case of infractions or perceived infractions of the Rights and Responsibilities, the Department Chair, 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.

STUDENT COMPLAINTS PROCEDURE

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

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 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 (e.g. academic appeals, appeals for non-academic discipline, admissions appeals, etc.). This policy does not cover these issues.

Students are informed prior to joining UCW of their rights and responsibilities and of the process for handling complaints. Most complaints are informally made and resolved at the first level (e.g., student complains to the instructor about an assignment grade). Students can appeal instructor decisions by following a series of steps to ensure the complaint is handled fairly:

- Step 1 or 2 complaints can be initiated verbally and are documented through an incident report that includes educational sanctions, whereas Step 3 and 4 complaints are only accepted in writing.
- For informal complaints, a relevant administrative staff member reviews the complaint (e.g. Program Chair, Coordinator, Area Supervisor, Registrar, Student Affairs).
- Formal complaints under Step 4 are to be reviewed by the Vice President Academic.
- Provisions are in place for reviews of decisions (e.g., through the grade appeal committee).

APPEALS

Non-Academic Misconduct and Appeals

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 Department 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 policy for non-academic appeals 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.

Academic Misconduct and Appeals

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

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, but is not limited to:

- 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.

LIBRARY

For policies specifically related to UCW Library services, refer to the Library section on the UCW policies website: ucanwest.ca/about/policies.

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 [MyUCW Student Portal](#) and include electronic journals, tutorials, helpful links, and indexes and databases.

Reading rooms with a small print collection are located at the Vancouver campuses. The librarians provide reference help in person, by phone, by e-mail and via AskAway (a cooperative virtual assistance service). Online students can also contact the librarian using MyUCW 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.

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, over 300,000 electronic books, over 100,000 digital images, more than 100,000 digital videos/documentaries/ movies, and hundreds of company profiles, author profiles and biographies, online dictionaries and encyclopedias, plot summaries, economic forecasting, statistical reports and data, industry reports, SWOT analyses and much more.

UCW levies a fee per course each term to enhance the provision of library and technology 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. 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 has a focused print collection; refer to the [Library Circulation Policy \(6008\)](#) 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 14 iPads available for borrowing, as well as some chargers for phone/tablets, headphones for use on library's computers and 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 the MyUCW Student Portal 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 UCW 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. Please refer to **Policy 6009 Library Code of Conduct** for a detailed description.

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. Currently, the 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

Currently, the library does not offer external client library borrowing privileges.

Fines

Bills and/or accruing fines reaching or exceeding \$20 will result in the student's library 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 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 a 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 Department 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 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 Required to Withdraw. Students who are Required to Withdraw 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 a 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 (fail) 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 level 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 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 (fail) 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 Department 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 Department 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 Department 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.

GRADE SCALES AND TRANSCRIPTS

For complete policy regulations and procedures, refer to [Policy 9012 Grade Scales, Grade Calculations](#).

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 is a complete and accurate record of their entire academic history at UCW.

The purpose of this policy is 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.
- Administrators can 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.

UCW official transcripts 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.
- 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 CGPA except for the following:

- Courses with a grade of W (Withdrawal).
- Courses using a pass/fail grading scheme.
- 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.

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.

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	Fail	0	Did not meet minimum course requirements.
IP	In progress	No grade	Grade not yet available. Automatically becomes F after 5 weeks if no grade posted or work remains incomplete.
N	Did not complete	0	Did not complete course requirements. Equivalent to F.
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 or the program.

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 enrolment 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 or Department Chair.
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 may view their unofficial transcript through their MyUCW account. A Transcript Request form must be submitted through MyUCW email to UCW Registrar, or in person to the Registrar's Office after paying the fee to the Finance Office. Each transcript includes the complete academic record at UCW, including all courses in progress (CIP). 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 with a request form. Normally, a transcript will be issued within three (3) working days after the request and payment are received. Transcripts are made available for pick-up at the Registrar's Office. Students who do not put their correct contact address into their profile may have to pay an additional fee if the transcript has to be reissued for an incorrect address.

Mailed transcripts are sent in regular mail and not tracked unless an additional fee is paid. An official transcript will not be issued until all financial obligations to UCW have been cleared.

Attendance

For complete policy regulations and procedures, refer to [Policy 5015 Attendance](#).

Class attendance and punctuality are essential for academic success. Student attendance and active participation in all scheduled classes, grading events and activities is important for ensuring an effective learning 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 online.

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 and submission of assignments in the course as described in the course outline. Online courses have weekly assessments of 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 to attend class or to participate in an examination or study requirements on a particular day due to religious beliefs must inform the instructor of any intended absences for religious observances **within the first week of the term** so that accommodations can be made in advance.

A student:

- May not be permitted to attend a given class period or scheduled examination for reasons of lateness, misconduct, or failure to meet the responsibilities of the course.
- 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 Department Chair.

It is important that attendance is taken by faculty at least once a week and recorded in Moodle. The IRCC may ask UCW for attendance records on specific students. UCW must supply those records when requested.

Classroom Attendance Etiquette

To be respectful of faculty and students, each student 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 or misconduct. 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

Use of technology by students and instructors is permitted during class provided it is used for educational purposes. Technological devices may include laptops, tablets, cell phones, etc. Instructors are permitted to regulate the use of technology for social communication purposes. Images, videos and audio recordings of instructors or in-class activities are not permitted without prior consent of the instructor, students in class, Department Chair or Academic Affairs.

Leaves and Breaks

Regularly Scheduled Break

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

UCW recognizes that occasionally, a student may wish or need to interrupt studies for a limited period due to extenuating circumstances.

Any student who wishes to take a leave of absence from studies for more than one (1) term should consult with Student Affairs. A Leave of Absence Request form must be submitted at least two (2) weeks prior to the expected leave date, and must be approved by the relevant Department Chair. The leave request must contain:

- Expected start date of leave.
- Expected return date.
- Rationale for the leave.
- Student's contact information while on leave.

For complete policy regulations and procedures, refer to [Policy 9013 Student Leave of Absence](#).

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 that curriculum development and enhancement may require 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. To support these imperatives, UCW provides three options:

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.
- The total number of directed studies that count toward degree requirements are limited.

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.
- Courses do not duplicate or replace a course listed in the Academic Calendar.
- The total number of special topics courses that count toward degree requirements are limited.

Independent Guided Studies

- A course section of an existing course offered to a student, or limited group of students, to learn course material on their own with the support and guidance of a faculty member.
- 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 Department Chair, the maximum number of Directed Studies, Special Topics, or Independent Guided Studies courses permitted for an undergraduate program is two, and for a graduate program is one.

Full-Time Studies

Undergraduate Studies

Undergraduate students are 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 Department Chair and will be considered in part-time studies.

Graduate Studies

Graduate students are 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 Department Chair and will be considered in part time studies.

Maximum Course Load

Undergraduate Studies

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 Department Chair.

Graduate Studies

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 Department Chair.

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 in the degree at the University. Students on approved leaves of absence will not have the leave time included in the completion calculation. Term breaks are included.

Bachelor's Degree

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

Master's Degree

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

Program Withdrawal

Required Withdrawal (RW)

Students may be required to withdraw from UCW programs for:

- Failing to meet course attendance requirements.
- Failing to meet the minimum CGPA requirement of 2.00 for undergraduate courses, and 3.00 for graduate courses.
- Misconduct.
- Failure to abide by the University's regulations.

A student is eligible to apply for readmission after a minimum of one (1) year. The withdrawal will be recorded as RW on the official transcript and cannot be removed.

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](#).

Voluntary Withdrawal (W)

A student may voluntarily withdraw by completing a Program Withdrawal Request form and submitting the completed form to the Registrar's Office. The withdrawal form is available through the MyUCW Student Portal. The official date of withdrawal is the date the written notification is received by the Registrar's Office. The withdrawal will only be effective once all financial obligations to UCW have been cleared. No official transcript will be issued otherwise.

Students who are currently enrolled in a term but wish to withdraw at the completion of the term will not have a withdrawal request granted until all grades have been submitted. A withdrawn student is no longer given access to UCW resources.

An International Student who withdraws to attend another institution must check with IRCC for any requirements about changing institutions. If the student is eligible for a refund as per the refund policy, then an acceptance letter from the new institution must be submitted to the Finance Office.

A student who does not take any courses for two (2) consecutive terms is deemed to have 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. A WE (withdrawal with extenuating circumstances) will be listed on the official transcript.

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 homework assignments; essays; oral or written tests, including midterms; participation in class discussions and debates; seminar presentations; artistic performances; professional practice; laboratory examinations; open book or take home examinations; team-based projects; collaborative learning based projects, and examinations. Self-evaluation may not be used to determine a student's grade, in whole or in part, in any course. At the beginning of each course, faculty will provide the specific assessments and 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 and constructive feedback 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 44 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 MyUCW Student Portal by faculty prior to the beginning of the term, generally seven (7) 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 are not permitted to release official grades to students. 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 the student's written permission to release the grades to a third party has been supplied. Final grades are available through the MyUCW Student Portal or from the Registrar's Office through a Transcript Request form.

FINAL GRADE REVIEW

For complete policy regulations and procedures, refer to 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 involving discussion between the student and instructor 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.

Formal Final Grade Appeal

To file 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.
- Evidence of instructor bias or discrimination.
- 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 Informal 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 the MyUCW Student Portal.

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.
- Exams may be invigilated online by a proctoring service and students are expected to follow the rules applied by the instructor and the proctoring service

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 Department 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 Department Chair 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 Department Chair 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. Midterms and examinations may be proctored using a proctoring software.

GRADUATION

Graduation Eligibility

Associate of Arts

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

Bachelor's Programs

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 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.

MBA

Each candidate for a master's degree is required to have satisfied the university requirement of a minimum of 45 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 or IAAS 603 or CAPS 602 or WORK 601 in order to be eligible to graduate.

Applying for Graduation

All degree candidates must submit a formal Application for Graduation when registering in the final term before their anticipated graduation date. If a student expects to attend Convocation, normally held in mid-July, the completed application form must be submitted to the Registrar's Office and all fees paid to Financial Services no later than the deadline indicated on the application form. All graduating students must also complete an exit survey. The fee is refundable only if the applicant is ineligible to graduate.

The graduation fee covers:

- A souvenir cap if attending an in-person convocation
- A degree parchment and cover
- One official transcript

Application forms for graduation are available from the Registrar's Office or through the Forms section in the MyUCW Student Portal.

Candidates will be sent to Academic Council for approval. Once approved, the student has the permission to use their designation. Academic Council usually meets once per month. Final degree parchments are released after approval by request, or at Convocation.

Convocation

The formal conferral of degrees takes place at an annual Convocation ceremony.

To qualify as a candidate for graduation, a student must

- Meet the Academic requirements.
- Have no outstanding fees.
- Have no other outstanding obligations such as library loans.

A student who has completed all degree requirements will be sent a Confirmation of Completion letter from the Registrar's Office to confirm that review of degree requirements is under way.

Once the Academic Council has approved the candidate, a Degree Conferral letter will be issued, that 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.

Parchments

Parchments (degree certificates) are produced for and awarded at Convocation. For graduates who are unable to attend Convocation, the parchment can be requested beforehand. The Academic Council meets monthly, usually the first Friday of the month. Printing of parchments will take approximately one week after Council approval. Please check the Fees and Financial Aid section of the Calendar for any fees information for mailing outside of Canada.

Graduation Honours

For complete policy regulations and procedures, refer to [Policy 9018 Graduation Honours](#).

University Canada West recognizes 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 in completion of their degree is superior as evidenced by their final Cumulative Grade Point Average (CGPA). All students who complete the minimum number of credits for their degree program are considered. The designation of graduating With Distinction will be granted for:

- Undergraduate students: final CGPA on degree courses with a minimum of 3.67.
- Graduate students: final CGPA on degree courses with a minimum of 3.80.

The notation With Distinction will appear on the degree parchment, the convocation program, and the transcript.

Medal for Academic Excellence

The student in each undergraduate and graduate program who has the highest CGPA (usually a minimum of A-) on degree courses considered for the Medal for Academic Excellence upon graduation in the year leading up to their convocation ceremony.

Criteria for the Medal for Academic Excellence:

- All students graduating in the year preceding each Convocation are eligible for consideration.
- Normally one student from each degree program will be recognized.
- Students with records of academic misconduct or probation will not be considered.
- UCW reserves the right to make no award, or to give multiple awards.

UNDERGRADUATE 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 program 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
- Students who are admitted/entered to UAC 030 with the appropriate IELTS scores can take one quantitative academic course with UAC 030.

Combined entry program	Admission Requirements	Letters state (academic program only)	Comments
UAP (UAC 030 - 3 Months) + AA	eq. 6.0, min writing 5.5	AA	Enrolled in Math 101 and UAP
UAP (UAC 030 - 3 Months) + UG Degree	eq. 6.0, min writing 5.5	UG	Enrolled in Math 101 and UAP
UAP (UAC 030 - 3 Months) + MBAF	eq. 6.0, min writing 5.5	MBAF	Enrolled in MBAF 502 and UAP
UAP (UAC 030 - 3 Months) + MBA	eq. 6.0, min writing 5.5	MBA	Enrolled in ACCT 621 and UAP

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. 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 student skills and abilities according to the best professional standards. Each program also includes optional 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 tier 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. Academic Readiness must be taken before beginning any Tier 1 courses. There are no additional prerequisites, unless such prerequisites are conditions of initial enrolment.

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 based on 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 in the direction of their general interest and strengthen critical thinking and world awareness.

Prerequisites

Students must have completed at least 24 credit hours of Tier 1 before taking 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 focus area.

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 and all British Columbia degree-granting institutions provided other admission requirements are met.

Students pursuing an Associate of Arts degree at UCW can gain a broader multi-disciplinary focus in their chosen field. Students have the option to choose courses from one of eight focus areas while completing the requirements of the Associate of Arts degree. Although students cannot earn a formal credential by completing a focus area, it can be a great way to shape their Associate of Arts degree and help prepare them for a career or further study in a 4-year degree program.

Graduates of the AA Program will be able to:

- Acquire knowledge and skills to help you find a career.
- Become an effective oral and written communicator for the workplace.
- Develop the ability to work collaboratively.
- Prepare for entry into 4-year bachelor's degree programs.
- Prepare for entry-level positions in the industry of your choice.

Courses are provided in face-to-face learning environments.

With the completion of 30 credits in 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
Core English Courses	ENGL 100—Academic Writing	3
	ENGL 105—Contemporary Literature: Drama and Narrative	3
Summary of Core English Courses	2 courses	6
Science Required Courses	Quantitative	3
	Lab Science	3
	Additional Science	3
Summary of Science Required Courses	3 courses	9
Arts Required Courses	Humanities	6
	Social Science	6
	Arts (Including Any Arts and Second Year Arts)	24
	Any Arts	6
	Second Year Arts	18
Summary of Arts Required Courses	12 courses	36
Required Elective Courses	Tier 1XX or 2XX or 3XX or other approved elective courses	9
Summary of Required Elective Courses	3 courses	9
Program Summary	20 courses	60

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 communications.
- 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.
- Demonstrate critical thinking and reflection skills in course deliverables.
- Work productively in a collaborative environment.

The program offers a scaffolded sequence of courses in business and communications. At the same time, it integrates courses in media studies 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 given that building team skills is essential for real world success. Courses are provided in both the online and face-to-face learning environments.

BA Focus Areas

The University follows professional trends in industry closely and develops focus areas that reflect the best professional standards in specific fields. Although students cannot earn a formal credential by completing a focus area, it can be a great way to shape their degree. Currently, UCW offers the following focus areas 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 focus area provides the training for those who hope to manage complex communications projects and departments in industry. To complete the Communications Management focus area students must, in addition to the required core courses, take:

- BUSI 323 (3)—E-Business
- MRKT 302 (3)— Integrated Marketing Communications
- OPMT 301 (3)—Operations Management
- 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
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 104 Introduction to Psychology: Developmental, Personality, Social and Clinical	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 Level	Course	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 Methods	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.
- Demonstrate critical thinking and reflection skills in course deliverables.
- Work productively in a collaborative and multicultural environment.

The program offers a scaffolded sequence of business courses. It is also interdisciplinary in its focus through its integration of communications courses to provide a sound background for work that includes the development and management of organizations. Team activities are an intrinsic part of many courses given that effective teamwork is essential for real world success. Courses are offered in both on-line and face-to-face learning environments.

BCom Focus Areas

The University follows professional trends in industry closely and develops focus areas that reflect the best professional standards in specific fields. Although students cannot earn a formal credential by completing a focus area, it can be a great way to shape their degree. Currently the university offers the following focus areas in the BCom degree:

Accounting

Accounting skills are in constant demand. The accounting focus area, in combination with the rest of the BCom degree, prepares students for entry into a professional accounting program. To complete the Accounting focus area 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 focus area 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 focus area 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)—Integrated Marketing Communications
- 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	Course	Credits
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
	1XX elective or 2XX elective	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 Level	Course	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 Methods	3
	HRMT 301—Human Resource Management	3
	OPMT 301—Operations Management	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	BUSI 401—Strategy and Decision Making	3
	BUSI 497—Business Capstone 1	3
	BUSI 498—Business Capstone 2	3
	MGMT 4XX elective	3
	MGMT 4XX elective	3
	3XX or 4XX elective	3
	3XX or 4XX elective	3
	3XX or 4XX elective	3
	3XX or 4XX elective	3
	3XX or 4XX elective	3
Summary of Tier 4	10 Courses	30 Credits
Program Summary	40 Courses	120 Credits

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 prerequisite MBA Foundation program.

The MBA Foundation courses include courses in the following areas:

- MBAF 501 Introducing Business & Business Communications
- MBAF 502 Quantitative Skills for Business
- MBAF 504 Economics from a Business Perspective

Students who pass the MBA Foundation program successfully can register into MBA program.

Master of Business Administration (MBA)

As an MBA graduate, students will be prepared to act as an effective leader on the global stage. Students are able to meet challenges in stride, apply pragmatic solutions to problems, and ultimately drive the success of an organization with informed decision-making. UCW collaborates with digital leaders such as Salesforce (Trailhead), Tableau and IBM to add relevant digital components to our courses. This aligns with UCW tech-oriented mission and keeps the program relevant with technological trends.

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:

- Respond strategically to business challenges and 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) after thorough analysis of information
- 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 Focus Areas

Students have three elective courses in the MBA program and may use these courses to specialize in an area of business studies. Elective focus areas are available in 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

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 enrol 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 (with MBA Foundation)

Tier Level	Courses	Credits
Foundation Courses	MBAF 501—Introducing Business & Business Communications	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 Level	Courses	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
	One of: <ul style="list-style-type: none"> • HRMT 621—Human Resource Management in the Global Environment • HRMT 620 Canadian Human Resource Management 	3
	OPMT 620 - Operations Management	3
	RSCH 600—Graduate Research Methods	3
Summary of Tier 2	5 Courses	15 Credits
Tier 3 - Business Applications	BUSI 640—Consulting Practice	3
	MGMT 640—Project Management	3
	6XX elective	3
	6XX elective	3
Summary of Tier 3	4 Courses	12 Credits
Tier 4 - Integration & Implementation	6XX elective	3
	One of: <ul style="list-style-type: none"> • MBAR 661—Consulting/Research Project • MGMT 661—Strategic Management • CAPS 602 - Capstone - Consulting or Innovation Graduate Project • IAAS 603 - Launch Your Business • WORK 601 - Graduate Internship 	3
Summary of Tier 4	2 Courses	6 Credits
Program Summary	15 Courses (+3 Foundation Courses)	45 Credits (+9 Foundation Course Credits)

COURSE CODING

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. All courses are 3-credit courses unless otherwise indicated.

UNIVERSITY ACCESS PROGRAM COURSE DESCRIPTIONS

The following brief descriptions are intended as a general indication of course content and expectations.

ENGL 080 (0)—Academic Writing Fundamentals

In this academic writing fundamentals course, students will acquire and develop the academic English language 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.

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

In this integrated skills course, students are introduced to and begin building their fundamental knowledge of the academic English language skills necessary to cope in a Canadian university context. In this course, students begin learning the research process, how to identify and evaluate sources and use APA for citations and referencing. Students are introduced to and apply the writing process for academic papers, plan and conduct seminar discussions, and learn how to give oral presentations. A core focus is on improving the student's ability to think critically, work collaboratively with peers, and build a logical, well supported argument using appropriate academic English and formal level of language. 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 refresh their basic understanding of academic English and build on that prior knowledge to further develop and improve the skills necessary to cope in a Canadian university context. In this course, students expand their research and evaluative capabilities, enhance their understanding and use of various types of academic writing, improve effective note-taking skills for lectures, and plan and prepare a fully researched oral presentation. A core focus is on strengthening the student's ability to think critically with evidence-based analysis, collaborate with and provide constructive feedback to peers, and build a logical, well supported argument using an expanded range of academic vocabulary. 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 enhance their prior academic English knowledge and hone the skills necessary to cope in a Canadian university context. Students incorporate research and critical reading to critique sources and perfect their knowledge of APA citations and referencing, compose and review constructive peer feedback on academic papers, and refine their academic writing, lecture note-taking system, debate, and oral presentation skills. A core focus is on fine-tuning the student's ability to think critically, evaluate and analyze sources effectively, and build a logical, well supported argument with a broad range of academic language structures and vocabulary. 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.

UNDERGRADUATE COURSE DESCRIPTIONS

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 course, in combination with ACCT 103, provides a full introduction to accounting. Students explore accounting principles and processes used for recording and reporting financial information. Students are 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 cannot 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 provided in ACCT 101, students learn about liabilities, shareholders' equity and investments in the context of business structures including corporations and partnerships. Students prepare cash flow statements and interpret financial statements. Students cannot receive credit for more than two of ACCT 101, ACCT 103, and ACCT 140.

ACCT 140 (3)—Accounting Principles

Students are introduced to the accounting cycle, accrual accounting, assets, liabilities and equity and are introduced to the preparation and interpretation of financial statements. Employing the Canadian Generally Accepted Accounting Principles (GAAP), students prepare cash flow statement and interpret financial statements. This course is a condensed and accelerated version of ACCT 101 and ACCT 103. Students cannot receive credit for more than two of ACCT 101, ACCT 103, and ACCT 140.

ACCT 210 (3) – Computerized Accounting Practice–Sage 50

This is a hands-on course where students learn how to use accounting software. Sage50 is a popular software, typically used at home and by small to mid-sized enterprises which focus on data entry and bookkeeping used in daily accounting transactions. Students learn to set up company files and enter transactions for general ledger, accounts receivables, accounts payable, and inventory, and how to manage capital expenses. Students experience real-world computer-based financial information system which help them secure positions as entry level bookkeepers, data entry clerks, accountant or administrative assistant. **Prerequisite:** There is no prerequisite but ACCT 140 or equivalent, CPSC 110 or equivalent or basic knowledge of Windows Operating System & MS Office is recommended.

ACCT 220 (3) — Computerized Accounting Practice–QuickBooks

Students learn QuickBooks, the industry-standard software used for bookkeeping by small to mid-size businesses. The course overviews accounts receivable, inventory, accounts payable, and payroll. Students are assigned to set up companies for start-up businesses through financial analysis, preparing financial reports, and making strategic decisions. This prepares them for positions as entry level bookkeepers, data entry clerks, accountants or administrative assistants. **Prerequisite:** There is no prerequisite but ACCT 140 or equivalent, CPSC 110 or equivalent or basic knowledge of Windows Operating System & MS Office is recommended.

ACCT 230 (3)— Foundations of Taxation

Students are introduced to principles and concepts related to Canadian federal income tax legislation and applicable to individuals and corporations. Students learn fundamental principles involved in Canadian tax law, concepts of income and liability, types of income and deductions, computation of taxable income, computation of tax payable, tax planning, International taxation issues and Sales tax – GST/HST. **Prerequisite:** ACCT 140 or equivalent, MATH 101 or MATH 105, completion of 10 courses.

ACCT 301 (3)—Managerial Accounting I

Students explore the systems used by organizations to measure the cost and profitability of products and services and decision making based on this information. Students learn alternative costing methods, cost behavior, budgeting, profit planning, variance analysis, and decision making using relevant costs within an ethical context. **Prerequisite:** 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 explore cost behaviour and allocation, joint products and by-products, inventory and product mix models, and pricing theory. Students 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 course provides an overview of auditing and assurance principles and techniques. Students are introduced to 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

Principles and concepts of Canadian federal income tax legislation applicable to individuals and corporations are introduced. Students explore 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

Financial reporting primarily from a preparer's perspective is introduced. Students 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 ACCT 140.

ACCT 341 (3)—Intermediate Financial Reporting II

Financial reporting primarily from a preparer's perspective is introduced. Students 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. Students explore financial information that assist in the assessment of business needs and the decision making process. Students 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 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. Students explore 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 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. Students examine the complexity of human relationships with the environment in a world where conflicting cultural systems are often competing for survival.

BIOL 100 (3)—Modern Biology

Biological science examines the diversity of living organisms and the evolutionary and physiological principles underlying this diversity. Topics include history of life on earth, evolutionary mechanisms, systems, and concepts of animal structure and function. Students are introduced to 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 examine different forms of business organization, primary organizational structures, operational divisions, business processes, business finance, risk, corporate responsibilities to shareholders, and employee management. They also explore 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. Students are introduced 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 assess stakeholder interests and identify ethical issues.

BUSI 301 (3)—Entrepreneurship

Entrepreneurship is a method to operate creatively within the organizational contexts. Students are introduced to the characteristics of entrepreneurial activities, including individual personality and corporate culture, as well as the impact of government policy. Students 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. Students are introduced to the world of tourism management. They examine elements such as destinations, infrastructure, intermediaries and travel services, and the role of the Internet in delivering a virtual service. Students 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. 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 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 learn how to match e-business techniques to organizational strategies.

BUSI 325 (3)—Business Law

All businesses function in legal contexts. Students examine the essential role that law plays in business decisions, how it facilitates personal and commercial transactions, and how its knowledge builds a competitive advantage. Students are introduced to the 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. Students apply their knowledge to develop an organizational strategy that integrates contextual factors, ethics, and core organizational components. On the basis of this knowledge they outline a decision-making strategy.

BUSI 497 (3)—Business Capstone 1

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

CLST 204 (3)—Classical Mythology

Students are introduced to the main characters and stories of Greek and Roman mythology, facilitating a critical engagement with primary source texts. The classical myths of Ancient Greece are examined in historical context, exploring the ways myth was understood and used by the Ancient Greeks. Students learn various theories that provide different approaches to interpreting and understanding the meaning and significance of myths. Classical myths are compared with mythology from other cultures in ancient Eastern Mediterranean providing a larger context for Greek mythology. The ways classical mythology has been used, abused, adopted, and adapted throughout history is discussed with particular focus on its use in contemporary western art, culture, and business. **Prerequisites:** ENGL 100 and ENGL 105.

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 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. Students review mass communication's vital role in society through discussion of media institutions, theories, practices, professional fields, and effects on society, groups and individuals. Students 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 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 150 (3)—Current Issues in Communication and Media

Communication is an ever-evolving field of study and practice. Students are guided through the many ways communication affects their day-to-day lives. The focus is on contemporary communication practices and concepts challenging students to become thoughtful communicators and scholars of communication.

COMM 200 (3)—Communications Theory

There are many perspectives on the nature of communication and how it functions in human groups and organizations. Students survey contemporary social, scientific, and humanistic theories of mediated communication. Students learn various theories of the communications and their relationships to society.

COMM 201 (3)—Writing for Specific Audiences

All communication is targeted to audiences. Students explore the range of audiences found in the contemporary world—public, private, and organizational. Students 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 research and evaluate information from print and electronic records, databases, and interviews. They examine issues relating to how information is gathered, stored, retrieved, and disseminated. Students enhance their creative and critical thinking skills through 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. It introduces the process and practice of writing for various mass media channels. Discussion of rights and responsibilities of the public communicator. Students develop sample materials for a variety of media forms. **Prerequisites:** Completion of 75% of Tier 1.

COMM 207 (3)—Visual Communications in Mass Media

Images are one of the building blocks of human communication. Students explore the theory and application of visual communication in newspapers, magazines, video, advertising, and public relations. Students 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. Students 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 is a key part of the practice of public life in democratic societies. Students explore such topics as reporting on government, courts, and politics; and interpreting finance, urban affairs, education, science, and culture for public awareness. They 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. Students 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 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 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 examine issues of ownership and access to information, free speech, pornography, privacy, libel, copyright, journalistic privilege, advertising, access to public records. They 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. Students explore 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 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 learn to develop, manage, and deliver complex communication products designed for diverse audiences and contexts. They become familiar with the theories, principles, and practices for designing, developing, and delivering both individual and collaborative projects. Students research and write correspondence, reports, proposals, project plans, social media communications, and technical descriptions as well as prepare and perform 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 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 take part in applied media research.

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. Students explore issues of production and distribution, investment, finance, economic strategy, ownership, taxation, work force, management. Students 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

Students explore 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 develop materials related to real world problems.

COMM 410 (3)—Communication Strategy

Communications is a key part of social, organizational and personal change. Students 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 outline and research the media and communications components of a significant project or program related to organizational strategy. Students participate in a team-based exercise and produce an exhaustive report of the current status of business issues relevant to the project or program. Teams 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 craft and present a proposal for a significant project or program in a communication 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 are introduced to the fundamental literacy concepts of computer science. They 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 are introduced to the basic skills of using word processing, spreadsheet and database software. Students write simple programs using the VBA (Visual Basic for Applications) programming language.

CPSC 110 (3)—Introduction to Computer Applications

Students learn fundamental computer concepts and become aware of the latest terminology and technology being used in today's world. This hands-on course also introduces students to the most popular application packages used in the industry and home. The computer applications taught are word processing, spreadsheet, presentation software and introductory database management.

CPSC 111 (3)—Introduction to Business Analytics

Excel is a powerful data analytic tool and businesses whether big or small use it. This introductory course in the use of Excel in business analytics is designed to provide a working knowledge of Excel with the aim of applying it in more advanced topics in business statistics. This hands-on course teaches operations such as reading data in Excel, using various data formats, organizing and manipulating data using Pivot tables, Charts, What-if Analysis, Formulas and Functions, Templates, Inspection, Macros, and developing programs using VBA.

CRIM 101 (3)—Introduction to Criminology

Students examine core concepts, theories, data sources, and general research findings in the field of criminology, with particular attention to Canadian developments. They investigate elements of traditional and contemporary theories of crime, deviance, criminality, and social control and apply them to contemporary social and criminological problems. **Co-requisite:** ENGL 100.

ECOL 100 (3)—Introduction to Ecology

Students are introduced 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

Students 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

Students are introduced 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, and interest and capital.

ECON 104 (3)—Principles of Macroeconomics

Students are introduced 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.

ECON 201 (3) – Canadian Microeconomic Policy

This course builds on the introductory microeconomics course. It examines government microeconomic policies towards private and public sectors of the economy and identifies the main influences policies have on resource allocations and markets in the Canadian context. Students apply microeconomic thought and reasoning when examining current Canadian microeconomic policy issues of allocative efficiency and income distribution, taxation, trade policies, subsidies, price controls, marketing boards, competition policy, environmental protection and regulations across different sectors of the economy, including health, education, housing, and labour markets. **Prerequisites:** ECON 102 and ECON 104, completion of 10 courses.

ECON 202 (3) – Canadian Macroeconomic Policy

Canadian macroeconomic policy applies fundamental macroeconomic principles and theories to macroeconomic policy issues in Canada. Using basic tools of macroeconomics, the course provides insights into Canadian macroeconomic trends. Students are introduced to contemporary Canadian macroeconomic performance and corresponding policy issues, national income account, and aggregate prices, inflation, unemployment, monetary and fiscal policies, as well as balance of payments, exchange rates and regional trade agreements. **Prerequisites:** ECON 102 and ECON 104, completion of 10 courses.

ECON 204 (3) – Money Banking and Financial Markets

Students are introduced to monetary economics. It provides a framework for understanding the role of money and financial institutions in the economy. The course builds on introductory Economics courses (ECON102 and ECON104) by constructing supply and demand curves used to illustrate various monetary theories. In particular, students examine the evolution of money; monetary systems; financial markets; interest rates; Canadian financial institutions and their role in the creation of money supply; Bank of Canada and its role in and tools for setting monetary policy; International financial system and exchange rates, and monetary policy and its role in business and economic environments. **Prerequisites:** ECON102 and ECON104, completion of 12 courses.

ECON 205 (3) – Managerial Economics

The course focuses on microeconomic theory, techniques and tools for the economics of managerial decision making. Students learn about demand and supply, consumer behaviour, production and costs, market structure and pricing, and regulation and examine business strategies over time. **Prerequisites:** ECON 102 and ECON 104, completion of 12 courses.

ECON 206 (3) – Environmental Economics

Students examine and analyze environmental problems using economic principles such as externalities, public goods, and benefit-cost analysis. They learn how environmental policies can be used to deal with these problems in a Canadian context. **Prerequisites:** ECON 102 and ECON 104, completion of 10 courses.

ENGL 100 (3)—Academic Writing

To succeed in academic environments, students must be able to communicate effectively in writing. Students learn to apply principles of rhetoric and critical thinking to readings drawn from a variety of academic disciplines. They 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. They develop sound writing skills through a recursive approach that employs pre-writing, drafting, revising, editing and proofreading and practice essential research strategies.

ENGL 105 (3)—Contemporary Literature: Drama and Narrative

Literature is a window into human reality through the imagination. Students are introduced to contemporary drama and the novel, including screenplays and works by Canadian authors. Students 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

Students explore 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. They 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

Students are introduced to 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 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 overtime; human impacts on natural systems. Emphasis is on quantitative skills through the study of physical geography. This is a laboratory science course.

HIST 305 (3)—Canadian Urban History

Canadian cities have evolved. Students learn how Canadian cities have developed in different regions of the country and over time, and explore how wider trends in our history have affected urban life. Topics include colonization, industrialization, and post-war urbanization. Students 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. The course provides 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 explore how external influences such as the legal system and demographics impact the practice of HR management.

HSTM 101 (3) – Introduction to Hospitality and Tourism

Students gain understanding of the nature of business related to Hospitality and Tourism industry. The course adopts a holistic approach to acquire knowledge of the concepts, issues, growth trends and linkages between the hospitality and tourism industry. Students apply knowledge and skills in professor led lectures, class discussions, group assignments, and presentations. Successful completion of this course helps students identify and explore educational and career opportunities in the hospitality and Tourism industry.

HSTM 210 (3) – Food and Beverage Management

Students are provided an overview of the scope and fundamentals of food and beverage operations. They learn the principles of food and beverage management operations that delivery of high-quality service and increases productivity levels to meet consumer demands. Students are introduced to the foundations of customer service, methods of food and beverage service, purchasing, cost control, menu planning, staffing, facility design, equipment layout, production and operations control.

Prerequisites: HSTM 101, Completion of 10 courses.

HSTM 240 (3) – Customer Service

The course focuses on the development of excellent service skills that lead to high levels of customer satisfaction. Students learn to build beneficial and long-term customer relationships through developing a strong understanding customer service principles and strategies. Problem solving skills help prepare learners to outperform their customer expectations. Students learn critical thinking through exercises that enhance learner ability to interpersonal communication, assertiveness and soft skills.

Prerequisites: ENGL100, completion of 10 courses.

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. Students are introduced to the techniques of digital media and offer them conceptual tools to guide their use. **Prerequisite:** COMM 205.

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. Students are equipped with the tools and understanding to cover markets and industries. **Prerequisite:** COMM 205.

MATH 101 (3)—Foundation Mathematics

Students explore 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 105 (0)—Algebra and Trigonometry

This course is designed for students who have not used mathematics for an extended period of time and feel they need a refresher in the concepts, practices, and skills as preparation for Pre-Calculus or Calculus I. It is designed for students who require extra time to develop their problem-solving skills and deeper understanding of fundamental concepts needed for success in advance mathematic courses. Concepts such as the language of algebra, linear equations, graphing and functions, roots and radicals, functions, conics, equations and inequalities are covered. This preparation course is fast paced and supports student success in future mathematic courses.

MATH 106 (3)—Pre-Calculus

Students are prepared for first-year calculus and other mathematics courses. Topics of instruction include linear function, polynomial/rational functions, exponential/logarithmic functions, trigonometric functions, periodic functions, systems of equations and inequalities, analytic geometry.

Prerequisite(s): Math 105 or Pre-Calculus11 or Math Foundations11 or similar course achieving a minimum grade of 65% in the last two years.

MATH 110 (3)—Calculus I

This course applies some mathematical techniques and concepts within practical contexts, as well as quantitative approaches to undergraduate art-science programs. It begins with basic observations about functions and graphs and emphasizes power functions and polynomials. The derivative is introduced in three complementary ways: (1) As a rate of change, (2) as the slope, and (3) as a computational quantity. All applications of calculus are developed using simple functions (power and polynomials). The course introduces the chain rule and its applications and transcendental functions (exponentials and trigonometric). Nonlinear differential equations of the first order are explored as well as interpretations of graphs and slopes to motivate linear approximation and Newton's method for finding zeros of a function.

Prerequisites: MATH 106 with a minimum grade of 50% / Precalculus12 with a minimum grade of C+ or similar course in the last two years.

MATH 120 (3)—Calculus II

Students are introduced to the concepts of integrals. They build on knowledge gained in Calculus I (which focused on solving for the change in quantity), and are introduced to solving the quantity itself. The concepts and applications of integrals are covered, including approximate integration, integration techniques, sequences and series, power series, Riemann sums and the Fundamental Theorem of Calculus. Students learn how to apply calculus concepts and theories to modern day business and science situations. This is an in-depth course that develops problem solving skills. **Prerequisite:** MATH 110

MATH 200 (3)—Statistics

Students apply 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 is covered. Students are expected to already possess basic Excel skills or to learn them on their own. **Prerequisite:** MATH 101.

MGMT 301 (3)—Change Management

The world of technology is changing at an ever-increasing pace. Students gain understanding and learn how to manage 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 is to expose students to best practices of innovation and new business/ product/service development. These are rooted in the future of competition: co-creating unique value with customers. Students examine 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. Students investigate the role of project teams and how they can be managed effectively. They learn 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

Students examine the governance, corporate social responsibility and strategy of an organization including the development, formulation and implementation of business level and corporate strategy. Students learn tools that are used in the development and formulation of strategy and that ensure effective and efficient management of performance. They develop concrete plans for organizational transformation based on case studies using environmental scanning and industry analysis tools. **Prerequisites:** Completion of all 300 level core courses.

MRKT 201 (3)—Marketing Management

Marketing is one of the fundamentals of all businesses. Students learn the fundamentals of marketing and explore the relationships between companies, their customers, and their competition. They 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 apply these concepts in solving marketing problems.

MRKT 221 (3)—Service Marketing

Marketing in the services sector has experienced significant growth and change in recent years. Students develop an ability to evaluate, implement and lead effective marketing campaigns in service companies and organizations. Students learn how marketing plays a key role in the success or failure. Topics include defining it; analyzing the characteristics of intangibility, perishability, inseparability and variability; role of the internet in improving the efficiency and effectiveness of service delivery; processes by which consumers initiate, carry out and conclude the purchase of services; the reasons behind customer loyalty programs; issues involved in the recruitment, motivation, training and control of staff employed in the services sector; service marketing in global perspective.

MRKT 223 (3)—Digital Marketing Strategy

The rapid evolution of digital technologies has complicated the customer journey and demand for digital marketing skills. Students are introduced to the concepts, channels, and tactics involved in designing an integrated digital marketing strategy. Students apply these skills to the task of assisting an organization to acquire, engage, and retain customers in the digital age. They learn how to develop an integrated digital marketing strategy from its formulation to implementation.

MRKT 225 (3)—Marketing Research

Marketing research is studied from the perspective of the marketing manager. Students are prepared for making effective marketing decisions through focusing on the initiation, design, and interpretation of research for marketing decision-making. They build on the statistical tools learned in MATH200 and on the foundational skills taught in MRKT201. Students carry out real-world evidence-based research and analysis that can provide marketing decision-makers a competitive advantage for improving their strategies and policies. **Prerequisites:** MRKT201, MATH200, completion of 12 courses.

MRKT 302 (3)—Integrated Marketing Communications

Marketing communication is a key part of business and society. Students examine 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 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 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 learn how the behaviour of individuals and groups in work environments affect organizational performance and the dynamics of organizational relationships. They are introduced to topics such as individual attributes, motivational 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 be examined.

PHIL 102 (3)—Moral Philosophy

Every decision has an ethical and moral component. Students explore prominent theoretical approaches to ethics that attempt to answer questions about the morality (the rightness and wrongness) of human conduct. Students develop critical skills of analysis that enable them to identify differing applications of ethics and the cultural sources of morality.

PHIL 210 (3)—Introduction to Business Ethics

Students examine the role of organizations in the society and their impact on various stakeholders. The importance of ethics and social responsibility of business is discussed through course materials, additional readings and assignments. Students are introduced to decision-making dilemmas that managers and professionals face and solutions to resolve these. This course aims to create awareness and understanding of ethical issues related to businesses and their stakeholders. Students learn the critical importance of ethical decision making in international business dealings, corporate social responsibility, environmental footprints of business, etc. **Prerequisites:** PHIL 102, completion of 10 courses.

PHYS 101 (3)—Introductory Physics

Physics is the study of matter and energy and the basis of natural sciences. Students examine concepts of motion, force, energy, momentum, electricity and magnetism, DC circuits, and geometric optics. Students develop skills in applying physical concepts to solve problems from everyday situations. In the laboratory, students practice basic techniques of measurement and use of instrumentation. They also study experimental uncertainties, graphical analysis and report writing. This is an algebra-based course for students without Physics 12. **Prerequisites:** One of: BC Pre-Calculus 12, BC Pre-Calculus 11 (B), IB Mathematics (SL) 12 (B), or equivalent.

POLI 102 (3)—Politics and Government

Students are introduced 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 raised about the design of the political and social order. Students consider the ways philosophical thinkers have responded to the particular political problems of their day, and how 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. Students explore media roles in reporting and assessing the workings of legislative and administrative bodies; and government's roles in regulating and monitoring media practices. Students realize the interdependence between media and government.

POLI 303 (3)—Cultural and Political Systems

The major religious, philosophical, historical and economic underpinnings of modern cultural and political systems is evaluated. The dynamics of religion and culture is reviewed in the context of contemporary problems in diplomacy, including terrorism and military responses to current problems.

Prerequisite: POLI 102.

PSYC 103 (3)— Introduction to Psychology: Biological and Cognitive

Students are introduced to the principles of psychology and basic psychological processes. They are introduced to the brain and the nervous system, genes and behaviour, sensory processes, perception, consciousness, learning and memory. Historical foundations of psychology, as well as research methods and data analysis procedures used in psychology are also examined. Note: Both PSYC103 and PSYC104 are prerequisites for all second-year psychology courses; however, students can take them in any order or concurrently. Students cannot get credit for more than one of PSYC101 and PSYC103. **Prerequisite:** ENG100.

PSYC 104 (3)—Introduction to Psychology: Developmental, Personality, Social and Clinical

Students are introduced to psychology theories, issues and problems. They explore development across the lifespan, personality theory, social psychology, motivation and work, psychopathology and therapy, and stress and health. Historical foundations of psychology and research methods and data analysis procedures used in psychology are examined. Both PSYC103 and PSYC104 are prerequisites for all second-year psychology courses; however, students can take them in any order or concurrently.

Prerequisite: ENG 100.

PSYC 202 (3)— Social Psychology- Concepts and Application

Students learn key concepts and theories in social psychology including: the influence of social environment on personality, attribution, attitudes, perceptions, beliefs, aggression, love, prejudice, stereotypes, discrimination, group behaviours, altruism, interpersonal relationships, conflict, conformity and obedience. Students examine research findings in social psychology and issues that impact the study of people in society. **Prerequisites:** PSYC 103 and PSYC 104.

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 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 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. Issues such as attention, perception, memory, and reasoning are examined. Students 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 examine the psychological factors of successful workplaces 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.

PSYC 220 (3)—Abnormal Behaviour

Students are introduced to the basic concepts and theories of the scientific study of mental illness/psychopathology. Students examine a range of topics that include: the history of mental illness, classification and diagnosis, assessment, research, major psychological disorders, etiology, common therapeutic approaches, legal and ethical issues. Students learn biological, psychological and socio-cultural approaches to understanding psychopathology.

Prerequisites: PSYC 103, PSYC 104, completion of 10 courses.

PSYC 230 (3)—Brain and Behaviour

The brain and its underlying structure to explain behaviour in humans and animals are the focus of this course. Students learn theories and perspectives about the brain and behaviour including neural basis of sensation, perception, learning, memory, movement, cognition and emotion, synaptic physiology and psychopharmacology, and behavioural, neurological and neurodegenerative disorders arising from nervous system dysfunction. Students learn to identify and describe parts of the nervous system, the neural basis of behaviour, and to evaluate how the malfunctioning of the nervous system affects behaviour. **Prerequisites:** PSYC 103 and PSYC 104, completion of 10 courses.

PSYC 240 (3)—Research Methods: Thinking Clearly about Psychology

This course covers ways of knowing, psychology as a science and study of behaviour, data and nature of measurement in behavioural sciences, and research ethics. Students examine descriptive and quantitative research such as naturalistic observation, survey research, case studies, correlational, differential, experimental designs, quasi-experimental, and analysis and generalization of research findings. **Prerequisites:** PSYC 103 and PSYC 104, completion of 12 courses.

PSYC 250 (3)—Data Analysis in Behavioural Sciences

Students are introduced to research and data analysis in the behavioural sciences. The course covers graphing and tabulation of data, central tendency and variability, standard scores, correlation and regression, confidence interval, power and effect size, z-test, t-test, and analysis of variance.

Prerequisites: PSYC 103 and PSYC 104; MATH 101 is highly recommended. Completion of 12 courses.

PUBR 300 (3)—Public Relations in Practice and Theory

Public relations is an important component of organizational life. Students examine 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 apply the basic principles of public relations through case studies.

PUBR 304 (3)—Risk Communication: Crisis, Conflict, and Intervention

Communication is a crucial 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. Students examine how communication strategies effectively manage risk. Students 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. Students review issues of advocacy and how communication can both resolve and intensify conflict in the public arena. Students 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. Students understand and build their written and verbal skills related to persuasive communication. They explore persuasion in practice, examining how written documents and speeches contribute to altered behaviour by a variety of audiences. Contexts include position papers, marketing, opinion pieces, fundraising, and political speeches. Students 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. Students examine the value of a reputation in terms of stakeholder concerns and organizational strategy. They develop and present a reputation management strategy for a specific organization.

RSCH 300 (3)— Research Methods

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.

SJCJ 101 (3)—Introduction to Social Justice Theories of Social Justice

Students are introduced to the study of social justice and the core theoretical frameworks that underpin our examination of social injustices worldwide, such as utilitarianism, Marxism, and libertarianism, and emergent critical perspectives that challenge these historical approaches. Students grapple with the nexus between theory and practice by using theoretically grounded critical analyses to explore historical (e.g., colonization, Canada's residential schools, slavery) and contemporary social injustices such as the Trans Mountain Pipeline protests and Canadian prisons as the 'new residential schools. **Co-requisite:** ENG 100.

SJCJ 102 (3)—Social Justice in the Global North

Students are provided an overview and in-depth analysis of contemporary social justice issues and oppressions in the Global North (defined as First World nations), with special attention to how gender, sexuality, race, ethnicity, ability, religion, and other identities impact relationships with systems of power and oppression (e.g., capitalism, neoliberalism, patriarchy). **Prerequisites:** ENGL 100, SJCJ 101.

SJCJ 201 (3)—Social Justice in Practice

SJCJ201 builds on the theoretical foundations of SJCJ101 to understand social, political, and economic (in)justice, as well as the mechanisms and movements through which these injustices are addressed. Research is situated as a form of social justice in practice within participatory action, social science, radical, and intersectional methodological frameworks. Specific attention is given to contemporary social injustices in the Global North (e.g., unfair labour practices, structural violence) and Global South (e.g., consequences of armed conflict, terrorist groups, human trafficking, sexual slavery).

Prerequisites: ENGL 100, SJCJ 101, completion of 10 courses.

SJCJ 202 (3)—Social Justice in the Global South

Students engage in an intersectional analysis of contemporary social justice issues and oppressions in the Global South with a focus on the experiences of marginalized groups in developing nations. Students analyze topics such as gender-based violence (e.g., honour-based violence and killings, Female Genital Mutilation) and oppression and exploitation of marginalized groups (e.g., resource exploitation of Brazilian indigenous peoples, Ogoni people devastated by oil drilling in Nigeria, child soldiers in various nations in Africa), as well as the dynamics of law and justice in these nations.

Prerequisites: ENGL 100, SJCJ 101, SJCJ 102, completion of 10 courses.

SJCJ 250 (3)—Critical and Contemporary Perspectives on Social Justice & Human Rights

Contemporary human rights issues and systemic and social injustices domestically and internationally are explored in depth. Topics include child marriage, women's health, Female Genital Mutilation, sexual violence, human and sex trafficking, honour-based violence and killings, gender inequality, immigration, and labour rights and labour laws. After considering historical and contemporary examples of oppressions and challenges related to gender, sexuality, and social justice, students investigate race and ethnicity within a social justice framework. **Prerequisites:** SJCJ 101; SJCJ 201; ENGL 100, completion of 10 courses.

SJCJ 260 (3)—Children's Rights and Youth Justice

Children and youth experience varying forms of violence, abuse, exploitation, neglect, oppression, and injustice worldwide. Within a human rights framework, students explore topics such as barriers to resources and equity (e.g., education, health care, food), child marriage, child labour, child soldiers, sexual exploitation, human and sex trafficking of children, children and the law (e.g. conflict, migration, acts considered offences only for those under 18 years of age or applied predominately to girls), and youth justice systems from local and global perspectives.

Prerequisites: SJCJ 101; SJCJ 201; ENGL 100, completion of 10 courses.

SOCI 100 (3)—Sociology

People live in complex social systems. Students are introduced to sociology through topics of 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 critically appraise social systems using theories and methods of sociological research.

GRADUATE COURSE DESCRIPTIONS

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. 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 interpret the processes of financial reporting and how to employ accounting information to 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

Students explore 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

Students 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. **Prerequisites:** Completion of Tier 2.

BUSI 641 (3)—Entrepreneurship

Students examine 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

Students are provided a foundation for good business decision-making and problem-solving related to e-commerce. They investigate 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.

Prerequisites: Completion of Tier 1.

BUSI 650 (3)—Business Analytics

Students are 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.

BUSI 651 (3)—Machine Learning Tools and Techniques

Students will explore the world and models of machine learning. They will learn how to use best practices with training data to help learning algorithm find patterns to map to the target attributes. Students will learn about different outputs in patterns to find if it is possible to machine learning model to predict new data sets of potential new targets. The course will incorporate Amazon Web Services Cloud Machine Learning Algorithm QuickStart. **Corequisite:** BUSI 650.

BUSI 652 (3)—Predictive Analytics – What Works?

Students will learn the architecture of machine learning and how they can use strategic business making to align machine learning technologies to help the organization meet its goals. The course will take a ‘client’ business approach where students will analyze data, and potential applications of machine learning and analytics to help to achieve strategic goals. **Corequisite:** BUSI 650

CAPS 602 (3)—Capstone – Consulting/Innovation Graduate Project

Students define and analyze a real-life project based on their assessment of its needs, challenges, and opportunities. After identifying a challenge, they analyze it, propose solutions, and build a strategic plan. Throughout, students update their e-portfolio showcasing their progress and create a personalized video presentation explaining their activities, experience, and contributions to the organization. They produce a written report and analysis of the problem, their contributions, and recommendations. Students participate in a mock employment interview and pitch the professional experience and benefits they gained from their project. All assignments will be reviewed and evaluated by the instructor and employer supervisor.

CMPT 641 (3)—Information Technology for Managers

Students are provided 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 range from procurement to customer relationship management with a special focus on IT strategy and governance, and IT project management. An IT-focused case study is used to build analytical skills and to apply widely accepted business frameworks and industry practices. Class presentations and discussions, along with individual assignments enhance student communication and analytical skills particularly in relation to technology related issues.

Prerequisites: Completion of Tier 1.

FNCE 623 (3)—Financial Management

The impact of financial decisions internal to, and external to the organization is examined. The course introduces the topic of financial markets, and how financial information is related to the success of the firm, especially regarding the ability to raise capital. It reviews the different instruments and institutions used during the process. Strategies for evaluating and minimizing risk are presented. Underlying much of the analysis is the concept of the time value theory of money. The role and expectation of shareholders is presented. Ultimately, it becomes clear that most decisions within an organization have important financial implications, explicit or otherwise and should be well understood and managed.

Prerequisite: ACCT621.

FNCE 625 (3)—Investment Analysis and Management

Students are introduced to investment concepts and security characteristics that they apply in analyzing various types of investment securities and to how investment portfolio are 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 is eligible for the Financial Management Stream.**

Prerequisites: Completion of Tier 2.

FNCE 627 (3)—Personal Financial Planning

Students are introduced to financial planning issues and strategies to achieve long term financial planning goals with a focus on retirement planning. Topics include RRSPs, RRIFFs, 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 is eligible for the Financial Management Stream.**

Prerequisites: Completion of Tier 2.

FNCE 629 (3)—Global Financial Institutions Management

Students are 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 is eligible for the Financial Management Stream.**

Prerequisites: Completion of Tier 2.

HRMT 620 (3)—Canadian Human Resource Management

Students explore how to develop strategies, policies, procedures, systems, and structures, to manage human resources in a Canadian business context. Students become 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.

Prerequisites: Completion of Tier 1.

HRMT 621 (3)—Human Resource Management in the Global Environment

Students investigate how to develop strategies, policies, procedures, systems, and structures, to manage human resources in a global business and multi-cultural context. Students become fluent in the issues facing businesses in these environments, critically examine the key HR tools to be successful and define a set of business “best practices” to support and advise managers and leaders to be successful in these environments. **Prerequisites:** Completion of Tier 1.

HRMT 623 (3)—HR Strategy

HR is core to the achievement of long-term organizational success at every step from effectively implementing business strategies to attracting, developing, evaluating, motivating and retaining talent. Developing effective HR strategies are important to an organization's health and longevity. Students learn to identify, evaluate and develop human capital as strategic resources. They explore major issues and topics used for addressing contemporary challenges in the workplace. Topics include SHRM, HR planning and strategy, strategic people management, organizational development strategies, corporate social responsibilities strategies and human resource management information system strategies. The course is part three of three electives offered to students wishing to earn a designation from CPHR after fulfilling their MBA requirements.

HRMT 624 (3)—Recruiting & Retaining Talent

Attracting the right people and developing them to achieve organizational goals are critical functions for all types and sizes of organizations. This course constitutes part one of three elective courses for students who wish to achieve the CPHR designation upon fulfilment of their MBA requirements. The focus of this course is Human Resource Management (HRM) cycle of employer branding, recruitment, selection, training, performance management, and internal career planning. Students also explore the special needs of remote working (Nomad). Students are exposed to HRIS relating to performance management.

HRMT 625 (3)—Management & Employee Relations

This course focuses on industrial relations and strategic compensation package that all organizations must address as well as the Canadian labour market considerations and issues of strategies for attracting and retaining talent. The course is part three of three electives offered to students wishing to earn a designation from CPHR after fulfilling their MBA requirements. Students explore a systematic framework for designing a compensation package that adds value to an organization. They examine labour unions and the labour laws of Canada and British Columbia as well as employee satisfaction & retention, employee benefits and compensation, occupation health and safety, and employee separation.

IAAS 603 (3) - Launch Your Business

Students develop their own business and pitch their potential business model to a panel of investors. They are led by professional mentors who guide them through UCW's Incubation program to develop a viable business model. Students are guided through various milestones in weekly reports, a market plan, a financial plan and a business plan until they make a final pitch to an investor panel.

MBAF 501 (3)—Introducing Business & Business Communications

Students compose written documents and presentations to prepare them for success in MBA coursework and the workplace. They analyze context and audience, to determine purpose and message content, and 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 includes researching and writing correspondence, reports, proposals, project plans, social and digital media communications, and technical descriptions as well as preparing and performing oral presentations for use in the workplace as well as the classroom.

MBAF 502 (3)—Quantitative Reasoning & Analysis

As beginners in graduate studies, students often require an introduction or re-introduction to basic quantitative skills (e.g., basic algebra, statistics) that are important to core graduate 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. Students develop critical thinking skills related to the design of the study, data collection, descriptive statistics, selection of appropriate statistical tools, interpretation of the statistical results and understanding of merits and shortcomings of various statistical models.

MBAF 504 (3)—Economics from a Business Perspective

Students are introduced 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 are 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 is important not only to advance and apply what students have learned in the MBA program, but also for the value it delivers to the sponsor organization, whether it is the student's own workplace or another organization. Students present 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.

MEMI 602 (3) - From Ideation to Innovation

Students are introduced to how entrepreneurship, creativity, sustainability, innovation and social innovation interrelate to become the modus operandi in creating new business ideas. The focus is on practical concepts, tools and designs/models as a means for researching, identifying, building and utilizing skills and competencies that will help to develop the ideation process. Through experiential learning, students practice their innovation and creativity skills to transform ideas into their competitive advantage and generate business opportunities. Students have the opportunity to receive a series of digital badges from IBM Design Think through successfully completing assignments.

MEMI 610 (3) - Prototyping for Entrepreneurs

Students analyze the fundamentals of prototyping and acquire the key tools for identifying product-solution/product-market fit, user testing, and Minimum Viable Product creation. To build their Minimum Viable Product, students employ software-based tools and through a series of case-studies, are introduced to the process of getting from a new idea to a real product. Students apply best practices to assess the viability of the potential product through customer observations, interviews, and surveys. They employ customer engagement techniques, add operations and project management details, and finally practice pitching their ideas to potential investors.

MEMI 612 (3) - Data-based Decision Making

Students will learn how to collect, manage, visualize, analyze, and model complex high-dimensional business data to create crucial components in the business decision-making process. Using tools such as Tableau or Power BI, and Python, students will be able to gather, describe, analyze, and present internal and external data with the ultimate objective to assist organizations with strategic and tactical decision making. Practical approaches to real-world data problems will be emphasized through case studies, hands-on data visualization assignments, and a team data analytics project.

MGMT 601 (3)—Leadership in the Global Context

Through incorporating elements of leadership at all levels within an organization, students explore leadership theories and best practices that differentiate successful leaders from others. With a view to enhancing their ability to lead teams, students are challenged to identify their own leadership style and to adopt new leadership approaches, skills and strategies. Strategic planning, leadership skills and critical thinking skills are developed through applying strategic management tools and processes to real world problems with a particular focus on ethical leadership.

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. Students examine the need for more and deeper involvement of teams in the operation of organizations, and the importance of understanding how teams operate and different forms of related structures and reward systems. We investigate the role of project teams and their management. **Prerequisites:** Completion of Tier 1.

MGMT 643 (3)—Change Management

Students investigate intervention theory surrounding the dynamics of change. Methods of aligning organizational structures with strategy within environmental vagaries are explored. Change agent models are reviewed and data collection, content analysis and feedback mechanisms outlined to assist the organization achieve risk reduction through harnessing creative, proactive response. **This course is eligible for the Leadership Stream. Prerequisites:** Completion of Tier 2.

MGMT 645 (3)—Negotiation

Negotiation is the art and science of obtaining agreements between two or more interdependent parties. Students recognize that theory and processes of negotiation is practiced in a variety of settings, the components of an effective negotiation, and analyze their own behavior in negotiations. The course is 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 is eligible for the Leadership Stream.**

Prerequisites: Completion of Tier 2.

MGMT 660 (3)—Leadership and Decision Making

This course develops student leadership capabilities by focusing on how leaders make decisions in organizational settings and in everyday life. Students employ heuristic and analysis to decision-making processes and their ethical implications. 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 innovative ways of decision-making and problem-solving. Students engage in action-learning by drawing from their learning in the program and developing their leadership capabilities through a series of weekly exercises, a paper-based and/or computer-based business simulation and targeted case studies. **This course is eligible for the Leadership focus. Prerequisites:** Completion of Tier 2.

MGMT 661 (3)—Strategic Management

Strategic management focuses on strategy formulation and actions taken by top management utilizing the organization's resources synergistically to improve performance of internal and external environments. The course serves as an opportunity to develop skills for strategic thinking and analysis, leadership, communication, teamwork, and cross-functional integration. Students learn about corporate and business planning as well as the implementation of organizational change through structures, systems, and people. The approach adopted includes lectures, case analyses, and action learning through group efforts.

Prerequisites: Completion of Tier 3.

MRKT 621 (3)—Marketing Management

Students manage marketing activities by exploring the process of planning and executing the concept, pricing, promotion and distribution of goods and services and practice required to implement marketing strategies. They consider how to craft the 'right' message and position based on organization values to ensure a coherent voice through every aspect of their campaign. Topics include analysis of the marketing environment, segmentation, positioning, consumer behaviour, customer care, marketing research, branding, pricing, distribution and promotion. Students build skills for serving in an organization planning their secure future within the 21st century marketplace. **Please note that students taking MRKT 621 will be charged an extra \$150 fee to access Digital Marketing Institute modules and membership.**

Prerequisites: Completion of Tier 1.

MRKT 623 (3)—Digital Marketing Strategies

Students acquire domain expertise in digital marketing, evolving marketing channels, strategies, and marketing integration, in pursuit of both short and long-term business goals. They explore proven practical examples of strategy selection, implementation, and management, and how competitive advantage is created and leveraged over time and distance in the context of rapidly evolving technologies and practice. Students plan and execute a digital marketing campaign as part of a digital marketing strategy. **This course is eligible for the Marketing focus. Prerequisite:** MRKT621.

MRKT 625 (3)—Marketing Promotion

Students explore marketing promotion from an integrated communication perspective learning that marketing is the bridge between product and customer. They engage in an in-depth study of promotional strategies, tactics, message design, and campaign implementation. Students harness promotional technologies that affect marketing and promotion practice while situating the consumer at the center of the marketing process. **This course is eligible for the Marketing focus. Prerequisite:** MRKT 621

MRKT 627 (3)—International Marketing

Students apply conceptual schema and marketing principles in international marketing contexts. They examine and assess how socio-cultural, economic, and political circumstances influence global consumer needs, design and their implementation of the marketing mix, and market entry strategies. Students learn how to assess identify, target, local, regional, and national market potential and decision-making for conducting sophisticated competitor, business risk assessment, and international supply chain logistics.

This course is eligible for the Marketing focus. 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. Computer and decision support systems using Production and Operations Management software are reviewed. Statistical methods and cutting edge concepts are discussed as part of comprehensive management practices.

Prerequisites: 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 workplace. Students analyze sources of tension and conflict within organizations and learn about strategies to harness positive energy and productivity.

RSCH 600 (3)—Graduate Research Methods

Graduate Research Methods provides the necessary skills to ethically and critically understand, evaluate, interpret, debate, modify and design methods of applied research skills needed throughout the MBA program. Topics include ethical considerations in research, developing and refining research topics, crafting a problem statement, formulating research questions and hypotheses and analyzing and presenting their findings. Students evaluate and debate the quality of published literature and analyze and draw inferences from a variety of recent raw data by employing critical thinking skills. Students write a research review that includes the abstract, introduction, theoretical background, problem statement, research methodology, evidence, discussion, and conclusion.

WORK 601 (3) – Graduate Internship

Students with limited job experience will be matched to a commercial company based on their e-portfolio. Under guidance, they gain practical knowledge and skills through completing an analysis of their assigned role. After identifying a challenge, students propose ways to solve it and build a strategic plan. They present a video story outlining their activities, their contribution to the organization, analysis of the internship experience, and their recommendations for a solution to the challenge. The final report documents how they were able to integrate into the organization and describe proposed solutions with outcomes. All assignments are posted to their e-portfolio and evaluated by both the Instructor and supervisor.

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:** 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 October 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.
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 enrolment 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.

Term	Use/Definition
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.
MyUCW	UCW's learning technology platform which is part of every course and is the primary means of communication between and among students, faculty, and staff. Every student has a MyUCW account.
Non-Program Student	Any student who is admitted to UCW to take up to a maximum of 4 undergraduate courses without being admitted to a degree program. They complete a fast track admission process to "sample" courses. If they wish to complete a degree subsequently, they must complete a full application for admission.
Off-Campus Work Permit	Canadian federal government program that grants permission to International students to seek paid employment. Student must be full time for at least 6 months and maintain an acceptable GPA to be eligible. Not a UCW program.
Official Documentation	Formal original documents provided to support information provided by applicant.
Official Transcript	Formal transcript issued by an educational institution and is supplied in a sealed/unopened envelope.

Term	Use/Definition
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.