

Academic Calendar

October 12, 2021 - October 2, 2022

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DISCLAIMER STATEMENT

Effective date of information, unless otherwise noted: October 12, 2021 to October 2, 2022.

The online Academic Calendar is the University's official statement of regulations, policies, programs, requirements and course descriptions for the 2021-2022 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, and 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.

University Canada West
1461 Granville Street
Vancouver, BC, V6Z 0E5

Toll free: 1.877.431.6887
www.ucanwest.ca

ACCREDITATIONS & MEMBERSHIPS

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

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

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



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



University Canada West has earned NCMA National Accreditation for its MBA and BCom degree programs from CIM | Chartered Managers Canada. CIM | Chartered Managers Canada offers a comprehensive National Accreditation process that reviews college and university programs and grants equivalency to the association’s Chartered Management Program (CMP).



University Canada West is proud to be officially recognized as an affiliate collegiate chapter of the American Marketing Association. The University launched the UCW Marketing Association Collegiate Chapter in January 2020 to bring together students and marketing professionals to connect, learn and find inspiration.



University Canada West is pleased to be a member of the Association for the Advancement of Sustainability in Higher Education (AASHE), furthering campus efforts to build a thriving, equitable and ecologically just world. Through membership in AASHE, UCW receives support in advancing its sustainability initiatives throughout its campuses and in the community.



University Canada West is pleased to be a member of the BC Tech Association. BC Tech is a non-profit dedicated to making BC the best place to grow and scale a tech company. The Association is a trusted and respected voice for the tech sector in British Columbia.

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 who 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.

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.

Academic Terms

The UCW Academic Year provides an environment of learner flexibility and rapid degree completion. An academic year has four terms, each of which consists of 10 weeks of classes plus two weeks for review and exams. Typically, each academic term spans across three months: Fall (October-December), Winter (January-March), Spring (April-June) and Summer (July-September).

All new degree students are encouraged to attend the New Student Orientation (NSO). Refer to the New Student Orientation schedule for specific dates either in the [MyUCW Student Portal](#) or through emails.

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 Department Chairs in consultation with the faculty.

Important Dates 2021-2022

Fall Term 2021

- **October 4-8**—Orientation
- **October 12 (Week 1)**—Term start: First day of classes
- **October 19 (Week 2)**—Last day to drop or add courses without fee penalty for registered students
- **October 11**—Thanksgiving Day—Campus closed
- **November 8 (Week 5)**—Last day to withdraw from courses without academic penalty
- **November 11**—Remembrance Day—Campus closed
- **December 12 (Week 9)**—Last day of Instruction
- **December 13-19 (Week 10)**—Exam Period
- **December 19**—Last day of Fall Term: Final Grades Due

Break: December 20-January 9

- **December 24**—Christmas Eve—Campus closed
- **December 25**—Christmas Day—Campus closed
- **December 27 & 28**—Campus closed
- **December 29 & 30**—Campus open
- **December 31**—Campus closed
- **January 1, 2022**—New Year's Day—Campus closed

Winter Term 2022

- **January 3-7**—Orientation
- **January 10 (Week 1)**—Term start: First day of classes
- **January 17 (Week 2)**—Last day to drop or add courses without fee penalty for registered students
- **February 7 (Week 5)**—Last day to withdraw from courses without academic penalty
- **February 21**—BC Family Day—Campus closed
- **March 20 (Week 10)**—Last day of Instruction
- **March 21 - April 3 (Week 11-12)**—Exam Period
- **April 3**—Last day of Winter Term: Final Grades Due

Break: April 4-10

- **April 15-18**—Easter Holiday—Campus closed

Spring Term 2022

- **April 4-8**—Orientation
- **April 11 (Week 1)**—Term start: First day of classes
- **April 15**—Good Friday—Campus Closed
- **April 18 (Week 2)**—Last day to drop or add courses without fee penalty for registered students
- **April 18**—Easter Monday—Campus Closed
- **May 9 (Week 5)**—Last day to withdraw from courses without academic penalty
- **May 23**—Victoria Day—Campus closed
- **June 19 (Week 10)**—Last day of Instruction
- **June 20-July 3 (Week 11-12)**—Exam Period
- **July 1**—Canada Day—Campus closed
- **July 3**—Last day of Spring Term: Final Grades Due

Break: July 4-10

Summer Term 2022

- **July 4-8**—Orientation
- **July 11 (Week 1)**—Term start: First day of classes
- **July 18 (Week 2)**—Last day to drop or add courses without fee penalty for registered students
- **August 1**—BC Day—Campus closed
- **August 8 (Week 5)**—Last day to withdraw from courses without academic penalty
- **September 5**—Labour Day—Campus closed
- **September 18 (Week 10)**—Last day of Instruction
- **September 19 - October 2 (Week 11-12)**—Exam Period
- **October 2**—Last day of Summer Term: Final Grades Due

Break: October 3-9

- **October 10**—Thanksgiving Day—Campus closed

ADMISSION TO THE UNIVERSITY

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

The University has clearly articulated admission requirements that support the likelihood of success in undergraduate and post-graduate programs and adheres 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, 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 via the University website or through an agency partner. Successful applicants will be issued an offer letter into their preferred program.

Applicants are encouraged to apply early, it is 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 submission deadline listed below and/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 | 7 days prior to term start | 7 days prior to 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 will need to refer to IRCC regarding any deadlines and/or processing times related to their student visa application.

Undergraduate Academic Requirements

Applicants are required to have at least successfully completed high school (equivalent to year 12) with a minimum CGPA of 2.00 or 'C' average.

Undergraduate Categories of Admission

Applicants to an undergraduate program (i.e. the Bachelor of Arts in Business Communication, 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

Master of Business Administration (MBA) Entrance Requirements:

1. If your first language is not English, submit an IELTS score of at least 6.5 (minimum 6.0 in writing band) or equivalent (TOEFL, PTE, Duolingo etc.) OR successful completion of UCW's University Access Program (UAP) with a Grade Point Average of at least 70%. If your first language is English and you can demonstrate that you graduated from a recognized degree in an English-speaking country, the English IELTS score or equivalent requirement is waived.

AND

2. A cumulative GPA of 3.00 (on a 4.33 scale) or better in a bachelor's degree OR successful completion of UCW's MBA Foundation (MBAF) with a Grade Point Average of at least 72%.

AND

3. One of the following:
 - a. A suitable score on a Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five (5) years.
 - b. A relevant Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CFP or P.Eng).
 - c. Bachelor's degree in business (e.g., Business Administration (BBA) degree or Bachelor of Commerce (BCom)).
 - d. A minimum of three (3) years documented professional or management experience with evidence of career progression and relevant education and/or training.

Master of Business Administration Foundation (MBAF) Entrance Requirements:

1. If your first language is not English, submit an IELTS of at least 6.5 (minimum 6.0 in writing band) or equivalent (TOEFL, PTE, Duolingo, etc.) OR successful completion of UCW's University Access Program (UAP) with a Grade Point Average of at least 70%. If your first language is English and you can demonstrate that you graduated from a recognized degree in an English-speaking country, the English IELTS score or equivalent requirement is waived.

AND

2. A cumulative GPA of 2.33 or better in a bachelor's degree from a recognized post-secondary institution

AND

3. One of the following:
 - a. A suitable score on a Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five (5) years.
 - b. A relevant Canadian professional designation or equivalent international designation (e.g. CPA, CA, CGA, CMA, CHRP or P.Eng).
 - c. A minimum of three (3) years documented professional or management experience with evidence of career progression and relevant education and/or training.

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, CPHR 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 (5) 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 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
- Business Economics

The decision to admit an applicant via the Foundations pathway will be based on evidence in the application that demonstrates their level of business knowledge and/or experience in these course areas, such as:

- A bachelor's degree in Business Administration (BBA), Commerce (BCom) or in another business-related field of study.
- A relevant Canadian professional designation (e.g. CPA, CA, CGA, CMA, CPHR, P.Eng or an international equivalency).
- A suitable score on the Graduate Management Admission Test (GMAT) or the Graduate Record Examinations (GRE) that has been written in the last five (5) years.
- Professional business and/or managerial experience with evidence of career progression and/or relevant education and/or training.

Students admitted via this pathway must achieve a cumulative GPA 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 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.

All applicants have the option to provide additional documents to support their application and demonstrate their readiness for the program. These documents may include, but are not limited to, the following:

- Graduate Management Admission Test (GMAT) report.
- Graduate Record Examinations (GRE) report.
- Records of employment history such as a CV, employment contracts or confirmation of employment letters.
- Personal Statement.

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 (3) 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 (4) 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 three-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.

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.

Applicants 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 UCW's University Access Program (UAP) with a Grade Point Average of at least 70%.
- 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 two (2) years from the date of the report.
- 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.

IELTS and other such tests must be submitted prior to the 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 in UAC 010 and UAC 020 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). UAP students in UAC 030 may concurrently enrol into select quantitative courses in their program.

Students can be exempted from UAP courses if they achieve the appropriate IELTS score and receive a recommendation by the Chair of UAP based on a UAP committee assessment.

Academic Writing Fundamentals

If a faculty member notices a student is experiencing significant difficulties with their academic English skills, they may recommend that the student take ENGL 080—Academic Writing Fundamentals. An Academic

Advisor would speak with the student before making a decision as to whether they would be required 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 an Academic Advisor. The ENGL 080 course fee is listed on **Page 28**.

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 admission to further courses 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 commence as students within this time frame will have let their offer for admission expire. They 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 are 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 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 most learning outcomes of a course. Transfer credit requests can take six to eight 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 five (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: WORK 498 or WORK 499.
- 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](#).

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(s) 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(s)
- 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: WORK 498, WORK 499, MBAR 661, CAPS 602, MENT 630, WORK 601.

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

Undergraduate programs

- No more than 50% of total credits of a combination of transfer credit and PLAR will be granted toward undergraduate degree requirements with no more than 25% of 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.
- Applicants may be eligible for prior learning assessment towards an undergraduate degree.

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.
- Courses used to meet the requirements of a previously earned credential will not be eligible for credit toward the UCW graduate degree

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 found in the MyUCW Student Portal and submit it electronically with the required fee payment. Send an email to transfercredit@ucanwest.ca 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.

Complete applications are forwarded by the Registrar's Office to the appropriate Grad Chair for assignment to a faculty expert. The faculty expert will then contact the student directly to determine the type and scope of work to be completed by the student for the full PLAR assessment. The faculty expert alerts the Registrar's Office as to the PLAR result. The Registrar's Office notifies the student in writing with the outcome and in the case of a successful result, adds the PLAR credit to the student record.

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.

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 three (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 three (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 three (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 the Registrar's Office and Finance team (terms and conditions apply).

Wellness Support

All students will have access to Keep Me Safe, a wellness program that is available to students 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 the MyUCW Student 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 the 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 the UCW required course load with approval.

Weekly Minimum Attendance Requirements for Full-Time Status

| 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 |

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
- 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 a 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 a 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.

INTERNATIONAL STUDENT ADVISING

UCW is committed to supporting our international student community and enriching their experience throughout their journey at UCW by offering a wide variety of student support services. International Student Advisors (ISA) are focused on providing support to international students before their arrival and during their program at UCW. ISAs offer non-academic advising to students from international pathways.

International Student Advisors assist students with intercultural transition support, helping students navigate UCW services and general Canadian immigration inquiries. Students can reach out to ISA team members for information and assistance about student life, as well as life in Vancouver, Canada.

One-on-One Advising

International Student Advisors offer one-on-one advising to international students. There are booked appointments for individual advising in different languages, as well as virtual drop-in meetings. For more information on how to contact ISAs, please visit the International Student Advising page in the MyUCW Student Portal.

Workshops and Information Sessions

The International Student Advising team offers ongoing workshops and information sessions to help support international students in their experiences at the University. These sessions are led by experienced student services advisors, Regulated Canadian Immigration Consultants and Regulated International Student Immigration Advisors. These advisors answer students' questions about studying and working in Canada and health insurance, as well as offer step-by-step guidance to prepare for transitioning to Canada.

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-centered 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, one-on-one 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

The Career Development Centre offers one-on-one advising to students individually to discuss any career-related topics. 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:

- On-campus culture
- 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) (mandatory for one (1) week before classes start)
- Learning for Success workshops (LFSW 099) (mandatory for first four (4) weeks of classes)

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 (4) weeks of the term. Students are introduced to strategies for success, the MyUCW Student Portal, 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 three-hour workshop per week for the first four (4) weeks. Students will log in to the MyUCW Learning for Success Workshop course before classes begin. Students will earn a badge for each weekly session they successfully complete and will earn a Learning for Success Certificate for successful completion of all four (4) weeks of Learning for Success workshops.

General Registration Information

Applicants must have received a Letter of Acceptance (LOA) and have a student visa before they are permitted to 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, sign and submit to the Registrar's Office, 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 and updates the schedule when needed throughout the period of course registration.
- The Registrar's Office sends out dates that registration is open and who may register.
- Students should read the instructions on how to register into courses and check with their Academic Advisor for course planning advice when needed.
- Students can contact Academic Advisors for academic advice for help with planning their degree pathway for academic success.
- Course schedules are subject to change without prior notification based on, but not limited to, course enrolments and availability of teaching instructors.

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 add courses must be made using the Course Change Request Form and submitted online through the MyUCW Student Portal. To drop from courses, under My Courses > Course Registration in the MyUCW Student Portal. 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 may not add additional courses to their term registration after the drop/add deadline except with the written permission of the Department 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, up to the fifth Monday of each term as specified in the Academic Calendar. Students who are 'no shows' in a class for a number of weeks will be administratively withdrawn. 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 CGPA.

A course withdrawal **after** the final deadline will be recorded as a Fail, with "F" on the student's permanent record, and 0 calculated in the CGPA. 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 approved by 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 30 calendar days after the official course end date. The Chair/Academic Department 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 the grade earned prior to the incomplete contract.

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 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, textbook or publisher platforms, 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.

Open Educational Resources (OER)

Students are required to purchase course textbooks, however, UCW has taken steps to support the addition of Open Educational Resources (OER) in courses across the institution. OERs act as a replacement to some of the textbooks and learning resources mentioned above. The adoption of OERs in courses addresses issues around access, alleviates financial barriers and makes education more accessible for students.

Courses that are fully OER, and require no purchasing of textbooks or resources, will be listed in the course description section below with this symbol:



The MBA Foundation program is the first fully OER program at UCW. All courses within this program have no textbook or resource fees.

Open Educational Resources (OER) Committee

To learn more about OER visit: <https://www.myucwest.ca/cms/?p=334>.

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, 2022. 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 2022) 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 to the Finance Office.

Tuition Refunds

For complete policy regulations and procedures, refer to **Policy 3001 Student Tuition Refunds Policy** and the related **Refund Policy procedure 3001p** 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.

Continuing Students

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

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

Any tuition payments made by a third-party or sponsoring agency (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 will be sent to the account from where the funds were originally sent. International students may request refunds to be sent via wire transfer. A wire transfer fee applies.

Schedule of Fees

Tuition fees schedule for new and continuing students can be accessed on the website at: www.ucanwest.ca/admissions/tuition-fees.

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 three (3) courses and no less per term for the MBA program.
- Enrolled in a minimum four (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 Savings Plan (RESP)

RESPs are registered education savings 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

All students are responsible for understanding and adhering to UCW policies. For complete policy regulations and procedures, refer to **Policy 8009 Sexual Violence Misconduct**, **Policy 9014 Student Rights & Responsibilities** and to **Policy 5007 Academic Freedom** which can be found on the UCW website and in the MyUCW Student Portal.

UCW is a learning community committed to providing a safe environment characterized by respect, consideration, well-being, social and moral development of its members. As a member of the UCW community, students can expect to be part of a respectful, innovative, collaborative, courteous and engaging environment free from harassment, discrimination and any form of abuse or violence. UCW is dedicated to the advancement of learning, the collection and dissemination of knowledge, and development of skills and competencies with a culture that is based on diversity, critical inquiry, knowledge generation and freedom of expression. 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 this statement of Rights and Responsibilities as the foundation of their relationship with peers, faculty, staff and the UCW community in general. As well as adhering to the requirements of the laws of British Columbia and Canada, students are generally accountable for, but not limited to:

- a. The exercise of self-discipline, accountability and judgment in daily interpersonal relationships as well as in academic activities.
- b. Acceptance of personal responsibility for continued academic and professional competencies and learning.
- c. Acceptance that one's professional abilities, personal integrity and treatment of others as measures of mature, civil conduct also reflect on UCW itself, and
- d. Conduct which is not consistent with UCW policies and procedures.

Students are responsible for their behaviour while on-campus and while participating in any University-related activities, such as events, meetings and business placements, demonstrating professional integrity in addition to academic excellence.

The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this Policy. Conduct not specifically set out below may also be subject to proceedings under this Policy. Students shall not engage in the following conduct:

- a. Physically, verbally, emotionally or psychologically aggressive behaviour directed towards another member of the community and/or coercion and/or threats towards students, staff, faculty or other member of the UCW community.
- b. Regardless of the purpose or intent (including jokes), to engage or encourage others to engage in behaviours or activities that harass any person or discriminate against a person based on protected status such as race, ancestry, place of origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status or disability.
- c. Intentionally or knowingly mislead, defraud, or misrepresent themselves or others, or otherwise abuse the trust of faculty, staff, students, and other members of the UCW community.
- d. Harm, injure or threaten any person or animal on-campus or during attendance at University classes, activities or functions.
- e. Intentionally or recklessly create situations which endangers or undermines or threatens the health, safety, well-being or dignity of oneself or another individual regardless of consent. This includes but is not limited to engaging, inciting or coercing another into behaviours that humiliate or demean a person's dignity, including one self's (such as hazing).
- f. Possess and/or sell illegal or controlled substances on-campus, or be under the influence of drugs, alcohol, cannabis or narcotics while attending class or UCW functions and activities.
- g. Commit unlawful acts on University premises during activities organized or sponsored by the University or University community or towards members of the UCW community.
- h. Disregard or encourage others to disregard health procedures and practices mandated by UCW or engage in conduct that threatens the health of any other person.
- i. Impede or disrupt teaching, research, administration, disciplinary proceedings, public service functions or other authorized University functions.
- j. Bribe, make offers of bribery or make offers of reward to students, staff or faculty for any purpose.
- k. Store, possess or use real or replica firearms or other weapons, explosives, including fireworks or ammunition on UCW premises.
- l. Misappropriate, convert, destroy, permanently deface or otherwise damage University property, resources or the property of others.
- m. Interfere or tamper with emergency equipment or facilities such as fire alarms, emergency telephones, fire doors, fire extinguishers, fire hoses, etc. This includes, but is not limited to, disconnecting smoke detectors or fire equipment, setting fires, setting a false fire alarm or blocking emergency exits.
- n. Abuse any computer, computer-related facility or software, or alter or remove computer files or software without authorization or purposefully misplace or deprive others of access to computer resources.
- o. Provide to another person any credentials or access information to UCW systems or resources meant for oneself, regardless of intent or purpose.

- p. Utilize any UCW resources, including digital programs, for any other purpose than specifically authorized for. Students shall not receive, upload, download, distribute or send racist, pornographic, discriminatory, or other material intended to harass another person using UCW equipment or software located on or off campus, including UCW networks or student-owned computers or communication devices using campus equipment or resources.
- q. Forge, falsify, destroy, misuse or alter any University document or record in paper or electronic form and/or aid another in the forging, falsification, destruction, misuse, or alterations of University document and records, paper or digital.
- r. Engage in any other conduct which is not in keeping with reasonable University standards and/or violates other policies at UCW including but not limited to, the Sexual Misconduct and Harassment policy.
- s. Breach or failure to follow a behavioural contract as outlined by UCW.

In the case of potential infractions of the Rights and Responsibilities, any UCW staff 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 and applies to all members of the UCW community, particularly to UCW students who are currently enrolled or were enrolled 30 days prior to initiating the Complaints Resolution process.

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 the appropriate appeal or review processes (e.g., academic appeals, appeals for non-academic discipline, admissions' appeals, etc.) and are not applicable to this 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. The University expects all parties to resolve conduct issues using informal means before escalating to formal measures.

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. For informal complaints (Step 1 and 2), a relevant administrative staff member reviews the complaint (e.g., Department Chair, Coordinator, Area Supervisor, Registrar, Student Affairs). Formal complaints are to be reviewed by the Vice President Academic.

- Step 1: Speak to the Instructor or Service Area Supervisor/Coordinator
- Step 2: Speak to the Department Chair or Service Area Manager

(Step 1 and 2 complaints can be initiated verbally and are documented through an incident report that includes educational sanctions.)

- Step 3: Written Request for Review to the Vice President Academic (instruction) or the Vice President (Administration) (services and policies).

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. University Canada West adheres to principles of administrative law and natural justice. This policy describes mechanisms for students to appeal a decision made about non-academic disciplinary matters that they believe is unjust, has inappropriate consequences or did not follow due process as outlined in Policy 9014p. Typically, these are infractions of the Student Rights and Responsibilities policy (Policy 9014p).

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.

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.

Students wishing to appeal under this policy must provide a written basis for the appeal. A student may initiate the appeal process outlined in this policy on one or more of the following circumstances:

1. The decision maker showed prejudice or bias during their investigation process and/or when imposing sanctions AND the student has factual evidence of bias and/or can clearly explain how bias and prejudice was present
2. The student has become aware, or come in possession of, new evidence that was not available to them at the time of the investigation AND that could reasonably change the outcome of the decision and was not withheld by the student
3. The decision maker did not properly follow due process as outlined in Policy 9014b
4. The sanctions imposed are not appropriate or excessive based on the misconduct allegation and the student includes a detailed explanation of how the sanction is inappropriate or excessive.

A student(s) failure to participate in the Student Rights and Responsibilities Process, either due to unwillingness to cooperate, indifference or failure to respond to requests of the Student Rights and Responsibilities Advisor shall not be deemed grounds for appealing a decision.

Appeal documentation is submitted to the Student Rights and Responsibilities Advisor for documentation review. The appeal will be reviewed by the Director, Student Affairs or their designate based on the circumstances described above. The VP Academic or their designate will decide on the appeal to either uphold, modify or rescind the original decision and will provide the student with a written decision including the rationale and facts upon which it is made with a copy to the Registrar for the student's record.

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 is the basis for academic inquiry and instructional excellence. UCW expects academic integrity from all of its members, including students and is fundamental to achieving student success, to the quality of UCW education and to the value of a degree from UCW.

The generally accepted meaning of academic integrity is "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage." (International Centre for Academic Integrity, 2014). This meaning applies in this Policy where the term academic integrity is used.

The term “academic misconduct” can be regarded as the direct opposite of academic integrity as that term is used in this Policy. Academic misconduct may be intentional or unintentional. The following practices violate academic integrity and constitute academic misconduct. As such, when found to have occurred, whether intentionally or unintentionally, they will result in the imposition of penalties. The list of practices is not exhaustive of acts of academic misconduct, which you can find in the Policy 5006 Academic Integrity Policy.

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 email 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.

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 in Good Academic Standing.

Academic Alert

Undergraduate Students who achieve an F grade and/or CGPA of less than 2.00 are placed on Academic Alert. The Academic Alert notation is listed on the student's permanent record but is not noted on the student transcript. Students on Academic Alert will continue to have the notation of Good Academic Standing on their student transcript.

Unsatisfactory Academic Performance

An undergraduate student who has completed a minimum of two (2) courses or six (6) credits at UCW will be placed on Academic Probation if their CGPA has fallen below 2.00 and they were on Academic Alert for the previous term; received two grades of F in the most recent term; or has returned from Academic Suspension in the current term.

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. If their CGPA is a 2.00 or above, they will be returned to Good Academic Standing.

Academic Probation becomes part of the student record and appears on the official transcript.

Academic Suspension (AS)

A student will be placed on Academic Suspension for any of the following, if the student CGPA is below 2.0 for two (2) consecutive terms, receives three (3) or more grades of F in one term, has been on Academic Probation for two (2) previous terms.

Students on Academic Suspension will not be able to register for a minimum of one term, must contact the Registrar's Office to register in the next term at least four (4) weeks before the term begins, but not more than six (6) weeks, will return on Academic Probation to the next term in which they are registered, may be required to submit an academic success plan.

Academic suspension is not a mandatory stage before being required to withdraw. Academic Suspension becomes part of the student record and appears on the official transcript.

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 four (4) courses within their program. A student may not register in any course more than twice unless prior arrangements have been made with the Department Chair.

Required to Withdraw

An undergraduate student who returns from suspension and fails to achieve a CGPA of 2.00 or greater 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](#)).

The student will return on Academic Probation upon readmission.

Graduate Studies

Good Academic Standing

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

Academic Alert

Graduate Students who achieve an F grade and/or CGPA of less than 3.00 are placed on Academic Alert. The Academic Alert notation is listed on the student's permanent record but is not noted on the student transcript. Students on Academic Alert will continue to have the notation of Good Academic Standing on their student transcript.

Unsatisfactory Academic Performance

An undergraduate student who has completed a minimum of two (2) courses or six (6) credits at UCW will be placed on Academic Probation if their CGPA has fallen below 3.00 and they were on Academic Alert for the previous term; received grades of F in two (2) courses in the most recent term; or has returned from Academic Suspension in the current term.

A graduate student on Academic Probation may not register in more than a full-time course load. An undergraduate student whose CGPA falls below 3.00 may be required to repeat courses. If their CGPA is a 2.00 or above, they will be returned to Good Academic Standing.

Academic Probation becomes part of the student record and appears on the official transcript.

Unsatisfactory Academic Performance – MBA Foundation Students

An MBA Foundation student who fails one (1) of the three (3) courses in the MBAF program (for the first time) may enrol in two (2) Tier 1 MBA courses at the same time as they retake the MBAF course.

Students who fail for a second time are not to be permitted to enrol in more MBA courses until they pass the MBAF course. They must pass the failed MBAF course after the second failure before enrolling in more MBA courses. If they pass the MBAF course on the third try, they can resume the MBA program. If they fail the MBAF for the third time, a plan must be developed for how the student can succeed as per current policy. The Department Chair must approve the plan and the student's enrolment in the course.

A cumulative grade average of B must be achieved for the combined, successfully passed MBAF courses.

Academic Suspension (AS)

A student will be placed on Academic Suspension for any of the following, if the student CGPA is below 2.0 for two consecutive terms, receives three or more grades of F in one (1) term, has been on Academic Probation for two (2) previous terms.

Students on Academic Suspension will not be able to register for a minimum of one (1) term, must contact the Registrar's Office to register in the next term at least four (4) weeks before the term begins, but not more than six (6) weeks, will return on Academic Probation to the next term in which they are registered, may be required to submit an academic success plan.

Academic suspension is not a mandatory stage before being required to withdraw. Academic Suspension becomes part of the student record and appears on the official transcript.

Required to Withdraw

A graduate student who returns from suspension and fails to achieve a CGPA of 3.00 or greater 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).

The student will return on Academic Probation upon readmission.

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 Plus | 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 Plus | 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 academic work is completed due to illness or other exceptional circumstances. |
| AUD | Audit of course | No grade | Audit of course. No grades granted. |
| 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 an F after five (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 a course or the program. |
| WE | Withdrawal for extenuating circumstances | | Withdrawal from a course or the program due to documented health or other circumstances beyond the student's control. |

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 grades from both attempts remain 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 UCW . |
| 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 in that term. |
| Transcript | Documentation of a student's permanent academic record, which consists of all courses taken, grades and honours received, performance standings other than good standing and degrees conferred to a student. |

Transcript Requests

Students may view their unofficial transcript through their MyUCW Student Portal account. A Transcript Request form must be online 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 eight (8) 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 must 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 are important for ensuring an effective learning experience. Research shows that students who attend class regularly tend to perform higher academically.

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 for communicating specific attendance expectations of a course in the Course Syllabus and distributing 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 kept in the student's 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 the course shell in the MyUCW Student Portal. 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 5-10 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 Department.

Term Break and Leave of Absence

Regularly Scheduled Term Break

Students may apply to the Registrar's Office for one scheduled term break after being a full-time student for a minimum of three consecutive terms. The Registrar will notify the Academic Department of the list of students who have been approved for a scheduled term break.

Leave of Absence

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 one term or more (maximum of two terms) should consult with the Registrar's Office. A Leave of Absence Request form must be submitted at least two (2) weeks prior to the course change/add deadline 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:

1. 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.

2. 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.

3. 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 (2), and for a graduate program is one (1).

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](#).

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 are expected to return all submitted student work that counts toward the final grade, except final examinations and projects. Faculty are expected to give helpful corrective comments and constructive feedback on all assigned work submitted and, if requested to do so by the student, on final examinations. Unless otherwise specified in the syllabus, faculty will return graded work to students within one week of submission. 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, online 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, classroom learning activities, assignments, requirements and office hours 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) calendar days prior to the start of the term. Students are responsible for reading and following the requirements in 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 by submitting a Transcript Request form.

FINAL GRADE REVIEW

For complete policy regulations and procedures, refer to [Policy 5005 Final Grade Reviews and Appeals](#) and [Policy 5006 Academic Integrity](#).

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 and Chair 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 instructor. 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 suffering from illness, or family affliction, or incurred an accident might be eligible to defer their final 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 (1) 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 WORK 498—Capstone Project or WORK 499—Internship 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 and a grade of B or higher in MBAR 661 or MENT 630 or CAPS 602 or WORK 601 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 online through the MyUCW Student Portal 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 includes:

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

Application forms for graduation are available through the Forms section in the MyUCW Student Portal.

Candidates will be sent to the 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 Certificate can 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 fee 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 Graduation 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 undergraduate and one from graduate 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 discussions.

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.

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, Duolingo, etc. scores can also take one quantitative academic course along with UAC 030. Students interested in this option should speak to an academic advisor.

| 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 | One Tier 1 Quantitative Course |
| UAP (UAC 030 - 3 Months) + UG Degree | eq. 6.0 | UG | One Tier 1 Quantitative Course |
| UAP (UAC 030 - 3 Months) + MBAF | eq. 6.5, min. writing 5.5 | MBAF | Enrolled in MBAF 502 and UAP |
| UAP (UAC 030 - 3 Months) + MBA | eq. 6.5, 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 (BABC) 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. This specification includes students transferring courses from other recognized schools and universities.

Bachelor Degree Tier Structure

Both the BABC 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 arts, sciences, social sciences and humanities, with some program specific components.

All BABC and BCom students take this foundation. Common core in Tier 1 include the following courses:

- ENGL 100—Academic Writing
- BUSI 100—Business Fundamentals
- COMM 140—Business Communication
- CPSC 111—Business Analytics

Normally, BABC and BCom students must take the following courses in their first term of study:

- ENGL 100—Academic Writing
- COMM 140—Business Communication

Prerequisites: University admission requirements must be met. 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 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: Specific course prerequisites or corequisites may apply.

Tier 3: Disciplinary Applications (30 credits)

Tier 3 consists of advanced courses in communications or business. These courses prepare graduates with strengths in practical applications.

Prerequisites: Specific course prerequisites may 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 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. Tier 4 concludes with a choice of two completion courses for the student to select one.

Prerequisites: 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's Bachelor of Arts in Business Communication and Bachelor of Commerce degrees require students to take courses from six (6) dimensions of knowledge and research. These include the humanities, science, social sciences, business and communications. Work-integrated learning options are built into the program to help students to become career ready.

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 understanding in their chosen elective area. Students have the option to choose courses from one of eight elective areas while completing the requirements of the Associate of Arts degree. Although students cannot earn a formal credential by completing an elective area, it can be helpful to shape their Associate of Arts degree and prepare for a career or further study in a four-year degree program. ***Students are not required to choose an elective area if they do not wish to choose one.*** In either case, they must satisfy core and the elective credit requirements of an Associate of Arts degree.

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 four-year bachelor 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 in Business Communication 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 102—Critical Analysis and Writing | 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 (BABC)

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

Graduates of the BABC program 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 are essential for real world success. Courses are provided in both the online and face-to-face learning environments.

BABC Optional Elective Areas

The University follows professional trends in industry closely and develops elective areas that reflect the best professional standards in specific fields. Although students cannot earn a formal credential by completing an optional elective area, it can be a great way to shape their degree.

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

Degree Pathway: Bachelor of Arts in Business Communication (BABC)

| Tier Level | Course | Credits |
|----------------------------------|--|-------------------|
| Tier 1 - University Foundation | ENGL 100—Academic Writing | 3 |
| | BUSI 100—Business Fundamentals | 3 |
| | COMM 102—Mass Media & Society | 3 |
| | CPSC 111—Business Analytics | 3 |
| | COMM 105—Conversational Writing Tools | 3 |
| | COMM 140—Business Communication | 3 |
| | ECON 105—Economics for Business | 3 |
| | Elective—1xx or 2xx | 3 |
| | Elective—1xx or 2xx | 3 |
| | Elective—1xx or 2xx | 3 |
| Summary of Tier 1 | 10 Courses | 30 Credits |
| Tier 2 - Disciplinary Foundation | MRKT 201—Marketing Management | 3 |
| | BUSI 201—Business Environment | 3 |
| | COMM 205—Writing for Media | 3 |
| | CPSC 311—Data Analytics & Storytelling | 3 |
| | COMM 260—Content Creation | 3 |
| | MRKT 223—Digital Marketing Strategy | 3 |
| | PHIL 210—Business Ethics | 3 |
| | ORGB 201—Organizational Behaviour | 3 |
| | WORK 298—Career Preparation* | 3 |
| | Elective—1xx or 2xx | 3 |
| Summary of Tier 2 | 10 Courses | 30 Credits |

*Course will be offered from Winter 2022 Term.

| Tier Level | Course | Credits |
|------------------------------------|---|--------------------|
| Tier 3 - Disciplinary Applications | MGMT 401—Project Management | 3 |
| | PUBR 304—Risk Communication | 3 |
| | COMM 312—Professional Communications | 3 |
| | COMM 405—Advanced Communications Writing | 3 |
| | COMM 360—Digital Storytelling | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| Summary of Tier 3 | 10 Courses | 30 Credits |
| Tier 4 - Integrative Applications | COMM 410—Communications Strategy | 3 |
| | COMM 496—Contemporary Issues | 3 |
| | Choose One Of: • WORK 498—Capstone Project • WORK 499—Internship | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| Summary of Tier 4 | 10 Courses | 30 Credits |
| Program Summary | 40 Courses | 120 Credits |

Bachelor of Arts in Business Communication Pathway in this Academic Calendar is only applicable for students beginning their studies from Fall 2021 onwards. For any student who began their studies prior to Fall 2021, please refer to the degree pathway in the Academic Calendar from the year of your start. E.g., If you began your studies in Fall 2020, Winter 2021, Spring 2021 or Summer 2021 – refer to the 2020/2021 Academic Calendar for your degree pathway.

Bachelor of Commerce (BCom)

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

Graduates of the BCom program 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 online and face-to-face learning environments.

BCom Optional Elective Areas

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

Financial Management

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

| Financial Management | |
|---|--|
| Tier 1 | Tier 3 |
| <ul style="list-style-type: none">• ECON 102—Microeconomics^• ECON 104—Macroeconomics^• ACCT 140—Accounting Principles^ OR <ul style="list-style-type: none">• ACCT 101—Financial Accounting AND ACCT 103—Financial Accounting Applications | <ul style="list-style-type: none">• ACCT 305—Auditing & Assurance^• ACCT 307—Taxation^• ACCT 340—Intermediate Financial Reporting I^• ACCT 341—Intermediate Financial Reporting II^• BUSI 325—Business Law^• FNCE 303—Finance |
| Tier 2 | Tier 4 |
| <ul style="list-style-type: none">• MATH 200—Statistics OR <ul style="list-style-type: none">• MATH 201—Business Statistics AND MATH 202—Quantitative Decision-Making• ACCT 301—Managerial Accounting^• CPSC 201—Management Information Systems | <ul style="list-style-type: none">• ACCT 440—Advanced Financial Reporting^• MGMT 403—Strategic Management |

^ CPA preparatory courses

Degree Pathway: Bachelor of Commerce

| Tier Level | Course | Credits |
|----------------------------------|--|-------------------|
| Tier 1 - University Foundation | ENGL 100—Academic Writing | 3 |
| | BUSI 100—Business Fundamentals | 3 |
| | Choose One Of: <ul style="list-style-type: none"> MATH 101—Business Mathematics MATH 106—Pre-Calculus MATH 110—Calculus 1 MATH 120—Calculus 2 | 3 |
| | Choose One Of: <ul style="list-style-type: none"> ACCT 140—Accounting Principles^ ACCT 101—Financial Accounting | 3 |
| | ECON 102—Microeconomics^ | 3 |
| | ECON 104—Macroeconomics^ | 3 |
| | COMM 140—Business Communications | 3 |
| | CPSC 111—Business Analytics | 3 |
| | Elective—1XX or 2XX | 3 |
| | Elective—1XX or 2XX | 3 |
| | | |
| Summary of Tier 1 | 10 Courses | 30 Credits |
| Tier 2 - Disciplinary Foundation | OPMT 301—Operations Management | 3 |
| | BUSI 201—Business Environment | 3 |
| | Choose One Of: <ul style="list-style-type: none"> MATH 200—Statistics MATH 201—Business Statistics | 3 |
| | Choose One Of: <ul style="list-style-type: none"> ACCT 301—Managerial Accounting^ ACCT 103—Financial Accounting Applications ACCT 210—Sage 50 ACCT 220—QuickBooks | 3 |
| | ORGB 201—Organizational Behaviour | 3 |
| | MRKT 201—Marketing Management | 3 |
| | HRMT 301—Human Resource Management | 3 |
| | CPSC 201—Management Information Systems | 3 |
| | WORK 298—Career Preparation* | 3 |
| | Elective—1XX or 2XX | 3 |
| | | |
| Summary of Tier 2 | 10 Courses | 30 Credits |

*Course will be offered from Winter 2022 Term.

| Tier Level | Course | Credits |
|------------------------------------|--|--------------------|
| Tier 3 - Disciplinary Applications | COMM 312—Professional Communications | 3 |
| | BUSI 325—Business Law [^] | 3 |
| | PHIL 210—Business Ethics | 3 |
| | Choose One Of: <ul style="list-style-type: none"> • FNCE 303—Finance[^] • FNCE 301—Investments • ACCT 230—Business Taxation | 3 |
| | CPSC 311—Data Analytics & Storytelling | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| Summary of Tier 3 | 10 Courses | 30 Credits |
| Tier 4 - Integrative Applications | BUSI 401—Strategy & Decision Making | 3 |
| | BUSI 496—Sustainable Business Practices* | 3 |
| | Choose One Of: <ul style="list-style-type: none"> • WORK 498—Capstone Project • WORK 499—Internship | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| | Elective—3XX or 4XX | 3 |
| Summary of Tier 4 | 10 Courses | 30 Credits |
| Program Summary | 40 Courses | 120 Credits |

[^] CPA preparatory courses.

*Course will be offered from Winter 2022 Term.

Bachelor of Commerce Pathway in this Academic Calendar is only applicable for students beginning their studies from Fall 2021 onwards. For any student who began their studies prior to Fall 2021, please refer to the degree pathway in the Academic Calendar from the year of your start. E.g., If you began your studies in Fall 2020, Winter 2021, Spring 2021 or Summer 2021 – refer to the 2020/2021 Academic Calendar for your degree pathway.

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 Writing
- MBAF 502—Quantitative Reasoning & Analysis
- MBAF 504—Business Economics

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

The MBA Foundation program is the first fully OER program at UCW.

All courses within this program have no textbook or resource fees.



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 equipped 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, DMI and IBM to add relevant digital components to our courses. This aligns with UCW's tech-oriented mission and keeps the program relevant with technological trends.

Courses are provided in both formal 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 of the MBA program 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 reflect 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 the thorough analysis of information.
- Gather, analyze and synthesize information for a business context.

The program comprises a sequence of courses in four tiers that progressively develop student skills to undertake sophisticated analyses of business cases 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 provide a collegial learning environment. Students complete the program by choosing between CAPS 602—Capstone project, WORK 601—Graduate internship, MENT 630—Launch Your Business or MBAR 661—Research Project.

Elective Areas

Students have a number of elective areas to choose from in the MBA program and may use these courses to pursue their specific interests in an area of business studies. Currently the following courses are available:

Entrepreneurship

- MENT 602—Design Thinking
- MENT 610—Prototyping for Entrepreneurs
- BUSI 641—Entrepreneurship Management

Leadership

- MGMT 643—Change Management
- MGMT 645—Negotiations
- MGMT 660—Leadership and Decision Making
- MGGA 602—Intercultural Relations

Marketing Management

- MRKT 623—Digital Marketing Strategy
- MRKT 625—Marketing Promotion
- MRKT 627—International Marketing
- MRKT 612—Marketing Analytics
- BUSI 645—e-Commerce

Finance

- FNCE 625—Investment Analysis and Management
- FNCE 627—Personal Financial Planning
- FNCE 629—Global Financial Institutions Management
- FNCE 630—Green Finance

Human Resources Management

- HRMT 623—HR Strategy
- HRMT 624—Recruiting & Retaining Talent
- HRMT 625—Management & Employee Relations
- HRMT 621—Global Human Resource Management

Business Analytics

- BUSI 651—Machine Learning
- BUSI 652—Predictive Analytics
- BUSI 653—Cloud Computing Technologies

Non-Profit

- MGGA 601—Politics of Globalization
- MGGA 608—Understanding the Non-Profit Sector
- MGGA 609—Strategy & Governance in Non-Profit Organizations
- MGGA 613—Non-Profit in the Global Context

Work Experience

An integrated work experience for MBA students is available as an option. Students can do one term of work placement during their MBA studies. MBA students who wish to take this option will take WORK 601 in their last term to prepare them to successfully find positions. Students must apply for WORK 601 by Week 2 of the previous term by contacting the Internship Coordinator. Please refer to the Course Descriptions section for detailed course information.

Progress in MBAR 661 Consulting Research Project

For MBAR 661, students must be self-directed learners to manage the time and effort it takes to complete this course within the allotted time. Students must provide bi-weekly updates of their progress to their Faculty Supervisor from the date of registration until the date of completion.

Degree Pathway: Master in Business Administration (with MBA Foundation)

| Tier Level | Courses | Credits |
|--|--|--|
| Foundation Courses | MBAF 501—Introducing Business & Business Writing | 3 |
| | MBAF 502—Quantitative Reasoning & Analysis | 3 |
| | MBAF 504—Business Economics | 3 |
| Summary of Foundation Courses | 3 Courses | 9 Credits |
| Tier 1 - Analytical Foundations | ACCT 621—Managerial Accounting | 3 |
| | BUSI 601—Ethics, CSR, and Business Analysis | 3 |
| | HRMT 622—Talent Management | 3 |
| | BUSI 650—Business Analytics | 3 |
| Summary of Tier 1 | 4 Courses | 12 Credits |
| Tier 2 - Management Principles & Practices | FNCE 623—Financial Management | 3 |
| | MRKT 621—Marketing Management | 3 |
| | MGMT 601—Leadership in the Global Context | 3 |
| | OPMT 620—Operations Management | 3 |
| | 6XX elective | 3 |
| Summary of Tier 2 | 5 Courses | 15 Credits |
| Tier 3 - Business Applications | CMPT 641—Information Technology for Managers | 3 |
| | MGMT 640—Project Management | 3 |
| | 6XX elective | 3 |
| | 6XX elective | 3 |
| Summary of Tier 3 | 4 Courses | 12 Credits |
| Tier 4 - Integration & Implementation | MGMT 661—Strategic Management | 3 |
| | Choose One Of: <ul style="list-style-type: none"> • MBAR 661—Consulting/Research Project • CAPS 602—Capstone – Consulting or Innovation Graduate Project • MENT 630—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) |

MBA Pathway in this Academic Calendar is only applicable for students beginning their studies from Summer 2021 onwards. For any student who began their studies prior to Summer 2021, please refer to the degree pathway in the Academic Calendar from the year of your start. E.g., If you began your studies in Fall 2020, Winter 2021 or Spring 2021 – refer to the 2020/2021 Academic Calendar for your degree pathway.

COURSE CODING

UCW course codes parallel other institutions' codes for articulation and accreditation purposes. The four-letter alpha code corresponds to the discipline of study for that course. The three-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 acquire and develop the academic English language skills necessary to succeed in a Canadian university. They 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 UCW degree programs.

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. It is recommended that Tier 1 courses be taken first in the student's program, followed by subsequent tiers, also 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)—Financial Accounting

In this introductory accounting course, 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. This course is recommended for students who wish to gain accounting knowledge, but not pursue the CPA designation. **Note that credit cannot be earned for ACCT 101 and ACCT 103 if cleared ACCT 140**

ACCT 103 (3)—Financial Accounting Applications

This course builds on the foundational knowledge of the accounting cycle in ACCT 101. Students learn about accounting concepts relating to liabilities, shareholders' equity and investments in context of business structures including corporations and partnerships. Students put their knowledge into practice by preparing cash flow statements and interpreting major financial statements. **Note that credit cannot be earned for ACCT 101 and ACCT 103 if cleared ACCT 140. Prerequisite:** ACCT 101

ACCT 140 (3)—Accounting Principles

Students are introduced to the accounting cycle, accrual accounting, assets, liabilities and equity. They actively engage in the preparation and interpretation of financial statements by employing the International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASPE). This course is recommended for students who wish to pursue the CPA designation. **Note that credit cannot be earned for ACCT 101 and ACCT 103 if cleared ACCT 140**

ACCT 210 (3)—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 set up company files and enter transactions for general ledger, accounts receivables, accounts payable and inventory, and learn how to manage capital expenses. Students experience a 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 ACCT 101 or equivalent, CPSC 110 or CPSC 111 or equivalent or basic knowledge of Windows Operating System & MS Office is recommended.

ACCT 220 (3)—QuickBooks

Students learn QuickBooks, the industry-standard software used for bookkeeping by small to mid-size businesses. The course covers 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 ACCT 101 or equivalent, CPSC 110 or CPSC 111 or equivalent or basic knowledge of Windows Operating System & MS Office is recommended.

ACCT 230 (3)—Business Taxation

Students are introduced to the principles and concepts related to Canadian federal income tax legislation and applicable to individuals and corporations. They explore the 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 tax – GST/HST. **Prerequisite:** ACCT 101 or ACCT 103 or ACCT 140 or equivalent, MATH 101 or MATH 106 or MATH 110 or MATH 120

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 within an ethical context.

Prerequisite: ACCT 101 or ACCT 140

ACCT 303 (3)—Managerial Accounting II

Students study the relationship between accounting and managerial decision-making. They 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)—Auditing & Assurance

This course covers auditing and assurance principles and techniques. Students are introduced to audits and assurance standards, audit reporting, materiality, risk, sampling techniques and procedures. The course stresses independent external financial statement audit with some coverage of other reports and internal control. **Prerequisite:** ACCT 340

ACCT 307 (3)—Income 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 an emphasis on 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 financial information with emphasis on the accounting processes 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 assists 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 (3)—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 the principles of biological analysis and apply them to everyday life.

BUSI 100 (3)—Business Fundamentals

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. **Prerequisite:** BUSI 100 ***Only applicable for students who begin their studies from Fall 2021 onwards.**

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 and 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, 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 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 knowledge of law can help build 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 & 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 402 (3)—Fintech; Blockchain & Cryptocurrency

This course offers a clear definition and understanding of Fintech, Cryptocurrency and Blockchain concepts. It evaluates the advantages and disadvantages of Blockchain and current payment methods to leverage technology to create better financial services in different businesses. Students explore how Fintech can be

employed to help businesses reach untapped markets, reduce costs, create economies of scale and improve customer experience. They will share ideas about the needs of today's leading Fintech companies, and become familiar with the future of Fintech. Topics include: the basics of Fintech, Blockchain Technology and Cryptocurrency, Advantages and Shortcomings of Current Payment Systems, Benefits and Applications of Fintech in Business, Blockchain Security, Smart Contracts and the Role of Blockchain in Businesses.

Prerequisite: CPSC 201

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 102

COMM 102 (3)—Mass Media & 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 105 (3)—Conversational Writing Tools

This course has an applied and experiential orientation and lays the foundation for a communications degree. Students learn conversational writing tools for the business context, which include writing speeches, traditional broadcasting, and digital offerings, such as podcasts, social media channels and blogs. Students become familiar with basic Canadian Press style and consider ethical responsibilities as content creators. The course is scenario-based and culminates in a portfolio students can take forward with them.

COMM 140 (3)— Business Communications

Students learn to compose written documents and presentations that help them succeed in the workplace. 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, including correspondence, reports, proposals, project plans, social and digital media communications, and technical descriptions as well as the preparation and performance of oral presentations for use in the workplace as well as the classroom.

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 effects 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 communication 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 develop skills 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 conduct 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 Media

Writing for communications and news media requires an understanding of audiences, format and structure, attribution and style. This course introduces the process and practice of writing for news media, and how that news writing style is also used in communications and public relations writing. Students create a variety of writing samples to apply their learning.

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 & 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 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 topics such 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 is a pervasive and powerful communications medium. Students assess developments in social media within existing communication theories and practical applications. Emphasis is 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 & Ethical Issues in Mass Media

The mass media functions 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 and access to public records. They develop skills of critical analysis related to the legal implications of information flow.

COMM 310 (3)—Technical Writing & 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 skills for concisely organizing and communicating technical business information as well as negotiating communication project specifications.

COMM 312 (3)—Professional Communications

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. **Prerequisite:** COMM 298. **Prerequisite is only applicable for students who begin their studies from Fall 2021 onwards.**

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. Students examine economic globalization, cultural imperialism and popular culture in terms of their impact on international communication.

COMM 351 (3)—Media & 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)— Business & 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 and management. Students develop a critical and inter-disciplinary approach to the economic aspects and consequences of the mass media.

COMM 405 (3)—Advanced Media & Communications Writing

Students explore advanced processes and practices of writing for multimedia that include print, audio-video, computer-assisted presentation, internet-intranet applications and explore the balance between word and image. Students develop materials related to real-world problems. **Prerequisite:** COMM 205

COMM 410 (3)—Communication Strategy

Communications is a key part of social, organizational and personal change. Students choose 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. **Prerequisite:** COMM 405. **Prerequisite is only applicable for students who begin their studies from Fall 2021 onwards.**

CPSC 101 (3)—Introduction to Computer Science

Students are introduced to the fundamental literacy concepts of computer science. They identify 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. Students are introduced to word processing, spreadsheet and database software skills. Students write simple programs using the VBA (Visual Basic for Applications) programming language.

CPSC 110 (3)—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 at home. The computer applications taught are word processing, spreadsheet, presentation software and introductory database management.

CPSC 111 (3)—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.

CPSC 201 (3)—Management Information Systems

This course reviews the emerging computer technologies and applications that equip the accounting and management processes and practices to ensure secure and appropriate platforms. It explores computer applications for managing data and information and ways of integrating them with business strategies,

mitigation of risks strategies and opportunities aimed at improving organizational productivity and creating a competitive advantage for a business. Topics enhance business strategy, operations and decision-making and include fundamentals of information systems, the relationship between information systems and strategic achievement, development of information systems within organizations, common enterprise applications of information systems, as well as security, risk management, data integrity and access control.

CPSC 301 (3)—Cybersecurity Awareness

This course is designed to provide students with the fundamentals for keeping organizations and all their sensitive data safe. It introduces the basics and challenges of securing information and different types of attacks and the role of information security in systems, and risky behaviors that can lead to security compromises. Students are prepared to build comprehensive security strategies, and set procedures to address them. They explore types of personal security attacks and defenses to avoid cyber-attacks and protect systems and information against threats and vulnerabilities. Risk management and how to protect their valuable information against attacks while using a computer, mobile and connecting to the Internet through associated contributing scenarios and best practices are covered. **Prerequisite:** CPSC 201

CPSC 311 (3)—Data Visualization & Storytelling

The adoption of big data in enterprises has led to a growing need for data visualizations and storytelling across all industry sectors. This beginner-friendly course discusses the fundamentals of data visualization, exploratory data analysis and effective communication with data. Upon successful completion of the course, students will appreciate both the science and art of data visualization and will acquire hands-on experience working with popular visualization techniques and tools. Furthermore, this course will give students the skills they need to leverage data to discover patterns and trends and produce valuable insights from real-world datasets. **Prerequisite:** CPSC 111

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. **Corequisite:** 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)—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)—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 105 (3)—Economics for Business*

Economics is a branch of social sciences that studies human behavior and how we respond to scarcity. This course covers the core principles of economics in relation to how individuals, firms and societies make decisions under scarcity. Focusing on various market structures, students explore how markets work, when they work efficiently and when governments need to intervene. Students investigate introductory microeconomic and macroeconomic concepts, critically analyze current economic affairs, and employ their

economic way of thinking in their professional careers. ***Note that credit cannot be earned for this course in BCom degree or AA degree**

ECON 201 (3)—Canadian Microeconomic Policy

This course builds on the introductory microeconomics and examines government microeconomic policies for private and public sectors of the economy. Students identify the main influences policies have on resource allocations and markets in the Canadian context. They 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

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

ECON 204 (3)—Money Banking & 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 (ECON 102 and ECON 104) by constructing supply and demand curves used to illustrate various monetary theories. 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:** ECON 102 and ECON 104

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

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 employed to address these problems in a Canadian context. **Prerequisites:** ECON 102 and ECON 104

ENGL 100 (3)—Academic Writing

To succeed in academic environments, students must be able to communicate effectively in writing. Students apply principles of rhetoric and critical thinking to readings drawn from a variety of academic disciplines. They 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 102 (3)—Critical Analysis & Writing

Undergraduate students are expected to write increasingly complex texts and develop arguments that provide persuasive grounds for their positions on topics and solutions to problems. This course builds on the skills taught in English 100. Students develop their ability to listen, read challenging texts, analyze an issue from multiple perspectives and collect and assemble evidence. Students become skilled at appealing to the needs of a particular audience, connecting reasons to claims and developing a method for building successful arguments with those who disagree. They analyze context, audience, purpose and genre in written communications, and integrate relevant and appropriate media to create effective and accurate messages that can be received and understood. Students are introduced to research and writing, composition, critical

thinking, and preparing and presenting professional presentations for academic environments and classrooms. The course culminates in a signature assignment that, through structured experiences, non-judgmental reflection and acquired writing skills, helps students understand their strengths and challenges as advanced learners and the skills they need to succeed in their program. **Prerequisite:** ENGL 100

ENGL 105 (3)—Contemporary Literature: Drama & 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

ESPT 360 (3)—Esports Community Development

In this course, students dive into the nuances of managing an Esports community and the subsequent impacts that grassroots communities can have on future business development in the industry, including talent, partnerships, stewardship and other increasingly important topics. This course is essential for any student looking to pursue a career in gaming and Esports community development, or wanting to understand the community parallels between traditional sports and Esports and the link to tourism.

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 are based on accounting inputs. Underlying most analysis is 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 or MATH 106 or MATH 110 or MATH 120

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 over time and 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 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 ways different historical forces interact to create major social impacts.

HSTM 101 (3)—Hospitality & Tourism

Students gain an understanding of the nature of business related to the industry. The course adopts a holistic approach to acquire knowledge of the concepts, issues, growth trends and linkages between the hospitality and tourism industries. 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.

HRMT 301 (3)—Human Resource Management

Human resources in business and organizations is a key strategic function. The course provides an 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 210 (3)—Food & Beverage Management

Students overview the scope and fundamentals of food and beverage operations. They explore the principles of food and beverage management operations, the delivery of high-quality service and increasing 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. **Prerequisite:** HSTM 101

HSTM 240 (3)—Customer Service

The course focuses on the development of excellent service skills that lead to high levels of customer satisfaction. Students discover how to build beneficial and long-term customer relationships through developing a strong understanding of customer service principles and strategies. Problem-solving skills help prepare learners to outperform their customer expectations. Students apply critical thinking in exercises that enhance learner ability to interpersonal communication, assertiveness and soft skills. **Prerequisite:** ENGL 100

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 the 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)—Business 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.

MATH 105 (3)—Algebra & 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 a 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 preparatory 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 and analytic geometry. **Prerequisite(s):** Math 105 or Pre-Calculus 11 or Math Foundations 11 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 covers 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% / Precalculus 12 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.

MATH 200 (3)—Statistics

In this introductory statistics course, students will learn basic statistical concepts, methods and procedures used in business, including descriptive statistics and inferential statistics. Topics will include graphics and numerical presentations, probability theory, discrete and continuous sampling distribution, sampling method, estimation and hypothesis testing. 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:** any MATH 1XX courses available at UCW. **Note that credit can not be earned for MATH 201 and MATH 202 if cleared MATH 200.**

MATH 201 (3)—Business Statistics

This first statistics course of two, introduces basic statistical concepts, methods and procedures used in business, including descriptive statistics and inferential statistics. Topics include graphics and numerical presentations, probability theory, discrete and continuous sampling distribution, sampling method, estimation, and hypothesis testing. Students explore the use of a software application as a statistical analysis tool and are expected to come into the course with basic Excel skills or to learn them on their own. **Prerequisites:** Completed Grade 12 math or equivalent or any MATH 1XX courses available at UCW. **Note that credit can not be earned for MATH 201 and MATH 202 if cleared MATH 200.**

MATH 202 (3)—Quantitative Decision Making

This second statistics course covers advanced topics. Together with MATH 201, the course explores concepts and statistical methods used to analyze and solve quantitative business problems. Topics include: analysis of variance, correlation/linear regression, multiple regression analysis, nonparametric methods, index numbers, time series/forecasting and process control/quality management. **Prerequisite:** MATH 201. **Note that credit can not be earned for MATH 201 and MATH 202 if cleared MATH 200.**

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 explore how project teams operate, as well as how to use the tools, techniques and processes that support effective project management and successful outcomes. **Prerequisite:** BUSI 100

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 explore tools 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.

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 integral to the field of marketing including marketing environment, customer behaviour, marketing research, product analysis, distribution, pricing and promotion strategies. Students apply these concepts to solve marketing problems.

MRKT 221 (3)—Service Marketing

Marketing in the services sector has experienced significant growth and change in recent years. Students develop their ability to evaluate, implement and lead effective marketing campaigns in service companies and organizations. Students explore how marketing plays a key role in the success or failure. Topics include defining marketing; 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 prepare to make 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 MATH 200 and on the foundational skills taught in MRKT 201. 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: MRKT 201 and MATH 200 or MATH 201.

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. The role of integrated marketing communications 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 explore system-wide methods of integrating efficient processes, both technical and human. **Prerequisite:** BUSI 100

ORGB 201 (3)—Organizational Behaviour

Organizations have distinct characteristics based on their culture, composition and history. Students explore 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.

Prerequisite: ENGL 100

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)—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 explore 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. The critical importance of ethical decision making in international business dealings, corporate social responsibility, environmental footprints of business, etc. is highlighted.

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. The course covers experimental uncertainties, graphical analysis and report writing. This is an algebra-based course for students without Physics 12. **Prerequisites:** Equivalent to or one of: BC Pre-Calculus 12, BC Pre-Calculus 11 (B), IB Mathematics (SL) 12 (B), or equivalent

POLI 102 (3)—Politics & 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 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 & 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. The course helps students understand the interdependence between media and government.

POLI 303 (3)—Cultural & Political Systems

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

Prerequisite: POLI 102

PSYC 103 (3)—Biological & Cognitive Psychology

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 PSYC 103 and PSYC 104 are prerequisites for second-year psychology courses; however, students can take them in any order or concurrently. Students cannot earn credit for more than one of PSYC 101 and PSYC 103.

Prerequisite: ENG 100

PSYC 104 (3)—Developmental, Personality, Social & Clinical Psychology

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 PSYC 103 and PSYC 104 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

Students explore 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. They 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 recognise 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 can be 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 explore biological, psychological and socio-cultural approaches to understanding psychopathology. **Prerequisites:** PSYC 103 and PSYC 104

PSYC 230 (3)—Brain & Behaviour

The brain and its underlying structure to explain behaviour in humans and animals are the focus of this course. Students explore 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 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

PSYC 240 (3)—Research Methods

This course covers ways of knowing, psychology as a science and the 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

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; any MATH 1XX course available at UCW is highly recommended.

PUBR 300 (3)—Public Relations in Practice & 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

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. They develop skills related to writing, broadcasting and presenting crisis and conflict management communication.

Prerequisite: COMM 205

PUBR 306 (3)—Ecological & Environmental Communication

The Public Relations profession shapes public perceptions of issues. Using cases of ecological and environmental issues, this course combines theory and practice to examine 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. They 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 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

The course introduces 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 and writing and presenting results.

Prerequisite: MATH 200

SJCJ 101 (3)—Introducing 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'. **Corequisite:** ENG 100

SJCJ 102 (3)—(In)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). **Corequisites:** ENGL 100 and SJCJ 101

SJCJ 150 (3)—Indigenous Social Justice

This course examines the historical and contemporary lived experiences of Indigenous peoples in Canada. Students develop an understanding of Indigenous people's experiences and the impacts of colonialism,

colonization, forced assimilation, cultural and physical genocide, and historical and intergenerational trauma through analysis of real life historical and on-going experiences such as the Indian Act, residential school legacy, and missing Indigenous women, girls, and two spirited peoples. **Co-requisite:** ENGL 100

SJCJ 201 (3)—Social Justice in Action

SJCJ201 builds on the theoretical foundations of SJCJ 101 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 and SJCJ 101

SJCJ 202 (3)—Global (In)Justices

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 and SJCJ 102

SJCJ 250 (3)—Human Rights & Social Justice

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 and ENGL 100

SJCJ 260 (3)—Justice for Children & Youth

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 and ENGL 100

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. It is recommended that Tier 1 core courses should be taken first in the student's program, and subsequent tiers taken 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 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. **Prerequisite:** MBAF 502 (if previously enrolled in MBAF)

BUSI 601 (3)—Ethics, CSR, and Business Analysis

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

This course is designed to develop analytical and consulting skills in a real work environment. It explores organizational critical analysis skills; action, intervention and problem-solving capacity; critical financial, operations and marketing concepts. Presentation skills in management consulting are increased through direct work with internal and external clients. Various consulting phases including entry; diagnosis; action planning; implementation; and termination are through the topics of consulting processes; effective communication; change readiness; and consulting teamwork. Important milestones include developing a relationship with the client, determining their need(s), developing a proposal, entering into an agreement, conducting a diagnosis, analysis and making recommendations.

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.

Prerequisite: MENT 602

BUSI 645 (3)—E-Commerce

Students explore monetized goods or services and transactional business ideas primarily for an e-commerce channel. They are provided foundational online business planning models 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, payment systems, digital and traditional marketing, online social media networks, and ethical, social and political issues in e-commerce. Students are given access to micro-credentials and qualifications from recognized e-commerce partners. **Prerequisites:** MRKT 621 and OPMT 620

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. **Prerequisite:** MBAF 502 (if previously enrolled in MBAF)

BUSI 651 (3)—Machine Learning Tools and Techniques

Students explore the world and models of machine learning and how to use best practices with data to help the learning algorithm find patterns to map the target attributes. Students consider different patterns in outputs to discover if the machine learning model can predict new data sets of potential new targets.

The course will incorporate Amazon Web Services Cloud Machine Learning Algorithm QuickStart.

Prerequisite: BUSI 650

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

Students explore the architecture of machine learning and how they can use strategic business decision-making to align machine learning technologies to help the organization meet its goals. The course takes a 'client' business approach where students analyze data and potential applications of machine learning and analytics to help to achieve strategic goals. **Corequisites:** BUSI 651

BUSI 653 (3)—Cloud Computing Technologies

Organizations across the globe are increasingly moving to the cloud. Students investigate cloud technology, best practices and economics, and the rewards and risks of this rush to the cloud. They adapt and design cloud computing solutions for business challenges, explore the fundamentals of cloud computing, and build the foundational knowledge required for understanding and applying cloud computing from both practitioner and business perspectives. Cloud computing essentials, history, emerging trends, the business case for cloud computing, cloud service models, deployment models and the key components of Cloud architecture are covered. Students review emerging trends in the cloud such as Hybrid Multi-cloud, Microservices, Serverless, Cloud Native, DevOps, Cloud Security Basics and Application Modernization. **Prerequisite:** CMPT 641

CAPS 602 (3)—Capstone 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. Must be taken in last semester.

CMPT 641 (3)—Digital Transformation

This course builds a foundation for good business decision-making and problem solving related to assessing organizational needs for the implementation and management of digital transformation in organizations. Various digital technology trends (e.g., AI, AR/VR, Big Data, Blockchain, IoT) will be examined, including different aspects of business value chains (core and support activities), with specific attention to technology strategy and governance. Students explore change management and contemporary project management approaches (e.g. Agile) to digital transformation. A hands-on, consulting-like project approach is taken with an external client, typically a business navigating the process of digital transformation. Through digital transformation stories (mini-cases) students build analytical skills and apply business frameworks and industry practices. Class presentations and discussions enhance student communication and analytical skills related to technology.

FNCE 623 (3)—Financial Management

Most decisions within an organization have important financial implications, explicit or implicit, and must be well understood and managed. The impacts of financial decisions internal and external to the organization are 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 time value theory of money. The role and expectation of shareholders is presented. **Prerequisite:** ACCT 621

FNCE 625 (3)—Investment Analysis and Management

Students apply investment concepts and security characteristics to analyze various types of investment securities and how investment portfolios 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. **Prerequisite:** FNCE 623

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, RRIFs, LIFs, products such as investments, insurance, pension plans and annuities, the roles of taxation, the time value of money and risk in financial planning and estate planning. **Prerequisite:** FNCE 623

FNCE 629 (3)—Global Financial Institutions Management

Students investigate 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) and the regulatory environment in Canada and globally.

Prerequisite: FNCE 623

FNCE 630 (3)—Green Finance

The meaning of green and sustainable finance in the world today is explored from a multi-stakeholder, global view. This course introduces how the world is financing Sustainable Development Goals (SDGs) set by the United Nations and how investors can make well-informed Environmental, Social and Governance (ESG) investment decisions. These goals are accomplished by providing students with a strong background in sustainable development as related to financing business activities. Students examine what it means to evaluate sustainable financial ventures and products by examining real-world case studies focused on business decisions and financial market instruments. Strategic models for evaluating sustainable financing actions are presented and applied to these case studies. **Prerequisite:** FNCE 623

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. They explore 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.

Prerequisite: HRMT 622

HRMT 622 (3)—Talent Management

Talent Management serves as a foundational course for students who wish to understand contemporary organizations, their work culture and the role of HR within the Canadian workplace. Taking an applied approach, students design strategies, policies, procedures, systems and structures required to successfully operate in a business context. Students also examine the key OBHR tools considered as a set of business “best practices” to support and advise managers/leaders and employees to be successful in the contemporary work environment.

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. This course constitutes part of three elective courses offered for students wishing to achieve their CPHR designation upon fulfilment of their MBA requirements. Developing effective HR strategies is important to an organization's health and longevity. Students learn to identify, evaluate and develop human capital as strategic resources. Students 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 responsibility strategies and human resource management information system strategies. **Prerequisite:** HRMT 622

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 of three elective courses offered for students wishing to achieve their CPHR designation upon fulfilment of their MBA requirements. The focus of this course is on the 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.

Prerequisite: HRMT 622

HRMT 625 (3)—Management & Employee Relations

This course focuses on industrial relations and strategic compensation packages 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 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 and retention, employee benefits and compensation, occupational health and safety, and employee separation. **Prerequisite:** HRMT 622



MBAF 501 (3)—Introducing Business & Business Communication

Students prepare for success in the MBA program and in the business world by learning to compose written business documents and deliver presentations. They analyze context, audience, purpose and genre in written communications, and integrate relevant and appropriate media to create appropriate workplace communications that can be received, understood and used efficiently and accurately. Students are introduced to researching and writing correspondence, business report writing, proposals, project plans, digital media, technical descriptions, and how to prepare and present professional presentations for use in the workplace and classroom. The course culminates in a group signature assignment, which draws on the knowledge and skills gained throughout the course.



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) important to core graduate courses such as 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 their study, data collection, descriptive statistics, selection of appropriate statistical tools, interpretation of the statistical results and understanding of the merits and shortcomings of various statistical models. Students also practice written and oral communication skills related to numerical data analysis. Statistics skills acquired through this course are vital to a wide variety of business applications.



MBAF 504 (3)—Business Economics

This course equips business students with the fundamental economic tools and methods necessary to understand modern business practices. Students investigate the two core pillars of economics: microeconomics and macroeconomics while quantitatively building their analytical skills gained from MBAF 502 using a project-based learning approach. They explore microeconomics through observing the behaviour of economic units and their interactions with consumers, firms and government under conditions of scarcity. Macroeconomic theories are explored through the concepts of national income, economic growth, international trade, inflation, unemployment, aggregate demand, macroeconomic equilibrium, monetary and fiscal stabilization policies, money and the banking system.

MBAR 661 (3)—Consulting/Research Project

This course is one of the completion options in the MBA degree and is independently completed under the direction of an assigned academic supervisor. Students are assessed on their ability to conduct practical research (typically field research) and the quality of their final paper in analyzing the results and implications of their research. The project advances and applies knowledge and skills developed through the MBA program, but is also assessed for the value it delivers to the sponsor organization, whether that is the student's own workplace or another organization. Students present their Consulting/Research papers to invited members of the University community.

MENT 602 (3)—Design Thinking

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 earn a series of digital badges from IBM Design Think through successfully completing assignments.

MENT 609 (3)—Product Management

Students are introduced to the fundamentals of product management with an emphasis on technology-driven companies. Students broaden their understanding of the product management process – from creating and assessing opportunity hypothesis to building project strategy, execution, and the final product implementation to market. The course demonstrates the practical implementation of different frameworks, examines critical elements of the product management process and appraises solutions to avoid project mistakes and delays. Students acquire the skills necessary for successful product management process including communications across teams and stakeholders. Students are equipped to run and test the early stages of a product. **Prerequisite:** MENT 610

MENT 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.

MENT 630 (3)—Launch Your Business

This hands-on applied course focuses on the creation, evaluation, development and launch readiness of a new business or social venture. The course is one of the completion options for the MBA program. For each new venture, key issues are addressed in a fashion consistent with other formal venture planning processes, including business model development, customer discovery, product-market validation, in-depth industry and market analysis, product or service innovation, brand development and go-to-market strategies, team selection and management, profit models, financing and legal considerations. Throughout this course students refine their venture's business model based on instructor and peer feedback. Must be taken in last term.

MGGA 601 (3)—Globalization: Theory & Practice

Students are equipped with the skills and knowledge to understand and navigate the different dimensions of global theory. They are introduced to the theory of globalization and its impact on international relations. They examine the practical aspects of globalization and assess and critique the impact on trade, development, education and social responsibilities.

MGGA 602 (3)—Intercultural Communications

Students are introduced to cross-cultural communication theory and the importance of image projection in the 21st century. They explore cultural differences and communication skills through the lens of 'reading the room' and learn to interpret behaviour from other cultural perspectives using the Culture Map. They identify appropriate means and methods of communication and interpret cultural differences and sensitivities through a range of regional exercises. Students design, summarize and present a cultural overview of a country in a nation branding presentation.

MGGA 608 (3)—Understanding the Non-Profit Sector

This course introduces the ideological, social, political, legal and economic contexts and the basic parameters of the non-profit sector including definition, boundaries and roles and prepares students as non-profit and public sector leaders. It investigates the purpose and scope of the non-profit sector in Canada and explores aspects of non-profit governance, management and resource acquisition. Theories that underlie approaches to non-profit management and explain the existence and shape of the sector are reviewed. Students complete a volunteer assignment with a non-profit organization of their choice. They explore the complexity, diversity, challenges and opportunities of the sector through various case studies and field visits to non-profit organizations in BC or their location.

MGGA 609 (3)—Strategy & Governance in Non-Profit Organizations

Students integrate concepts of strategy and leadership into the non-profit setting. Students explore strategic planning and monitoring, strategic analysis, program development and evaluation, change management, effective leadership, organizational innovation, ethics, effective communication, sectoral and global leadership.

MGGA 613 (3)—Non-Profit in the Global Context

The changing and expanding role of International Non-Governmental Organizations (INGOs) is the focus of this course with particular emphasis on the diversity of organizations and their activities in service provision, community and capacity building, policy development and advocacy, all at the global level.

MGMT 601 (3)—Leadership in the Global Context

Students are equipped with the skills and knowledge to understand and navigate the different dimensions of global theory. They are introduced to the theory of globalization and its impact on international relations. They examine the practical aspects of globalization and assess and critique the impact on trade, development, education and social responsibilities.

MGMT 640 (3)—Project Management

The changing nature of work due to technological advances, globalization and other factors means that, increasingly, work is organized around projects with teams being brought together based on the skills needed for specific tasks. This course equips students with the underlying knowledge and practical experience that drive project delivery across all industry sectors, from construction to information technology. Students investigate how project management directly improves business productivity and profitability.

Prerequisite: OPMT 620

MGMT 641 (3)—Advanced Project Management

Taught by leading project management professionals, the advanced project management course focuses on an in-depth study of project management key pillars. The areas of study include project portfolio management, discovery/feasibility analysis, planning, procurement/contract management/negotiations, organizational change management, risk management, performance management, benefit realization, lessons learned vs. retrospectives and a closer look at selected agile project management practices including PMI's ACP and Disciplined Agile Discipline. The approach adopted includes lectures, case analysis and formal presentations through role playing and team collaboration. **Prerequisite:** MGMT 640

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.

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 are practiced in a variety of settings, the components of an effective negotiation and analyze their own behavior in negotiations. The course is experiential, providing students with opportunities to develop their skills by participating in negotiation exercises and integrating their experiences with the principles presented in the assigned readings and class discussions.

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.

MGMT 661 (3)—Strategic Management

Strategic Management focuses on strategy formulation and its implementation from a top management perspective. An in-depth understanding of business, corporate, and network-level strategies helps students create an innovative approach that connects conventional business practices with the contemporary business world. Students are introduced to international strategies, collaborative innovation strategies, organizational and environmental analyses, and digital platform strategies critical to strategic decision-making taking into account corporate governance and corporate social responsibility. The course takes a problem-solving approach through the stages of a strategic project: defining the problem, analysis, developing recommendations and communicating the recommendations for the greatest impact. Five stages are reviewed: developing a strategic vision and mission; setting objectives; crafting strategies and tactics to achieve organizational goals; implementing and executing tactics and strategies; and developing the evaluation and measurements of performance. Students develop skills in strategic thinking and analysis, leadership, communication, teamwork and cross-functional integration. This course must be taken in the last two terms.

MRKT 612 (3)—Marketing Analytics

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 gather, describe, analyze and present internal and external data with the 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. **Prerequisite:** BUSI 650

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's 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 there is a fee for MRKT 621 of \$150 to access Digital Marketing Institute modules and membership.**

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 practices. Students plan and execute a digital marketing campaign as part of a digital marketing strategy. **Prerequisite:** MRKT 621

MRKT 625 (3)—Marketing Promotion

Students are introduced to the field of Marketing Promotion from an integrated marketing communications (IMC) perspective. The course emphasizes the importance of messaging and utilizing multiple media vehicles to achieve specific communications and consumer behavioural objectives, and reaching defined target groups through the use of promotional strategies and tactics, the design of promotional materials and promotional campaigns. Students are equipped to critically analyze and apply inter-related communication strategies and tactics. **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 and target local, regional and national market potential and decision-making skills for conducting sophisticated competitor, business risk assessment and international supply chain logistics.

Prerequisite: MRKT 621

OPMT 620 (3)—Operations Management

Operations management involves managing the operations of a business to ensure that quality products

and services are delivered in a timely and cost-effective way to meet customers' needs. Statistical methods and decision support systems using production and operations management tools are reviewed as part of comprehensive management practices. **Prerequisites:** BUSI 650 and MBAF 502 (if previously enrolled in MBAF)

RSCH 600 (3)—Graduate Research Methods

Graduate Research Methods provides the necessary skills to ethically and critically 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 with 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 students have been 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. **This is one of the MBA completion options and must be taken in the last term.**

APPENDIX A: GLOSSARY OF UCW TERMS & DEFINITIONS

The following terms and acronyms are commonly 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. |
| 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. |
| Course in Progress (CIP) | Transcript notation that denotes coursework underway in the current term for which there is not yet a final grade. |
| Credit | Refers to 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. |
| 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. |

| Term | Use/Definition |
|-----------------------------------|---|
| 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. |
| IRCC | Immigration, Refugees and Citizenship Canada (IRCC) is the federal government body responsible for all immigration-related processes and approvals. Screens and approves foreign students, issues Study Permits. |
| 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 Student Portal | 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 four (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. |
| 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. |
| 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. |

| Term | Use/Definition |
|--|---|
| 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. |