



# **Academic Calendar**

**October 12, 2022 - October 2, 2023**

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# DISCLAIMER STATEMENT

Effective date of information, unless otherwise noted: October 12, 2022 to October 2, 2023.

The online Academic Calendar is the University's official statement of regulations, policies, programs, requirements and course descriptions for the 2022-2023 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.

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# ACCREDITATIONS & MEMBERSHIPS

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

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

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



University Canada West has earned ACBSP Global Business Accreditation for its MBA and BCom degree programs. The Accreditation Council for Business Schools and Programs accredits business, accounting and business-related programs at the associate, baccalaureate, master and doctoral degree levels worldwide.



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



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



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



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



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



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



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 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, 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 11 weeks of classes plus one week 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 7 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 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 2022-2023

<b>Fall Term 2022</b>	
<b>September 26-29</b>	New Student Orientation (NSO)
<b>September 30</b>	<i>Campuses Closed—National Day for Truth and Reconciliation</i>
<b>October 3 (Week 1)</b>	Term start: First day of classes
<b>October 10</b>	<i>Campuses Closed—Thanksgiving Day</i>
<b>October 11 (Week 2)</b>	Last day to drop or add courses without fee penalty for registered students
<b>October 31 (Week 5)</b>	Last day to withdraw from courses without academic penalty
<b>November 11</b>	<i>Campuses Closed—Remembrance Day</i>
<b>December 11 (Week 10)</b>	Last day of Instruction
<b>December 12-18 (Week 11)</b>	Exam Period
<b>December 18</b>	Last day of Fall Term: Final Grades Due
<i>Break: December 23-January 2</i>	
<b>December 24</b>	<i>Campuses Closed—Christmas Eve</i>
<b>December 25</b>	<i>Campuses Closed—Christmas Day</i>
<b>December 26 &amp; 27</b>	<i>Campuses Closed</i>
<b>December 28 &amp; 29</b>	Campuses Open
<b>December 30 &amp; 31</b>	<i>Campuses Closed</i>
<b>January 1, 2023</b>	<i>Campuses Closed—New Year's Day</i>
<b>January 2, 2023</b>	<i>Campuses Closed</i>
<b>Winter Term 2023</b>	
<b>January 3-6</b>	New Student Orientation (NSO)
<b>January 9 (Week 1)</b>	Term start: First day of classes
<b>January 16 (Week 2)</b>	Last day to drop or add courses without fee penalty for registered students
<b>February 6 (Week 5)</b>	Last day to withdraw from courses without academic penalty
<b>February 20</b>	<i>Campuses Closed—Family Day</i>
<b>March 19 (Week 10)</b>	Last day of Instruction
<b>March 20 - April 2 (Week 11-12)</b>	Exam Period
<b>April 2</b>	Last day of Winter Term: Final Grades Due
<i>Break: April 3-7</i>	
<b>Spring Term 2023</b>	
<b>April 3-6</b>	New Student Orientation (NSO)
<b>April 7</b>	<i>Campuses Closed—Good Friday</i>
<b>April 10</b>	<i>Campuses Closed—Easter Monday</i>
<b>April 11 (Week 1)</b>	Term start: First day of classes
<b>April 18 (Week 2)</b>	Last day to drop or add courses without fee penalty for registered students
<b>May 9 (Week 5)</b>	Last day to withdraw from courses without academic penalty
<b>May 22</b>	<i>Campuses Closed—Victoria Day</i>
<b>June 18 (Week 10)</b>	Last day of Instruction
<b>June 19-25 (Week 11)</b>	Exam Period
<b>June 25</b>	Last day of Spring Term: Final Grades Due
<i>Break: June 26-July 3</i>	



<b>Summer Term 2023</b>	
<b>June 26-30</b>	New Student Orientation (NSO)
<b>July 1</b>	<i>Campuses Closed—Canada Day</i>
<b>July 4 (Week 1)</b>	Term start: First day of classes
<b>July 11 (Week 2)</b>	Last day to drop or add courses without fee penalty for registered students
<b>August 1</b>	Last day to withdraw from courses without academic penalty
<b>August 1 (Week 5)</b>	<i>Campuses Closed—BC Day</i>
<b>September 4</b>	<i>Campuses Closed—Labour Day</i>
<b>September 10 (Week 10)</b>	Last day of Instruction
<b>September 11-17 (Week 11-12)</b>	Exam Period
<b>September 17</b>	Last day of Summer Term: Final Grades Due
<i>Break: September 18-24</i>	
<b>September 29</b>	<i>Campuses Closed— National Day for Truth and Reconciliation (observed)</i>
<b>September 30</b>	<i>Campuses Closed— National Day for Truth and Reconciliation</i>
<b>October 9</b>	<i>Campuses Closed—Thanksgiving</i>
<b>November 11</b>	<i>Campuses Closed—Remembrance Day</i>
<b>November 13</b>	<i>Campuses Closed—Remembrance Day (observed)</i>
<b>December 22</b>	<i>Campuses Closed—Christmas Eve (observed)</i>
<b>December 24</b>	<i>Campuses Closed—Christmas Eve</i>
<b>December 25</b>	<i>Campuses Closed—Christmas</i>
<b>December 26</b>	<i>Campuses Closed—Boxing Day</i>
<b>December 29</b>	<i>Campuses Closed—New Year's Eve (observed)</i>
<b>December 31</b>	<i>Campuses Closed—New Year's Eve</i>

## 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 Procedures](#).

### General Information

The University has clear, articulated admission requirements to support the likelihood of its students to be successful and adheres to necessary academic standards in both its undergraduate and post-graduate programs. 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.

### Residential Status

A domestic applicant is an individual who is either a Canadian citizen; a permanent resident (of Canada); a refugee claimant whose claim has been accepted and who has been granted a protected person or convention refugee status (in Canada), or; a diplomatic or consular officer (or their dependent). Domestic applicants must provide evidence of their domestic residency in their application.

An international applicant is an individual who is a citizen of a country other than Canada and who otherwise does not meet the definition of a domestic applicant.

### Implied or Explicit Offers

All offers of admission are made solely through the 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.

## 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 intake.

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

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

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

Both domestic applicants and international applicants (with approved student visas) will then be permitted to register for courses for their first term at which time they will become a student at UCW.

Finally, students must submit their official transcripts and/or other official documentation but not limited to 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

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 after the term start	7 days after the term start

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.

If an applicant fails to meet any of the deadlines above, then they will be required to defer their program commencement in order to continue with their admission. In cases where the offer for admission is set to expire then the applicant may need to reapply.

## Categories of Admission

### Standard

Applicants who meet both the minimum academic and the minimum non-academic requirements, such as proof of English-language proficiency.

Applicants for undergraduate programs are required to have completed their senior secondary education, that is equivalent to year 12 education in British Columbia with a minimum 2.00 CGPA (i.e. overall 'C' grade average) achievement.

Applicants for post-graduate programs are required to have completed a bachelor's degree, that is equivalent to a four-year bachelor's degree in British Columbia with a minimum 3.00 CGPA (i.e. overall 'B' grade average) achievement.

### Pathway

Applicants who have successfully completed an academic pathway program from a partnered institution that leads into a program at UCW.

## Early

Applicants who are currently completing the education that is required for Standard or Pathway admission at UCW. These applicants will be admitted with conditional approval.

## Transfer

Applicants who have partially completed an undergraduate program, with a minimum 24-credits, and intend to transfer to an undergraduate program at UCW.

Applicants for post-graduate programs are not eligible for Transfer admission.

## Second Degree

Applicants who have already completed a program of an equivalent degree level.

## Visiting

Applicants who are enrolled in a program at another institution and who are only seeking admission into a select course (or courses) at UCW to then transfer credit back to their home institution.

These applicants are required to submit a Letter of Permission that is issued by their home institution that states the course(s) the Applicant is permitted to study at UCW.

Admission as a Visiting Student does not guarantee admission to further courses or subsequent admission to a degree program at UCW.

## Discretionary

Applicants who are otherwise not eligible to be admitted under any of the above admission categories, but who show potential to still be successful in a degree program at UCW.

These applicants will be reviewed and assessed on indicators for success, such as achievement on a GMAT or GRE, achievement in individual courses, additional education or training and work experience.

## General

Applicants who are only seeking admission into a select course (or courses) as opposed to completing a full degree program at UCW. Admission as a General Student does not guarantee admission to further courses or subsequent admission to a degree program at UCW.

## Preparatory Courses

### University Access Program

Applicants who do not meet the minimum English-language proficiency requirements may be placed into preparatory courses that cover academic English-language skills.

Students in UAC 030 may enrol concurrently into select quantitative courses in their program at the discretion of the Registrar's Office.

### MBA Foundation

Applicants for the Master of Business Administration degree program may be placed into preparatory courses that cover an introduction to business and business communication, quantitative skills and economics.

Applicants will be placed into these courses based on their level of, or lack thereof, business knowledge and business experience to prepare them for academic success. These students may enrol concurrently into select courses in their MBA program at the discretion of the Registrar's Office.

## 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
  - *A passport is required for all international applicants.*
- Proof of Residency
  - *A Canadian study permit will eventually be required for all international applicants before registration.*

- Academic Transcripts
  - *Including proof of qualifications or program completion if applicable.*
  - *English-language translations will be required for all documents that are in another language. The applicant must use the services of a certified translator.*
- Proof of English Proficiency Level.

All applicants then 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.

The applicant can provide photocopies for their application; however, official documents will eventually be required for registration.

UCW reserves the right to request the resubmission of any document or for additional documentation to support the assessment of an application for admission.

## Official Documents

Official documents are required before registration can be finalized and the student can commence their classes. Official documents include academic transcripts and may also include English proficiency tests, external evaluation reports and/or any document relevant to the decision to approve admission. The specific official documents required for an applicant will be stated in their MyUCW Student Portal profile (upon being approved).

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.

Certified English translations are required for all official documents that are not issued in the English language.

Non-receipt of an official transcript will result in a hold being placed on your record and registration into classes denied.

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

## English Language Proficiency Requirements

All applicants must provide evidence of their English language proficiency in one of the following ways:

### English-Language Instruction

- Completion of BC English 12 (or equivalency) with a minimum grade of 'C'; or,
- Completion of International Baccalaureate English A1/A2 or English Literature and
- Performance with a minimum grade of '3'; or,
- Completion of a three-credit academic English course that is transferable to UCW with a minimum 'C' grade; or,
- Completion of 30-credits of post-secondary studies at an institution that is located in a country where English is recognized by UCW as the language of instruction and with a minimum 2.00 CGPA (i.e. overall 'C' grade average).

## Standardized English-Language Test

Test	Minimum Overall Score	Minimum Writing Score
IELTS - Academic	6.5	6.0
IELTS Indicator	6.5	6.0
CAE - B2 First	176	N/A
CAE - C1 Advanced	176	N/A
CAE - C2 Proficiency	176	N/A
CAEL	70	60*
CAEL - Online	70	60*
PTE - Academic	61	60
TOEFL - IBT	88	20*
TOEFL - PBT	575	N/A

\*The minimum writing score is also applicable to all assessed components of the test.

### ESL Pathway

Completion of an English preparation course/program from an institution that has an active pathway agreement with the University.

UCW reserves the right to request further proof of English language proficiency if deficiencies are noticed within the application or if significant time has passed, or will have passed, in by the expected commencement date their program at the University.

### 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.

### Deferred Admission

Applicants may defer their commencement date up to a maximum of one (1) year from the issuance date on their initial offer letter. Applicants may defer more than once provided each deferral does not exceed this time frame.

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.

The applicant may be required to provide additional proof of English-language proficiency before approving a request for deferral.

### Re-Admission Requirements

All students applying for re-admission are required to submit the following documents in their application package:

- Re-Admission Form.
- Academic transcripts (for any and all courses/programs undertaken at another institution during the period since their last enrolment with UCW).
  - Official transcripts may be required to prove the student's record.
- Statement of Purpose.

In addition, students are required to pay a processing fee before their application for readmission will be reviewed.

### **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.

If a student has been inactive for a significant amount of time, it may not be possible for them to be readmitted due to the maximum time limitations to complete their program. In these cases, the student will be required to submit a new application (and are subject to the current admission requirements and processes).

### **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.

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 Rescindment**

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.

## **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 is 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/student fails to include all prior post-secondary education documentation, regardless of the country in which the post-secondary institution is located, or if an applicant/student omits (willfully or incidentally) required documentation to conceal or mislead, 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.

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

## **Admissions 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 issuance 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.

Applicants are required to provide all the necessary documentation in their application for admission. Therefore, UCW only considers an admission appeal for either of the following reasons:

- **Misevaluation:** An error in the process/review of your application based on a misalignment with our admissions procedures or other information published by UCW.

- **Exceptional Circumstances:** A personal or external factor that impacted either the applicant during their studies that provides an explanation for lower achievement (e.g. illness), or the submission of specific required documentation (e.g., the closure of their former institution).

UCW will not consider appeals based on wanting a second review, offers of admission to other institutions, a desire to join UCW or promises to be a good student. It is the responsibility of the applicant to outline a comprehensive argument for their appeal, supported by evidence.

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

## AWARDS

For the complete policy regulations, please refer to policy [9009—Admissions](#).

### General Information

Awards may be available to applicants and students in the form of bursaries, grants, medals, prizes and scholarships. It is the responsibility of the applicant/student to be aware of awards available to them and to submit their application.

There are two categories of awards: entrance awards and continuing awards. Entrance awards are for applicants at the time of submitting their application for admission to their program, or upon approval. They cannot be applied retroactively. Continuing awards are for current students who have an active enrolment status in their program.

Students are only eligible to receive ONE award (i.e., one entrance award OR one continuing award) throughout their program at UCW, unless otherwise stated (limited exceptions may apply).

For further information on current awards, eligibility and how to apply, please visit our website at: [ucanwest.ca/admissions/awards-scholarships](http://ucanwest.ca/admissions/awards-scholarships).

### Awards Procedures

Awards are processed as either an automatic award or as a non-automatic award.

Automatic awards are specific entrance awards that are granted based on evidence already provided in the applicant's application for admission. If the applicant is eligible for more than one entrance award, then they will be awarded the one with the highest monetary value. If the applicant is granted an award, then they will receive a Confirmation of Award letter that will be provided with their offer letter.

If an applicant has not received an automatic entrance award, then they would be permitted to apply for a non-automatic entrance award provided they meet the eligibility requirements. Applicants are required to apply for a non-automatic entrance awards 30 days before the commencement date of their program (including preparatory courses). Applications for non-automatic entrance awards will be adjudicated by the Awards Committee, based on the selection criteria for each award. All applicants will be advised of the committee's decision through written communication. These decisions are final.

Entrance awards are tied to an approved application for admission. Provided the offer is valid then the confirmation of award is also still valid. This means, if an applicant defers their admission, then they also defer any award they have been granted.

If a student has not received an entrance award (neither automatic nor non-automatic) then they would be permitted to apply for a continuing award provided they meet the eligibility requirements. Each continuing award may have its own customized deadline for which the student must submit their application. Applications for continuing awards will be adjudicated by the Awards Committee, based against the selection criteria for each award. All applicants will be advised of the committee's decision through written communication. These decisions are final.

An award may be withheld or cancelled if there are no suitable candidates, or if a donor withdraws the award. All award decisions are made solely through the Registrar's Office at University Canada West. Recruitment advisors do not have authority to offer/approve any award to applicants and/or agents.

## Award Documents

An application for an award requires documentation to demonstrate their applicant's/student's merit to be a recipient. These documents may include, but are not limited to, the following:

- Award application form
- Personal statement
- Curriculum vitae
- Recommendation letters

These documents must be provided with the initial application for the award in order to be reviewed by the Awards Committee during adjudication. Submission of any documents after the outcome will not be considered.

The Registrar's Office may also provide the Awards Committee any relevant documents previously provided by the applicant/student in their application for admissions, as well as their student record at UCW, to be reviewed during adjudication.

UCW reserves the right to request the resubmission of any document or additional documentation to support the assessment of an application for any non-automatic award.

## Rescindment of Awards

The applicant forfeits their award if their application for admission expires. The applicant may apply for and/or be granted the same award or another type of award upon being re-approved (i.e., submitting a new application for admission) depending on the current awards at the time of their reapplication.

Both applicants and students forfeit their award if they apply and are approved for a change of program. Only applicants may apply for and/or be granted another type of award depending on the current awards at the time of changing programs.

An international student forfeits their award if they change their residential status to become a domestic student. However, the student will then receive domestic tuition pricing (post domestic status).

Both applicants and students forfeit their award if they voluntarily withdraw or are academically withdrawn from UCW.

The Registrar's Office will provide written notification of any rescindment for an award.

## Disbursements

Each award may have its own custom disbursement schedule and/or conditions. Recipients for awards can refer to their Confirmation of Award letter for the disbursement schedule and conditions for their award.

If a student fails to meet a specific condition of their award, then they forfeit their disbursement for that term and each successive term until they meet the condition again (provided they still have a remaining balance for their award and/or are still within the disbursement schedule).

A student does not receive a disbursement if they take a term break or have a leave of absence (of any kind). Their disbursement schedule will be on hiatus until such a point the student resumes their studies and meets all the conditions of their award.

## Awards Appeals

Applicants may appeal decisions pertaining to their eligibility to receive an automatic entrance award or the rescindment of any award.

The applicant must initiate the appeal and it must be received by the Registrar's Office within 30 days from the issuance date of the letter in which the awards decision is stated. The appeal must contain a statement and clarifying information to explain why the appeal should be considered. These appeals will be adjudicated by the Awards Committee. The Registrar's Office will provide written notification of the appeal outcome. These appeal outcomes are final.

Appeals pertaining to the applicant's eligibility to receive either a non-automatic award or a continuing award will not be considered for review as these decisions were initially determined by the Awards Committee.



# FINANCIAL AID

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 three (3) 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(s)	Website
Alberta	1-855-606-2096, 1-780-427-2740	<a href="http://www.alis.alberta.ca/ps/post-secondary.html">www.alis.alberta.ca/ps/post-secondary.html</a>
British Columbia	1-800-561-1818, 1-250-387-6100	<a href="http://www.studentaidbc.ca/">www.studentaidbc.ca/</a>
Manitoba	1-866-626-4862, 1-204-945-6321	<a href="http://www.edu.gov.mb.ca/msa/">www.edu.gov.mb.ca/msa/</a>
New Brunswick	1-800-667-5626, 1-506-453-2577	<a href="http://www.studentaid.gnb.ca">www.studentaid.gnb.ca</a>
Newfoundland	1-888-657-0800, 1-709-729-5849	<a href="http://www.aes.gov.nl.ca/studentaid/">www.aes.gov.nl.ca/studentaid/</a>
Northwest Territories	1-800-661-0793, 1-867-873-7190	<a href="http://www.ece.gov.nt.ca/en/services/student-financial-assistance">www.ece.gov.nt.ca/en/services/student-financial-assistance</a>
Nova Scotia	1-800-565-8420, 1-902-424-8420	<a href="http://www.studentloans.ednet.ns.ca">www.studentloans.ednet.ns.ca</a>
Nunavut Territory	1-877-860-0680	<a href="http://www.gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans">www.gov.nu.ca/family-services/programs-services/financial-assistance-nunavut-students-fans</a>
Ontario	1-800-465-3958, 1-888-449-4478	<a href="http://www.osap.gov.on.ca">www.osap.gov.on.ca</a>
Prince Edward Island	1-902-368-4640	<a href="http://www.studentloan.pe.ca">www.studentloan.pe.ca</a>
Quebec	1-888-345-4505, 1-418-646-5245	<a href="http://www.afe.gouv.qc.ca">www.afe.gouv.qc.ca</a>
Saskatchewan	1-800-597-8278	<a href="http://www.saskatchewan.ca/residents/education-and-learning/student-loans">www.saskatchewan.ca/residents/education-and-learning/student-loans</a>
Yukon	1-867-667-5929	<a href="http://www.education.gov.yk.ca/continued/student_financial_assistance.html">www.education.gov.yk.ca/continued/student_financial_assistance.html</a>

## 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.

## TRANSFER CREDIT

For complete policy regulations and procedures, refer to [Policy 9004—Transfer Credit](#).

University Canada West is committed to enabling students to transfer academic credit recently completed at other recognized institutions and programs where there is a reasonable fit or match with most learning outcomes of a course. Transfer credit requests should be sent to [transfercredit@ucanwest.ca](mailto:transfercredit@ucanwest.ca); requests can take six to eight weeks for processing, especially if additional documentation is required.

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 normally 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.
- 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\*.  
*\*Course under development.*
- The following graduate courses are NOT eligible for transfer credit: BUSI 660, CAPS 602, MBAR 661, MENT 630, MGMT 661 and WORK 601.
- 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.

## 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 within two weeks of the date on the transfer credit letter. 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.

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\*, BUSI 660, CAPS 602, MBAR 661, MENT 630, MGMT 661 and WORK 601.

*\*Course under development.*

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 the online PLAR Request form found in the MyUCW Student Portal and submit it with the required fee payment. At the time of submission, include a detailed chronological resumé, a written summary describing how specific past education and work experience can be considered towards the request for PLAR plus any additional documentation that supports the PLAR request.

PLAR requests must be made prior to the start of a student's second term at the University. A student should not be registered in the course for which they are requesting PLAR and are responsible for adjusting their registration as may be required by the add/drop deadlines if they intend to maintain their status as a full-time student.

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 Grad Chair and 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 within two weeks of the date on the PLAR notification letter.

## 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

	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 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 campuses 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.

## STUDENT RIGHTS & 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 all 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 members 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 documents 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.

## STUDENT AFFAIRS & SERVICES

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.

The following support services are available for students:

- Accessibility
- Alumni Engagement
- Career Advising and Development
- General Student Advising
- International Student Support
- Online Counselling Services & Crisis Support
- Peer Leaders
- Student Life
- Student Rights & Responsibility Advising
- Student Volunteer

### Student Life

#### **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.

#### **Student Engagement**

The Student Life Team organizes events, workshops and info sessions on various topics for students each term.

#### **Peer2Peer Program**

The Peer2Peer Program allows students to acquire experiences, improve skills and interact with existing, new and prospective students by helping them develop a sense of community and belonging. Peer Leaders in the program develop valuable leadership skills.

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.

## **Volunteering Opportunities**

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. The Student Life Team provides opportunities for students to participate in activities and events outside the classroom, coordinated and organized by Student Affairs & Services through volunteering opportunities for various events and activities.

## **Student Supporting Team**

The Student Supporting Team supports students through their transition to life in Canada and UCW by providing one-on-one advising and resources, such as workshops and info sessions.

### **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.

### **Outreach**

Our outreach team is responsible for reaching out to students at different times during their academic career. The outreach team also oversees support for medical insurance, such as Keep.meSAFE and guard.me, and guides students by providing general information about our student services and supports.

### **Student Rights and Responsibilities**

As a third party, it is the role of the advisor to ensure that policies and procedures are followed fairly and properly by all parties, which includes accountability for students as well as staff in issues of misconduct.

The advisor acts as a resource in all procedures of academic and non-academic misconduct. The advisor also conducts investigations of allegations and complaints regarding policy 9014 "Student Rights and Responsibilities," makes recommendations for outcomes in investigations (non-academic) and facilitates conversations between students where needed. Whether the concern is related to academics or not, the advisor can help resolve conflict and address student concerns.

The advisor is also engaged in educational programming to ensure students are aware of their rights and responsibilities, and that students have the necessary information to be successful in and outside the classroom.

## **Career Development Centre**

UCW's Career Development Centre (CDC) offers programs and resources to help students build their ideal career path, develop their career management skills and competencies 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 learning opportunities, such as in-class mock interviews, career assessments and one to one career and employment coaching. They also support students in building career and job search skills, tools, techniques and strategies, including resumé and cover letter, networking, Canadian workplace culture and personal branding.

### **Career 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.



## Work-Integrated Learning

CDC, in collaboration with faculty, facilitates students to engage in work integrated learning, which includes internship or practicum that depends on your academic program design. We will support students in connecting with potential employers to access opportunities of applying academic learning by obtaining practical knowledge and skills in a work integrated learning setting.

## Career Readiness Workshops

Students will have the opportunity to gain career readiness skills, which in turn could help increase their employability and boost their workplace and career success in the future. Students who will complete the workshops successfully, will receive a badge for each workshop.

## Alumni Engagement

UCW support for students will not end when they graduate. The Alumni Engagement Team will support UCW graduates along their path by providing engagement activities and support for them to ensure their transition is going smoothly.

# 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.

## Private Medical Insurance

Private medical insurance covers a range of health and medical services, including basic health services such as hospital and ambulance, as well as extended health services such as prescription drugs, physiotherapy and accidental dental services (if required).

Guard.me is a private medical insurance company that specializes in medical insurance for international students. They have a health network system which allows students on guard.me insurance to visit clinics and pharmacies.

All new students are required to register for guard.me during their first term even if they have MSP. Students can register for guard.me via the guard.me microsite or UCW manual registration process. For the UCW manual registration process, students will need to email Student Affairs at [student.affairs@myucwest.ca](mailto:student.affairs@myucwest.ca). It is mandatory for all new students to register in guard.me international insurance for first term enrolment. Medical insurance from a home country or Canada (from a different service provider) including MSP application + MSP card is not accepted for first term enrolment.

If you are taking online classes from your home country or still waiting for your visa decision, you do not need to enrol in guard.me. Domestic students are not eligible to apply for guard.me insurance.

The cost of guard.me can be found under the Student Affairs tab in the MyUCW Student Portal.

**Cancellation/Refund:** As it is mandatory for all new students to enrol in guard.me Medical Insurance, once enrolled students will not be eligible to apply for a refund or opt-out of the service. Students will not be eligible for refund if they receive their MSP during their enrolment term. Students will only be eligible to apply for a guard.me refund if their student visa application is denied/rejected. Information about guard.me can be found under the Student Affairs tab 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.

# REGISTRATION INFORMATION

## New Student Orientation (NSO)

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
- Employability skills
- Tools and strategies to help new students succeed in their academic journey
- Making connections with students, staff and faculty

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 they need to learn successfully in their new program. There are also fun events, peer leaders and opportunities 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 the 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.

### **Wellness Support**

All students will have access to Keep.meSAFE, a wellness program that is available to students 24/7, all year round and can be accessed on multiple platforms. Students can access this program through the app and/or phone. All information and conversations shared with the counsellors are completely confidential.

The Keep.meSAFE fee is charged per student per enrolled term and is mandatory for all UCW students. For more information, please visit the Keep.meSAFE section under Student Affairs in the MyUCW Student Portal.

### **FACC 099 Financial Accounting Micro-Credential Workshop (MBA Only)**

FACC 099 is a four-week workshop designed to prepare students to be successful in ACCT 621 Accounting for Managers, which is a Tier 1 core course that is normally taken in the first term of study. The fundamentals provided in the workshop are necessary to fully grasp and utilize in ACCT 621 and other Accounting or Finance related courses.

Students will be automatically enrolled into the FACC 099 workshop series if they are enrolled in ACCT 621.

#### **Structure:**

- Four (4) self-guided learning modules with internal quizzes and spreadsheets for practice
- Online meeting each week with the instructor for review and Q&A
- Mastery assessment at the end of each module – earns you a badge
- Four (4) badges earned will result in achieving the FACC 099 Financial Accounting Micro-Credential

## **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 MyUCW Student Portal platform.

## Academic Advising

Academic Advisors work with students throughout their academic journey by providing the assistance and guidance below:

- Course selection and course planning advice consistent with student's academic interests and career goals.
- Information and advice that is consistent with University rules, regulations and policies.
- Referrals and resources to aid students' learning and development at UCW.
- Support with academic goal setting and development of action plans to improve academic standing.

## 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 the academic department chair as required or needed.

## Course Changes

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. Students can drop their courses from the portal, under My Courses > Course Registration. There is no academic or financial penalty for courses dropped before the deadline.

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 approval of the Academic Department.

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 "RW." 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 & Fees section of this Calendar for details on financial deadlines.

### **Incomplete Course Contract**

A student who, on medical, compassionate grounds or based on an approved academic accommodation, is unable to satisfy course requirements during the scheduled course dates may apply for an Incomplete Course Contract. The student will fill out an ICC with their instructor and once approved/signed by the instructor, is submitted to the Department Chair for review (include the Academic Department). 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 the MyUCW Student Portal to [transfercredit@ucanwest.ca](mailto: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. OER act as a replacement to some of the textbooks and learning resources mentioned above.

The adoption of OER 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 at UCW 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 built-in microphone
- Web camera

## TUITION & FEES

The tuition and fees shown in this section are valid for the school year to Oct. 3, 2023. 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, 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 2023) 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 program 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 the MyUCW Student Portal
- 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 (T2202s) 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 the portal to the Finance Office.

### Tuition Refunds

For complete policy regulations and procedures, refer to [Policy 3001—Student Tuition Refunds](#) 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;
- Non-refundable wire transfer processing fee (\$45) 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:

<b>Registration Date</b>	<b>Refund Amount</b>
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](http://www.ucanwest.ca/admissions/tuition-fees).



## 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](#) and [1510p—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 not getting responses to email inquiries in a timely manner). 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)

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

## 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 Integrity](#) and the related procedure [5006p—Academic Integrity 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 Policy 5006 Academic Integrity.

## **LIBRARY**

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

Located at both the West Pender and Vancouver House campuses, the Library at University Canada West provides users with a 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, eBooks, reports and helpful guides. Both UCW campuses host a small print collection.

Knowledgeable Librarians are available to provide reference help in-person, by email, online and via AskAway (a cooperative virtual assistance service).

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, including APA and citation, Library Research and more. Please visit the Library Workshop page to learn more: <https://www.myucwest.ca/cms/?p=143>.

## 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 million electronic journals, over 200,000 electronic books, over 60 million magazines and news articles, millions of business and economic reports, thousands of digital videos/documentaries/movies, online dictionaries and encyclopedias, 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 email, online 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 [Policy 6008—Library Circulation](#) 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 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, journals and more through various databases. The Library also has some electronic equipment available for circulation. You can borrow iPads, Microsoft Surface Tablets, phone chargers, headphones and calculators. Students must be an active UCW student and present a valid UCW Student ID card to borrow any UCW Library materials.

### 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 instruction and workshops on a variety of topics. 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 and Database Use. These workshops are held 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 and regularly scheduled sessions are offered in key introductory courses for each program. The library has also developed asynchronous workshops on these topics. To learn more about the asynchronous workshops, visit: <https://www.myucwest.ca/cms/?p=143> and faculty who want to add the asynchronous activities in their course shells are encouraged to reach out to the library.

## **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 Library’s learning spaces. 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 Student ID Card is required to borrow materials. 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**

UCW is a member of Interlibrary Loans and offers partnering libraries access to its collection. Visit the [Interlibrary Loans page](#) to learn more about eligibility.

UCW members who want to borrow materials from other libraries, please visit the ILL page to learn more about eligibility: <https://www.myucwest.ca/cms/?p=1313>.

## **Fines**

Bills and/or accruing fines reaching or exceeding \$20 will result in the student’s library account being suspended.

Materials overdue for more than 21 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 three (3) 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.

**NOTE:** For either a substitute or repeat request, students must submit their request in writing to the Chair who oversees the course, including a rationale for the request (e.g., any circumstances that may have led to the second attempt failure of the course). Chairs will consult with the Academic Department, Registrar's Office and Students Affairs and will take extenuating circumstances into consideration.

**NOTE:** Students may not request an additional course repeat if the rationale is to maintain their scholarship. This is not a valid reason to repeat a course a third time.

## 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 the [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

A graduate 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 3.00 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 (if prerequisites have been satisfied) 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 3.00 (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 3.00 for three (3) consecutive terms, receives three (3) 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.

**NOTE:** For either a substitute or repeat request, students must submit their request in writing to the Chair who oversees the course, including a rationale for the request (e.g., any circumstances that may have led to the second attempt failure of the course). Chairs will consult with the Academic Department, Registrar's Office and Students Affairs and will take extenuating circumstances into consideration.

**NOTE:** Students may not request an additional course repeat if the rationale is to maintain their scholarship. This is not a valid reason to repeat a course a third time.

## 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.
- The CGPA is calculated by dividing the total grade points earned to date by the total units undertaken to date to the second decimal place.

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
<b>ADV</b>	Advanced Standing	No credit	Advanced standing or course credit—no grade.
<b>AEG</b>	Aegrotat	As %	Satisfactory completion—not all academic work is completed due to illness or other exceptional circumstances.
<b>AUD</b>	Audit of course	No grade	Audit of course. No grades granted.
<b>CIP</b>	Course in progress	0	Actively registered in current term. No grade yet available.
<b>F</b>	Fail	0	Did not meet minimum course requirements.
<b>IP</b>	In progress	No grade	Grade not yet available. Automatically becomes an F after five (5) weeks if no grade posted or work remains incomplete.
<b>N</b>	Did not complete	0	Did not complete course requirements. Equivalent to F.
<b>NC</b>	No credit	No grade	No credit.
<b>NCC</b>	Not for credit: Complete	No grade	Mandatory course requirements completed for a non-credit course.
<b>NCF</b>	Not for credit: Failure	No grade	Mandatory course requirements failed for a non-credit course.
<b>NCI</b>	Not for credit: Incomplete	No grade	Mandatory course requirements not completed for a non-credit course.
<b>PLAR</b>	Prior learning assessment & recognition	No grade	Credit granted as formal recognition of knowledge and skills gained through work and life experiences.
<b>RW</b>	Required to Withdraw	0	Required to withdraw for academic or conduct reasons.
<b>TC</b>	Transfer credit	No grade	Credit granted for courses completed elsewhere at a recognized institution.
<b>W</b>	Voluntary withdrawal	No grade	Student voluntarily drops or withdraws from a course or the program.
<b>WE</b>	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

<b>Credit</b>	The number of units of academic value assigned to a course.
<b>Cumulative GPA (CGPA)</b>	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.
<b>Cumulative credits</b>	The total number of credits earned for all courses successfully completed at UCW.
<b>GPA</b>	Sum total of grades received during the entire period of enrolment divided by the number of credits attempted during that period.
<b>Grade</b>	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.
<b>Grading Scale</b>	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.
<b>Received credits</b>	The number of credits that a student earns by satisfying the course requirements during a given term.
<b>Term credits</b>	The total number of credits that a student earns by satisfying the course requirements during a given term.
<b>Term GPA</b>	The sum of grade points earned in all courses taken during a term divided by the total credits attempted in that term.
<b>Transcript</b>	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 participate in an examination or study requirement 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 an In Progress 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 for each two-hour block of a class 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. Students must meet the minimum criteria listed below to be eligible to request an increased course load.

Applications for an increased course load must be submitted in writing to the Academic Department at least one (1) week prior to the start of term. Requests should include the rationale for being permitted to take a higher course load, the course information and the student information. Students who do not meet the criteria listed below will not be permitted to take a higher course load.

To be eligible, students must have:

- Achieved a minimum CGPA 3.67
- Completed a minimum of two (2) terms\*
- No Academic Incident Reports (AIRs) on file
- No non-academic misconduct reports on file

\*UAP courses do not count towards a “completed term”.

### **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. Students must meet the minimum criteria listed below to be eligible to request an increased course load. Applications for an increased course load must be submitted in writing to the Academic Department at least one (1) week prior to the start of term. Requests should include the rationale for being permitted to take a higher course load, the course information and the student information. Students who do not meet the criteria listed below will not be permitted to take a higher course load.

To be eligible, students must have:

- Achieved a minimum CGPA 3.67
- Completed a minimum of two (2) terms\*
- No Academic Incident Reports (AIRs) on file
- No non-academic misconduct reports on file

\*UAP courses and the MBA Foundations program do not count towards a “completed term.”

**NOTE:** MBA students cannot request an increased course load if they are registered for WORK 601 or CAPS 602.

## **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 & 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 48 hours 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 Department 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 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 Week 11 or 12 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 in [Policy 5005— Final Grade Reviews and Appeals](#).

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 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\* (for Fall 2021 onwards) in order to be eligible to graduate.

*\*Course under development.*

### Master of Business Administration

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 CGPA of 3.00 and a grade of B or higher in MBAR 661 or MENT 630 or CAPS 602 or WORK 601 or BUSI 660 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, 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.

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, resumés 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 students in each undergraduate and graduate program who has the highest CGPA (usually a minimum of A-) on degree courses are 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 courses in Tier 1 include:

- ENGL 100—Academic Writing

- BUSI 100—Business Fundamentals
- COMM 140—Business Communications
- 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 supported 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.

### **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 about the actual courses.

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

<b>Level</b>	<b>Courses</b>	<b>Credits</b>
Core English Courses	ENGL 100—Academic Writing	3
	ENGL 102—Critical Analysis and Writing	3
<b>Summary of Core English Courses</b>	<b>2 courses</b>	<b>6 Credits</b>
Science Required Courses	Quantitative	3
	Lab Science	3
	Additional Science	3
<b>Summary of Science Required Courses</b>	<b>3 courses</b>	<b>9 Credits</b>
Arts Required Courses	Humanities	6
	Social Science	6
	Any Arts	6
	Second Year Arts	18
<b>Summary of Arts Required Courses</b>	<b>12 courses</b>	<b>36 Credits</b>
Required Elective Courses	Tier 1XX or 2XX or 3XX or other approved elective courses	9
<b>Summary of Required Elective Courses</b>	<b>3 courses</b>	<b>9</b>
<b>Program Summary</b>	<b>20 courses</b>	<b>60 Credits</b>

## 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 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 elective area, it can be a great way to shape their degree. Currently, UCW offers the following elective area in the Business Communication degree:

#### *Communications Management*

One of the fastest growing fields in communications is communications management. By taking selected advanced business courses and applying them to communications projects this elective area provides the training for those who hope to manage complex communications projects and departments in industry. To complete the Communications Management elective area students must, in addition to the required core courses, take:

- BUSI 323 (3)—E-Business
- MRKT 302 (3)—Integrated Marketing Communications
- OPMT 301 (3)—Operations Management
- MGMT 401 (3)—Project Management

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

## Degree Pathway: Bachelor of Arts 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 Communications	3
	ECON 105—Economics for Business	3
	Elective—1xx or 2xx	3
	Elective—1xx or 2xx	3
	Elective—1xx or 2xx	3
<b>Summary of Tier 1</b>	<b>10 Courses</b>	<b>30 Credits</b>
Tier 2 - Disciplinary Foundation	MRKT 201—Marketing Management	3
	BUSI 201—Business Environment	3
	COMM 205—Writing for Media	3
	CPSC 311—Data Visualization & 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
<b>Summary of Tier 2</b>	<b>10 Courses</b>	<b>30 Credits</b>

Tier Level	Course	Credits
Tier 3 - Disciplinary Applications	MGMT 401—Project Management	3
	PUBR 304—Risk and Crisis Communication	3
	COMM 312—Professional Communications	3
	COMM 405—Advanced Media and 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
<b>Summary of Tier 3</b>	<b>10 Courses</b>	<b>30 Credits</b>
Tier 4 - Integrative Applications	COMM 410—Communication 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
<b>Summary of Tier 4</b>	<b>10 Courses</b>	<b>30 Credits</b>
<b>Program Summary</b>	<b>40 Courses</b>	<b>120 Credits</b>

\*Course under development.

The Bachelor of Arts in Business Communication Pathway in this Academic Calendar is only applicable to 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 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, it can be a great way to shape their degree. Currently the University offers the following elective area in the BCom degree:

#### ***Accounting***

Accounting skills are in constant demand. The accounting elective area, in combination with the rest of the BCom degree, prepares students for entry into a professional accounting program. To complete the Accounting elective area students must, in addition to their required core courses, take:

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

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

### **Pathway to Chartered Professional Accountant (CPA)**

For students interested in gaining recognized Canadian accounting and business credentials, UCW has an articulation agreement with the Chartered Professional Accounts of British Columbia and students can transfer UCW credits to the CPA Professional Education Program for some courses. Refer to the courses marked (^) in the degree pathway for applicable 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"> <li>• MATH 101—Business Mathematics</li> <li>• MATH 106—Pre-Calculus</li> <li>• MATH 110—Calculus 1</li> <li>• MATH 120—Calculus 2</li> </ul>	3
	Choose One Of: <ul style="list-style-type: none"> <li>• ACCT 140—Accounting Principles<sup>^</sup></li> <li>• ACCT 101—Financial Accounting<sup>^</sup></li> </ul>	3
	ECON 102—Microeconomics <sup>^</sup>	3
	ECON 104—Macroeconomics <sup>^</sup>	3
	COMM 140—Business Communications	3
	CPSC 111—Business Analytics	3
	Elective—1XX or 2XX	3
	Elective—1XX or 2XX	3
	<b>Summary of Tier 1</b>	<b>10 Courses</b>
Tier 2 - Disciplinary Foundation	OPMT 301—Operations Management	3
	BUSI 201—Business Environment	3
	Choose One Of: <ul style="list-style-type: none"> <li>• MATH 200—Statistics<sup>^</sup></li> <li>• MATH 201—Business Statistics<sup>^</sup></li> </ul>	3
	Choose One Of: <ul style="list-style-type: none"> <li>• ACCT 301—Managerial Accounting<sup>^</sup></li> <li>• ACCT 103—Financial Accounting Applications<sup>^</sup></li> <li>• ACCT 210—Sage 50</li> <li>• ACCT 220—QuickBooks</li> </ul>	3
	ORGB 201—Organizational Behaviour	3
	MRKT 201—Marketing Management	3
	HRMT 301—Human Resource Management	3
	CPSC 201—Management Information Systems <sup>^</sup>	3
	WORK 298—Career Preparation	3
	Elective—1XX or 2XX	3
	<b>Summary of Tier 2</b>	<b>10 Courses</b>

<sup>^</sup> CPA preparatory courses.

Tier Level	Course	Credits
Tier 3 - Disciplinary Applications	COMM 312—Professional Communications	3
	BUSI 325—Business Law <sup>^</sup>	3
	PHIL 210—Business Ethics	3
	Choose One Of: • FNCE 303—Finance • FNCE 301—Investments • ACCT 230—Business Taxation	3
	CPSC 311—Data Visualization & 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
<b>Summary of Tier 3</b>	<b>10 Courses</b>	<b>30 Credits</b>
Tier 4 - Integrative Applications	BUSI 401—Strategy & Decision Making	3
	BUSI 496—Sustainable Business Practices	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
<b>Summary of Tier 4</b>	<b>10 Courses</b>	<b>30 Credits</b>
<b>Program Summary</b>	<b>40 Courses</b>	<b>120 Credits</b>

<sup>^</sup> CPA preparatory courses.

\*Course under development.

The 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 but do not meet the general admission requirements may be admitted to the prerequisite MBA Foundation program.

The MBA Foundation courses include:

- MBAF 501—Introducing Business & Business Communication
- MBAF 502—Quantitative Reasoning & Analysis
- MBAF 504—Business Economics

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

The MBA Foundation program is the first fully Open Educational Resources (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 a 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 MBAR 661—Consulting/Research Project, CAPS 602—Capstone Project, WORK 601—Graduate Practicum, MENT 630—Launch Your Business, or BUSI 660—Small Business Management.

## MBA Optional Elective Areas

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

### **Business Analytics**

- BUSI 651—Machine Learning Tools & Techniques
- BUSI 652—Predictive Analytics: What Works?
- BUSI 653—Cloud Computing Technologies

### **Consulting**

- BUSI 640—Consulting Practice
- MGMT 643—Change Management
- One Elective
- CAPS 602—Capstone Project

### **Entrepreneurship**

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

### **Finance**

- FNCE 625—Investment Analysis & 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—Human Resource Management in the Global Environment\*
- \*not eligible for CPHR pathway*

### **Leadership**

- MGMT 643—Change Management
- MGMT 645—Negotiation
- MGMT 660—Leadership & Decision Making

### **Marketing**

- MRKT 625—Marketing Promotion
- MRKT 627—International Marketing
- MRKT 623—Digital Marketing Strategies

### **Digital Marketing**

- MRKT 623—Digital Marketing Strategies
- MRKT 612—Marketing Analytics
- BUSI 645—E-Commerce

### **Project Management**

- MGMT 641—Advanced Project Management
- MGMT 642—Agile Project Management

## 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 Work-Integrated Learning Program 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 interested in this course must submit an application that includes a formal research proposal. Students must work directly with their Faculty Supervisor from the date of registration until the date of completion to update on the progress of the project.

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

Tier Level	Courses	Credits
Foundation Courses	MBAF 501—Introducing Business & Business Communications	3
	MBAF 502—Quantitative Reasoning & Analysis	3
	MBAF 504—Business Economics	3
<b>Summary of Foundation Courses</b>	<b>3 Courses</b>	<b>9 Credits</b>
Tier 1 - Analytical Foundations	ACCT 621—Accounting for Managers	3
	BUSI 601—Ethics, CSR, & Business Analysis	3
	HRMT 622—Talent Management	3
	BUSI 650—Business Analytics	3
<b>Summary of Tier 1</b>	<b>4 Courses</b>	<b>12 Credits</b>
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
<b>Summary of Tier 2</b>	<b>5 Courses</b>	<b>15 Credits</b>
Tier 3 - Business Applications	CMPT 641—Digital Transformation	3
	MGMT 640—Project Management	3
	6XX elective	3
	6XX elective	3
	<b>4 Courses</b>	<b>12 Credits</b>
Tier 4 - Integration & Implementation	MGMT 661—Strategic Management	3
	<b>Exit Course: Choose One Of:</b> <ul style="list-style-type: none"> <li>• MBAR 661—Consulting/Research Project</li> <li>• CAPS 602—Capstone Project</li> <li>• WORK 601—Graduate Practicum</li> <li>• MENT 630—Launch Your Business</li> <li>• BUSI 660—Small Business Management</li> </ul>	3
<b>Summary of Tier 4</b>	<b>2 Courses</b>	<b>6 Credits</b>
<b>Program Summary</b>	<b>15 Courses (+3 Foundation Courses)</b>	<b>45 Credits (+9 Foundation Course Credits)</b>

The 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 and inventory. This course is recommended for students who wish to gain accounting knowledge, but not necessarily major in accounting. **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. **Prerequisite:** ACCT 101. **Note that credit cannot be earned for ACCT 101 and ACCT 103 if cleared ACCT 140.**

## **ACCT 140 (3)—Accounting Principles**

This course builds on the foundational knowledge of the accounting cycle in ACCT 101. Students learn about accounting concepts relating to long-lived assets, liabilities and shareholders' equity in context of business structures such as corporations. 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 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, 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 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 of 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.

### **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 302—Digital Transformation**

As the world of technology is changing rapidly, it is critical that business managers understand the most recent technologies and are able to apply them to improve business productivity and efficiency. This course will investigate Internet of Things, Artificial Intelligent, Machine Learning, Blockchain, Robotics & Automation, Virtual Reality, Augmented Realities, Big Data Analysis, 5G network, cloud computing. Students will explore the history and the nature of these technologies and apply these technologies to solve business problems and improve productivity. Students examine several cases of successful tech startups around the world.

### **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. This course examines the essential role that law plays in business decisions including how it facilitates personal and commercial transactions. The course will provide a practical analysis of various areas of law such as contracts, torts, environmental, real and intellectual property, 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:** CMPT 201

### **BUSI 496—Sustainable Business Practices**

An overarching theme in this course is developing leadership to guide change initiatives and future challenges in sustainable operations management. This course develops students' ability to strategically implement sustainable business practices within the value chain of a business and to strategically change existing business practices into sustainable ones. Building on a comprehensive understanding of the threats to sustainability, this course examines how implementation works at the level of operations management. Students consider sustainability-related challenges that operations managers face when integrating sustainability within their organizations and learn how to change existing practices and ways of doing business into sustainable ones. A case study helps students analyze how businesses face challenges to be more accountable for the environment and resource consequences of their products, services, and processes; and to integrate environmental, safety and health concerns with leaner, greener operations, green product design and closed-loop supply chains. **Prerequisite:** OPMT 301

### **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 takes a hands-on approach using a real time case scenario. Students acquire new conversational communications skills and apply them to real-world business projects. Classes will be a mix of lecture, demonstration and classroom practice with lots of feedback.

### **COMM 140 (3)— Business Communications**

Students are equipped to compose written documents and presentations that will help them succeed in the workplace. They analyze context and audience, determine purpose and message content, and integrate effective visual design and media in order to create written workplace communication. These include writing of correspondence, reports, proposals, project plans, social and digital media communications, and technical descriptions as well as the preparation and performance of oral presentations for use in the workplace as well as the classroom.

### **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 260—Content Creation**

This course has an applied and experiential orientation. It builds on the foundation of knowledge acquired in COMM 105: Conversational Writing Tools as students advance in their communications degree. Students apply conversational writing tools at a professional level for publication as online blog posts, business newsletters and social media promotions. Students further develop their Canadian Press style skills. All content created in this course culminates in a portfolio students can present to prospective employers. Students work in teams and independently. The course may also involve work with an outside organization.

### **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 360—Digital Storytelling**

This course has an applied and experiential orientation. It builds on the foundation of practical communications knowledge acquired by students in previous communications courses. Expanding on their conversational writing and interviewing skills, students learn the technical production and storytelling processes necessary to create a podcast promoting an organization's brand or issue of public interest. Content created in this course culminates in a audio portfolio sample students can present to prospective employers. Students work in teams and independently. The course may also involve work with an outside organization.

**Prerequisite:** COMM 105

### **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 journalism, public relations and marketing communications. This course builds on the students' prior knowledge of media writing, understanding of audiences, format and structure, attribution and style. With industry-related research and extensive peer and instructor feedback, students create a variety of writing samples to apply their learning and prepare them for entry-level jobs in communications and marketing.

**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.

### **COMM 497 (3)—Communication Capstone I**

Communications professionals must carry out effective research on behalf of an organization. Students will outline and research the media and communications components a significant project or program related to organizational strategy. This team exercise will produce an exhaustive report of the current status of media and communication issues relevant to the project or program. Teams will produce and present a professional quality research report. This course is normally completed in a student's second last term.

### **COMM 498 (3)—Communication Capstone II**

Proposals are the basis of organizational development, from business plans to operational plans to sales. To demonstrate program competence, students craft and present a proposal for a significant project or program in a communications-related area of a new or existing business including relevant budgets and operations plans. This course is normally completed in a student's last term.

### **CPSC 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 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

### **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.

### **FACC 099 (0) —Financial Accounting**

This is a non-credit, four-week required workshop designed to prepare students for the ACCT 621, Accounting for Managers course in the UCW MBA program. This workshop provides an introduction to financial statements, insight into the debit and credit system, and prepares learners to make journal entries for regular and period-end business transactions. Student progress is evaluated through four weekly assignments and successful completion of each earns them a badge. Acquiring all four badges earns the learner the Financial Accounting micro-credential, which provides the fundamental knowledge required to be successful in ACCT 621.

### **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 versus international markets.

### **FNCE 303 (3)—Finance**

Students are introduced to concepts of finance and investment necessary to assist an organization obtain capital and manage it effectively. Underlying corporate finance is the analysis of time-value of money, risk return trade-off and net present value. Capital budgeting, cost of capital, capital structure, corporate valuation and working capital management are key topics covered. Students develop their decision-making skills in relation to the cost and availability of funds and maximizing economic returns.

**Prerequisite:** MATH 1XX( 3 credits)

### **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.



### **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 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.

### **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 **\*Note that credit cannot be earned for this course in the AA degree**

### **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 customer expectations. Students apply critical thinking in exercises that enhance their abilities in interpersonal communication, assertiveness and soft skills. **Prerequisite:** ENGL 100 **\*Note that credit cannot be earned for this course in the AA degree**

### **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 (0)—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:** MATH 1XX (3 credits). **Note that credit cannot 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. **Note that credit cannot 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 cannot 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 and 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 2XX.

### **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 intensive and fast-paced course investigates the development and administration of activities that are involved in transforming financial, human, physical and natural resources into products and services. Quality and productivity are critical outcomes of logistical operating systems. Students learn system-wide methods of integrating efficient processes, both technical and human. **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. **Prerequisite:** ENG 100. **Note that credit cannot be earned for more than one of PSYC 101 and PSYC 103**

### **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 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. **Prerequisite:** 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 and Crisis Communication**

In an era of uncertainty and instant information, organizations must learn how to effectively communicate risks in a timely manner before they turn into a crisis. This course introduces students to the concepts, theories and best practices involved in strategic risk and crisis communication. Using case studies, students learn to develop, implement and evaluate risk and crisis communication plans using the most appropriate messaging, channels and tactics. **Prerequisite:** COMM 205

### **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 versus secondary data, negotiating access to data, research ethics, selecting samples, data collection methods and writing and presenting results.

**Prerequisite:** MATH 2XX(3 credits)

### **RSCH 404—Research and Development**

This research and development course is designed to equip students with skills to research and run real-world projects from the ground up. Students explore how to identify practical solutions for challenges in different industries that help optimize business activities. The course covers R&D and its management, R&D elements and their coordination, skills for planning and designing an R&D strategy, R&D policy, applying relevant research methods and techniques, and collecting materials for developing solutions to problems in different industries. Students run R&D projects in a framework supported and funded by the Canadian government to create, manage and lead an R&D organization effectively and efficiently. Practical skills will be integrated into students' theoretical knowledge in R&D to generate innovations that address the problems of businesses.

### **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. **Corequisite:** ENGL 100

### **SJCJ 201 (3)—Social Justice in Action**

SJCJ 201 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.

### **WORK 298—Career Preparation**

This course reinforces and advances the workplace skills learned in Tier 1 (i.e. COMM 140) through integrated, cumulative learning modules and milestones workshops designed towards the real business world. Students are expected to learn and demonstrate enhanced workplace and business understanding, analyses, teamwork, presentation and communication skills as they engage in business scenarios and role-play activities. They advance to a combination of optional group business analyses and workplace problem solving (Innovation Fuel podcasts), and/or dialogues and discussions with business-persons' experiences that high-light and conclude course sections.

## **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**

This course is designed to help students learn and understand from a manager's point of view how to run a department, startup or business. This course applies accounting knowledge so that students learn how to read and interpret business reports so that they can successfully manage the operation. The principles learned in this course can then be applied to other courses such as FNCE 623 and the Finance electives, FNCE 625, 627, 629 and 630 as well as OPMT 620, MGMT 640 and the MGMT 641 and 642 electives, BUSI 641 Entrepreneurship and other courses. This knowledge can then further be applied to situations found in post-MBA careers.

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

Students will explore the Canadian business context, including the impact of social, technical, economic, environmental, and political factors. A wide range of diagnostic tools (PESTEL, industry life cycle, Porter's five forces, stakeholder analysis and others) will be applied to analyze the external business environment and various stakeholders with a focus on equity, diversity and inclusion in Canada. Students will also discuss the importance of corporate social responsibility and evaluate the implications of ethical decision-making for business stakeholders. They will practice triple bottom line and sustainability thinking to appreciate business challenges in different industries.

### **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. **Prerequisites:** HRMT 622, MRKT 621, OPMT 620, FNCE 623, MGMT 601

### **BUSI 641 (3)—Entrepreneurship**

This course introduces students to the process of creating and managing their own business venture—from opportunity recognition and idea generation to the development of their innovative business. The course investigates the main challenges associated with the first steps of startup. Students assess the opportunities, build and verify business hypothesis, define the right customer segments, market research and plan strategic development of their brand-new venture. They explore the legal aspects of starting the company and the fundraising process. The course demonstrates practical implementation of different frameworks, including Business Model, by analyzing real startups case-studies. Upon the completion of the course, students will have the capacity to reasonably assess the product-solution and product-market fit and how to pitch their ideas to investors. **Prerequisites:** HRMT 622, MRKT 621, OPMT 620, FNCE 623.

### **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. **Prerequisite:** BUSI 650

### **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. **Corequisite:** CMPT 641



### **BUSI 660 (3)—Small Business Management**

By the end of this course, students can manage and support small business owners. Students will help clients to improve profitability through business principles. The course will cover business model alignment with the profitability key success matrix of a small business. The course will focus on the connection between HR, Finance, Marketing, Operation and growth strategy for small businesses. (This is one of the MBA completion options and must be taken in the last semester).

### **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. **Prerequisites:** completion of all the required core courses in MBA and BUSI 640. **Corequisite:** MGMT 643

### **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**

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. Most decisions within an organization have important financial implications, explicit or otherwise and must be well understood and managed. **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 [BCBS]) 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 one 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 623 recommended)

### **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.

**Corequisite:** HRMT 623

 **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 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. **Prerequisites:** completion of all the required core courses in MBA and BUSI 641. **Corequisites:** MEMT 610 and MEMT 602

### **MGMT 601 (3)—Leadership in the Global Context**

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

### **MGMT 640 (3)—Project Management**

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 equip students with the underlying knowledge and practical experience that drive project delivery across all industry sectors, from construction to information technology. Students possess a detailed understanding of how project management directly improves business productivity and profitability. **Prerequisite:** OPMT 620

### **MGMT 641 (3)—Advanced Project Management**

This course builds on MGMT 640—Project Management by taking a project-based approach to the subject. It focuses on an in-depth study of project management's 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 versus retrospectives and a closer look at selected agile project management practices including PMI's ACP and Disciplined Agile Discipline. This includes lectures, case analysis, and formal presentations through role playing and team collaboration. **Prerequisite:** MGMT 640

### **MGMT 642 (3)—Agile Project Management**

This course focuses on the core components of Agile project management, examining how it is distinct from traditional project management. It provides the students with the strategies and techniques for successful Agile project implementation, such as modelling, prioritizing, timeboxing, user stories and estimating, as well as take a more in-depth look at the fundamental Agile concepts of adaptive planning, customer collaboration and value-driven delivery in dynamic and often highly constrained environments. This course will take a more practical approach to teaching agile project management by enabling the students to apply their knowledge to project scenario(s) analysis. **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.

**Prerequisites:** BUSI 601, BUSI 650, HRMT 622, MRKT 621, OPMT 620, FNCE 623

### **MRKT 621 (3)—Marketing Management**

This course aims at developing and enhancing students' skills in marketing activities. They explore the process of planning and execution of marketing environment analysis, marketing strategy and the four Ps of marketing mix to deliver value to all stakeholders including consumers, partners, and society to meet organizational objectives. Students will learn analysis of the marketing environment, segmentation, positioning, consumer behaviour, marketing research, branding, pricing, distribution and promotion. They will practice how to become social change agents with the perspective towards keeping marketing plans economically feasible, socially responsible and environmentally sustainable. Please note that students taking MRKT 621 will be charged an extra \$150 fee to access Digital Marketing Institute modules and membership.

**Prerequisite:** BUSI 601

### **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**

This course focuses on understanding the major issues facing international marketing managers today. It examines how socio-cultural, economic, and political circumstances influence global consumers' needs, market entry strategies, and marketing mix implementation. Students improve their decision-making in international marketing through a comprehensive analysis of the environmental factors, competitive landscape, and business risk to develop effective global marketing strategies. Furthermore, this course examines concepts and issues related to ethics and social responsibility in international marketing. **Prerequisite:** MRKT 621

### **MRKT 630 (3)— Sustainable Marketing**

Sustainability approaches are no longer optional in current marketing as they can lead to a higher value proposition of products, successful sales and a loyal customer base through long-term, well-thought-out strategies. A sustainable marketing strategy assists organizations in establishing and maintaining relationships with society, existing and prospective customers. Students focus on environmental challenges and consumer values, sustainable buying behaviour, green marketing mix, globalization and rivalry on access to the scarce natural resources, unintended ecological consequences in marketing decisions, sustainable and green products, services and methods. **Prerequisite:** Completion of Tier 1

### **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 Practicum**

Students will gain practical experience working for an employer up to a maximum of 20 hours per week on assigned tasks relevant to their MBA program studies. Training and guidance will be provided by the employer supervisor during the practicum. Students will apply the training and direction of the supervisor to a set of assigned tasks over the period of 12 weeks. Students will set a learning plan at the start of their practicum with the employer supervisor, and performance will be assessed by the employer mid-term and at the end of the term. In the course, students will prepare a weekly journal and final report documenting their experience, key activities and learning outcomes. This course is one of the MBA completion options and offers students an opportunity to apply the knowledge and skills gained during the MBA program to an employer environment in Canada. (This is one of the MBA completion options and must be taken in the last semester). Students need to apply for this course on the MyUCW Student Portal. **Prerequisite:** Completion of Tier 1, 2 and 3 core courses. **This is one of the MBA completion options and must be taken in the last tier of the program study.**

## 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 (1) academic term typically have a value of three (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.

<b>Term</b>	<b>Use/Definition</b>
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 three (3) 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.



<b>Term</b>	<b>Use/Definition</b>
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 (1) or two (2) 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.