



Calendar **2012**

The term “university” is used under the written consent of the Minister of Advanced Education and Labour Market Development, Government of British Columbia, Canada

The following statement applies to all University Canada West programs; as per the Ministry of Advanced Education and Labour Market Development,

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

The British Columbia Education Quality Assurance (EQA) designation has since 2009 provided "one standard provincial seal that can be recognized globally as a symbol of quality education and consumer protection."

The Education Quality Assurance (EQA) designation identifies BC public and private post-secondary institutions that have met or exceeded provincial government-recognized quality assurance standards and other consumer protection. UCW has received permission from EQA to use the following seal on its materials



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Welcome from the President



Welcome to University Canada West.

University Canada West's 2012 Calendar provides information for those interested in applying to UCW and to assist students throughout their studies. It addresses the interests of those in both undergraduate and graduate programs. We ask that you become familiar with, and regularly refer to, this resource as it contains necessary academic and related materials, dates and contacts.

The pages that follow identify University Canada West as an approved, independent institution with strong commitments to quality education and service. We are a growing and increasingly diverse organization providing education in classrooms and on-line to Canadian and international students from over 25 countries. Each year, we offer multiple student intakes and academic terms to support accelerated program completion. Our students are engaged and ambitious learners. Our graduates go on to access employment successfully, advance in their careers, and/or pursue further education.

We understand that university students' lives are very full - and are often very challenging. Faculty, staff and administrators maintain close connections with students to support them individually and as teams. We actively solicit and genuinely listen to feedback. We engage in collaborative planning and action. Our learning community encourages participation and welcomes questions.

This Calendar is a valuable reference for all new and continuing students. We invite you to learn more about UCW and to let us know how we can further support your success.

Sincerely,

A handwritten signature in black ink that reads "Verna A. Magee-Shepherd". The signature is written in a cursive style.

Dr. Verna A. Magee-Shepherd, BA, MSc, EdD
President and Vice Chancellor

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Vision

UCW is Canada's contemporary university.
We are independent, accessible, and globally respected.
We transform students into leadership-ready graduates for communities around the world.

Mission

UCW is a university of possibilities.

Our faculty and staff provide exceptional service and support to students.

We 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.

We take pride in our alumni who are ready to embrace the leadership and community possibilities that await them.

Important Dates to Remember

Spring Term, 2012	
January 25	New student orientation begins (mandatory)
January 30	Spring Term begins
February 6	Last day for withdrawing from courses without fee penalty
February 24	Last day for withdrawing from courses without grade penalty
March 24	Last day of classes
April 7	Last Day of Spring Term
Early Summer Term, 2012	
April 4	New student orientation begins (mandatory)
April 6	Good Friday – campus closed & no classes
April 9	Early Summer Term begins
April 16	Last day for withdrawing from courses without fee penalty
May 7	Last day for withdrawing from courses without grade penalty
May 21	Victoria Day – campus closed & no classes
June 2	Last day of classes
June 16	Last day of Early Summer Term
Late Summer Term, 2012	
June 13	New student orientation begins (mandatory)
June 18	Late Summer Term begins
June 25	Last day for withdrawing from courses without fee penalty
July 1	Canada Day
July 2	Observe Canada Day – campus closed & no classes
July 16	Last day for withdrawing from courses without grade penalty
August 6	BC Day – campus closed & no classes
August 11	Last day of classes
August 25	Last day of Late Summer Term
Fall Term, 2012	
August 22	New student orientation begins (mandatory)
August 27	Fall Term begins
September 3	Labour Day – campus closed & no classes
September 4	Last day for withdrawing from courses without fee penalty
September 24	Last day for withdrawing from courses without grade penalty
October 8	Thanksgiving Day – campus closed & no classes
October 20	Last day of classes
November 3	Last day of Fall Term
Winter Term, 2012	
October 31	New student orientation begins (mandatory)
November 5	Winter Term begins
November 11	Remembrance Day – campus closed & no classes
November 12	Observe Remembrance day– campus closed & no classes
November 13	Last day for withdrawing from courses without fee penalty
December 3	Last day for withdrawing from courses without grade penalty
December 21 – Jan 1	Christmas Break – no classes
December 25	Christmas Day – campus closed
January 1	New Year's day – campus closed
January 2	Classes resume
January 19, 2013	Last day of Winter Term

Other Dates of Significance

January 1	New Year's Day
January 14	Orthodox New Year
January 23	Tet
January 23	Lunar New Year
March 8	International Women's Day
March 20	Norooz
April 6	Good Friday
April 9	Easter Monday
May 21	Victoria Day
July 1	Canada Day
July 20	Start of Ramadan
August 6	BC Day
August 19	EID
September 3	Labour Day
September 17	Rosh Hashanah
September 26	Yom Kippur
September 20	Mid-Autumn Festival
October 8	Thanksgiving
November 11	Remembrance Day
November 11	Diwali
December 6	National Day of Remembrance and Action on Violence Against Women
December 9	Hanukkah
December 25	Christmas Day
December 26	Boxing Day

NOTE: These dates are subject to change. Advance notice will be provided wherever possible.

Introduction

University Canada West (UCW) welcomes all applicants. This Calendar is a very important resource and reference for readers. It is each student's responsibility to review and become familiar with the policies, procedures, and responsibilities required of them while a student at the University.

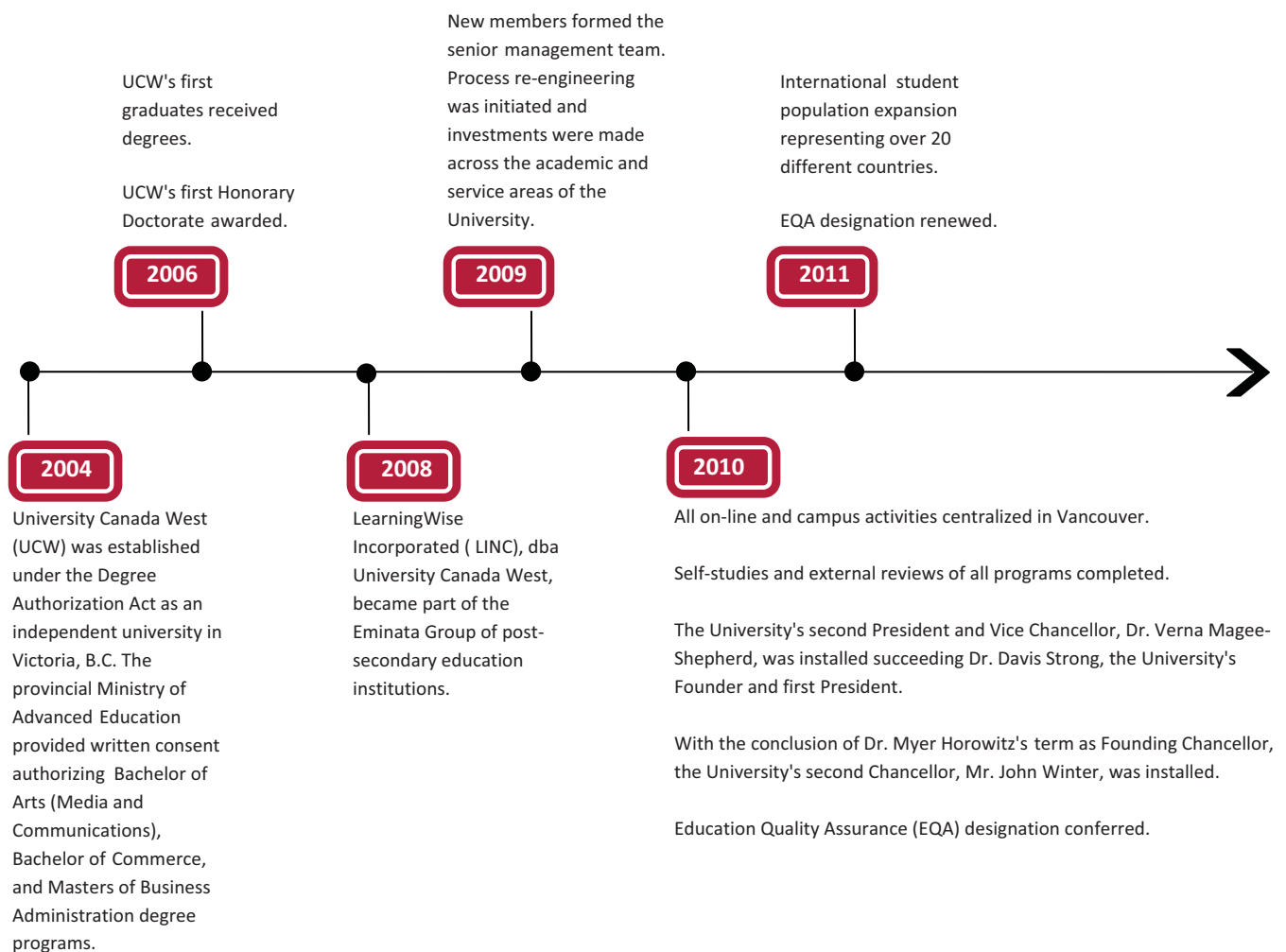
Please take the time to review the Calendar, seek clarification for any questions, and ensure that the program the applicant has chosen will enable them to meet their personal and professional goals.

University Canada West is an expanding, young, independent university. At its campus located in Vancouver, one of the top ranked cities in the world according to UNESCO based on the standard of living, University Canada West offers both regular and accelerated program delivery options providing a range of educational choices.

We respect the investment of time and resources that each student makes and take seriously our responsibility to provide high calibre post-secondary studies.

Thank you for your interest in University Canada West.

The University's History at a Glance



Disclaimer Statements

*Effective date of information, unless otherwise noted: **January 1, 2012.***

In the event of a discrepancy between the printed/PDF and on-line PDF edition, the on-line edition shall be considered to be the University's official statement. The information below is provided to all students as part of student orientation and/or as part of the normal admission process, which students acknowledge as having received.

The contents of this Calendar, including all policies, procedures, and fees herein described, are subject to change from time to time. Notice is not required for a new policy to take effect. The University reserves the right to add other mandatory program or graduation components. However, UCW will make reasonable attempts to notify students promptly of any significant policy changes through its web site, through e-mail distribution, or other methods deemed appropriate by the UCW administration. For greater certainty, UCW reserves the right to make additions, deletions, substitutions, changes, or modifications to its policies, practices, procedures, tuition fees, course availability, delivery mode, schedules, or program requirements at any time without prior notice.

The publication of information in the Calendar does not oblige the University to the delivery of particular courses, programs, services, or facilities as listed herein. Furthermore, as an organization committed to continuous improvement and review, change is a part of who we are as an institution. Possible changes may include changes to courses, programs, admissions and graduation requirements, curricula, course content or titles, etc.

The University reserves the right to revise or cancel any rule or regulation published in the Calendar or its supplements, at any time.

Students are responsible for informing themselves of the Student Conduct Policy and the specific requirements of the courses and degrees sought.

The University reserves the right, at its sole discretion, at any time, to cancel classes and courses without notice if enrolments are insufficient for a good student learning experience.

The University specifically reserves the right to use its discretion, without interference, in admitting individuals to its courses and programs.

Enrolment Agreement

Students are required to review, agree to, and sign (either digitally or in hard copy) the terms and conditions specified in the UCW Enrolment Agreement in order to be eligible to register in courses. Students further agree to abide by the terms and conditions of the agreement each year by logging into and accepting the conditions as noted in the MyUCW system. The Enrolment Agreement clarifies the students' rights and responsibilities and what students can expect from the University throughout their studies.

Limit of the University's Responsibility

The University accepts no responsibility for the interruption or discontinuance of any class or course of instruction because of natural disasters/an act of God, fire, riot, strike, or any cause beyond the control of the University.

Protection of Privacy

University Canada West is committed to using personal information we collect in accordance with applicable provincial and federal privacy legislation. Students are responsible for the completeness and accuracy of their personal contact information they provide to the University. Students are advised that all information they provide, and any other information placed into their student records, will be protected and used in compliance with the BC Personal Information Protection Act (2004).

University's Right to Limit Enrolment and/or Cancel Programs or Courses

The University reserves the right to limit Enrolment or registration in courses, to revise or cancel the curricula, or to cancel or revise any of the programs or courses listed. Course offerings are subject to sufficient enrolment or program revisions. However, every effort will be made to accommodate students already enrolled in a program. Since dates may be subject to change, students are advised to ascertain that all travel bookings are flexible.

Course Outlines

Frequently, current students or graduates of a university require course outlines or other details of their studies. University Canada West retains the University Calendar(s) as part of its archive. It is the students' responsibility to retain copies of their course outlines for future reference and transfer credit purposes. While every effort is made to retain course outlines, in the event they are not available, the UCW Calendar becomes the official version.

NOTE: EVERY STUDENT ADMITTED TO THE UNIVERSITY AND WHO REGISTERS FOR CLASSES WITH UNIVERSITY CANADA WEST (UCW) IS DEEMED TO HAVE AGREED TO BE BOUND BY THE REGULATIONS AND POLICIES HEREIN.

General Information

Academic Terms

The academic year is divided into five, 10 - week academic terms as follows:

Term	Dates
Spring Term	January 30 – April 7, 2012 (Orientation begins January 25)
Early Summer Term	April 9 – June 16, 2012 (Orientation begins April 4)
Late Summer Term	June 18 – August 25, 2012 (Orientation begins June 13)
Fall Term	August 27 – November 3, 2012 (Orientation begins August 22)
Winter Term	November 5 – January 19, 2013 (Orientation begins October 31)

Programs Offered

Undergraduate Programs

University Canada West offers the following undergraduate programs:

Bachelor of Arts in Media and Communications

The electronic and print media together constitute one of the centrally important factors in twenty-first century public and private spheres. Increasingly, the gathering, analysis, interpretation, storing and presentation of information in several media pervasively influence contemporary life. The primary theoretical outcome of the B.A. program in Media and Communications is an understanding of the following: mass media roles in democratic society; theory of communications practices in the circulation of information, legal and ethical responsibilities of media; media roles in relation to government; media as business organizations facilitating economic life; and media roles in public relations. Practical outcomes include communication skills and practices, both written and oral that are adaptable in a variety of media workspace contexts.

For more details of the actual courses in this program, refer to the “Course Descriptions” section and the detailed Degree Pathways in Appendix A.

Bachelor of Commerce (BCom) in General Studies

The Bachelor of Commerce, General Studies degree program prepares graduates with a solid academic background, as well as practical real-world knowledge and skills to apply in various business environments. This program examines a number of subjects which include: *Accounting, Advertising, Business Law, Management and Entrepreneurship, Team Projects, and effective communication skills*. In addition, specific attention is paid to the areas of *International Business, Tourism Management, Strategic Leadership, and EBusiness*. Students who have taken business or management programs may be eligible for advance standing, provided they meet UCW requirements for transfer credit and/or Prior Learning Assessment and Recognition.

For more details of the actual courses in this program, refer to the “Course Descriptions” section and the detailed Degree Pathways in Appendix A.

Undergraduate Degree Completion Programs

University Canada West also offers the following undergraduate degree completion programs:

- BA in Media and Communications Degree Completion Program. This program is open to college graduates with a media-related diploma.
- Bachelor of Commerce Degree Completion Program. This program is open to both Business Diploma and Non-Business Diploma College graduates.

Graduate Programs

University Canada West offers the following graduate program:

Master of Business Administration (MBA)

This program is open to both business and non-business applicants. University Canada West offers a 2 year Master of Business Administration (MBA) degree program that emphasizes leadership, communication, action, and solutions. The program enhances students' professional abilities and facilitates the development of contemporary business skills for potential employers. Students learn to identify challenges and opportunities, draw on technology and information, and use advanced analytical and planning approaches that will allow them to create positive changes for an organization. Students in the MBA program also build competencies in *critical thinking, persuasive communication, systems analysis, change management, leadership, diversity, business ethics, and project management*.

For more details of the actual courses in this program, refer to the "Course Descriptions" section and the detailed Degree Pathways in Appendix A.

UCW Program Approval ("Accreditation")

University Canada West's programs are offered under the written consent of the Minister of Advanced Education and Labour Market Development having undergone a quality assessment process and been found to meet the criteria established by the Minister. In addition, University Canada West has achieved Education Quality Assurance (EQA) designation from the Province of British Columbia. As stated by the Government of British Columbia.:

"EQA is a quality assurance designation that identifies BC public and private post-secondary institutions that have met or exceeded provincial government recognized quality assurance standards and offer consumer protection. EQA provides one standard provincial seal that can be recognized globally as symbol of quality.

The EQA seal allows students to easily identify which provincial institutions the government of BC recognizes as having met quality assurance standards and that offer consumer protection to learners. EQA is a voluntary designation available to all BC public and private post-secondary institutions."

UCW is proud to be a designated EQA institution as further proof of its commitment to providing students with a quality education.

General Admission Requirements: All Programs

The University welcomes applications from Canadian and International students. New students must apply and receive a “Letter of Acceptance” (LOA) as official confirmation of admission to the University before registering in courses.

Applicant Categories

Applicants to UCW must identify whether they are *domestic* or *international* applicants. *Domestic* applicants are those who are either:

- Canadian citizens;
- Permanent residents of Canada who hold a Permanent Resident Card (PRC); or
- Convention Refugees (contact Citizenship & Immigration Canada for further information).

International applicants are all others, meaning those who are citizens of any country except Canada and who do not hold permanent resident status.

Applicants are urged to ensure they clarify which sections of this Calendar apply to them to avoid delays in processing their application for admission. In addition, there are specific federal regulations which apply solely to international applicants. Applicants should contact their Enrolment Representative to ensure they are aware of which regulations apply to their personal circumstances.

General Information for All Applicants

Applicants must furnish information necessary for the University record, disclosing all post-secondary institutions where any course registrations were made, and arranging for all official (or attested) transcripts to be sent directly to the Registrar’s Office on a timely basis (i.e., before a course or term starts to be considered for admission to the course/term). Failure to do so

could lead to admission delays or denial. The University reserves the right to set enrolment targets, although the intention is to admit all qualified students.

Technology Competencies on Admission

All courses at UCW are supported by or delivered via technology using a learning platform called “MyUCW”. This is the student portal to access course materials, library resources, and is the internal communication system. Each student has an account and must submit assignments, communicate with faculty, staff and other students using MyUCW. All new students learn how to access MyUCW, and are supplied with their user name and password at Orientation.

Given the heavy reliance on technology for all UCW courses, the University assumes that all applicants upon initial admission to UCW will already have a basic level of competence with technology. Each applicant is expected to have following (minimum) competencies. Additional competencies may be required for particular courses/programs include:

- Basic computer literacy;
- A minimum of introductory Excel and word processing skills; and
- At least basic internet search skills.

In addition, all students at the time of admissions should be able to:

1. Access course and program material on MyUCW;
2. Correspond with University staff, students, and faculty using email and MyUCW;
3. Prepare, send, and receive assignments to a student or class using University-provided email and attachments/files;
4. Read/print email and attachments/files from students, staff, and faculty;

5. Use the University Electronic Library for research and incorporate the use of the Library in course assignments;
6. Incorporate internet research and activities in course assignments;
7. Prepare and use PowerPoint® presentations in the classroom;
8. Use the appropriate software (e.g. Microsoft® Project, Microsoft® Excel, Microsoft PowerPoint®, Microsoft Access®) for the course;
9. Incorporate the use of links, podcasts, CD-ROMs, simulations, or any other application when they are required course materials; and
10. Use an appropriate anti-virus application to insure the files transmitted and received are virus-free.

For details on hardware and software technology requirements for UCW, refer to the “Technology Requirements” section.

Official Documentation

All applicants must submit official copies of the required supporting documentation, including official transcripts of past education. An *official transcript* is one that is sent directly from the issuing institution to UCW’s Registrar’s Office. It must bear the official seal and/or signature of the issuing institution and have been produced on the institution’s security paper. Transcripts are deemed official if they are received by the Registrar’s Office in a sealed envelope that remains free of tampering. Please note that photocopies, faxes, or notarized copies of transcripts are only used for preliminary evaluation by Admissions. They are not acceptable for final admission to UCW programs. In exceptional circumstances (i.e., countries where students only receive 1 copy of an original transcript), notarized copies may be accepted along with an International Credit Evaluation Service (ICES) or World Education Services (WES) evaluation.

Any applicant who is accepted based on photocopies, faxes, or notarized copies of transcripts must provide official, original documents to the Registrar’s Office upon arrival at UCW. If official documents are not provided within a reasonable time period at the start of the first term at UCW, the University may rescind the offer of admission and withdraw the student.

Students who change their names legally (e.g., through marriage) after submitting their documentation must provide proof of the legal name change to the Registrar’s Office. This may be a copy of a marriage certificate or legal name change notification.

NOTE: Applicants are not admissible if fraudulent or misleading documents, records, information, or data are submitted.

Attested Documents

Applicants from countries where only one official transcript is ever issued must present their original documents to the Registrar’s Office upon arrival for their first term to have attested copies made for their file. Students must present their student identification card along with their original documents. The Registrar’s Office will make attested copies for the student’s academic record, then return the originals to the student.

Misrepresentation of Documentation

All applicants and students must provide materially complete documentation, must not willfully omit documents or other information, and must not submit documents to misrepresent their personal identify that may impact their eligibility for admission or graduation.

If an applicant submits any false statements or documents such as passports, identification documents, transcripts, diplomas, certificates, test scores, references, résumés, or the applications themselves, which are forged, fraudulent, altered from the original, materially incomplete, obtained

under false pretenses, or otherwise deceptive in support of an application for admission, the Registrar's Office will cancel the application immediately.

If an applicant submits any false statements or documents such as transcripts, diplomas, certificates, course outlines, course descriptions, or syllabi, which are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive in support of a request for transfer credit or any other type of advanced standing, the Registrar's Office will cancel the application immediately.

If an applicant submits a materially incomplete application or fails to include all prior post-secondary education documentation, regardless of the country in which the post-secondary institution is located, the application may be declined and any offers of admission may be revoked. If an applicant or student willfully omits required documentation as a means to conceal or mislead, the application may be declined and any offers of admission will be revoked.

Application Fee

Applicants must submit an application fee with their applications. The fee is non-refundable and cannot be applied to tuition. Please refer to the "How to Apply" section.

Admission Decisions

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

- Full admission, with no conditions (student meets all entrance criteria and can register in courses per Degree Pathway). Student receives a "Letter of Acceptance (LOA);
- Admission with conditions, with specific conditions specified by the Admissions Committee (student meets most entrance

criteria but may have limits on numbers of courses for registration or on minimum grade standards to be achieved during his/her first terms at UCW). Student receives a "Letter of Acceptance with Conditions"; or

- Denied, when the applicant does not meet the requirements for admission to the University.

No student may register for courses at UCW unless they have received a Letter of Acceptance (LOA) or an LOA with conditions from the University Registrar.

Admissions Committee

All applications from students who do not fully meet or exceed the minimum admission requirements are referred to the Admissions Committee for consideration.

The Admissions Committee may require an interview with the student or determine any other documentation or form of evaluation deemed appropriate in order to assess the applicant's potential for success or to verify the applicant's information of qualifications.

The Admissions Committee may specify admission with conditions where a student is required to achieve a minimum grade or to participate in additional program, course, upgrading, and/or limited course load. The conditions shall be specified in the student's Letter of Acceptance.

The Admissions Committee may use a combination of the applicant's work experience, previous post-secondary education, in-house training, service clubs, professional designations, and volunteer/community activities as elements of the admissions assessment process.

Appealing Admission Decisions

Applicants denied admission, readmission or reinstatement, and who can demonstrate extenuating circumstances or provide information

not presented initially, may appeal by writing to Admissions Appeals Committee. Appeals must be received by the Registrar's Office no later than 30 days from the date of the letter in which admission is denied. The appeal must contain additional clarifying information to explain why the appeal should be considered.

The Registrar's Office will provide written notification to the applicant on the Appeals Committee decision. The Appeals Committee decision is final.

Deferred Admissions

Once students have been admitted, they may defer their start date for a maximum of two (2) terms. If they do not start by that date, they must

provide updated documentation to be re-considered for admission.

If an accepted student does not start their studies, UCW retains the admission documents for only one (1) year after which they are destroyed. If an applicant renews their application after that date, the applicant must provide complete new documentation.

Readmission

For students who wish to be readmitted following a period of absence from UCW, please refer to the section "Readmission Following Withdrawal".



Undergraduate Admissions

Regular Admissions

Applicants to undergraduate programs who have completed a Canadian High School (Grade 12) diploma (or equivalent) will be considered under UCW's Regular Admissions Policy.

Applicants to undergraduate programs must submit:

- An official high school transcript (or attested copy);
- Official transcripts from all post secondary institutions attended (if any);
- Proof of English language proficiency (refer to English Proficiency section);
- A detailed chronological résumé to demonstrate experience and progression, community involvement, travel, and volunteer experience; and
- A Letter of Intent (LOI) that clearly outlines the student's academic intentions.

Applicants under UCW's Regular Admissions Policy are required to meet the following criteria:

- Have at minimum, the equivalent of a Canadian high school (Grade 12) diploma, with an overall average of 65% or better. This average is calculated based on the grade for British Columbia English 12 (or equivalent) and the best three additional academic Grade 12 courses.
- Bachelor of Commerce applicants must have 65% or better in the BC Principles of Mathematics 11 (or equivalent) unless the applicant has successfully completed equivalent courses in post-secondary education with a grade of "C+" or better, in which case official transcripts are required.
- Applicants with less than 65% in English 12 and/or Principles of Math 11 may be required to take one or both of these courses during their first term concurrently with at least one degree course. The Admissions Committee may decide to admit such applicants with

conditions that the student completes a minimum of 2 UCW courses in the first term and maintains at least a B average. In addition, the Admissions Committee may specify the student may only register part time until the conditions have been satisfied.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

Flexible (Mature Student) Admissions

Applicants to undergraduate programs who have not completed the equivalent of a Canadian High School (Grade 12) diploma, or do not meet the minimum admissions requirements, may be accepted under UCW's Flexible Admissions Policy.

To be considered for flexible admissions, applicants generally must:

- Be over twenty-one (21) years of age (on or before the first day of classes);
- Have been out of high school for at least two years; and
- Have the approval of the Admissions Committee.

Applicants under UCW's Flexible Admissions Policy must submit:

- Their official high school transcript (or attested copy);
- Official transcripts from all post secondary institutions attended (if any);
- A detailed chronological résumé to demonstrate experience and progression, community involvement, travel, and volunteer experience; and
- A Letter of Intent (LOI) that clearly explains why the applicant is applying under the Flexible Admissions Policy and outlines the student's academic intentions.

The Admissions Committee may require an interview with the student or determine any other documentation or form of evaluation deemed by appropriate in order to assess the applicant's potential for success.

The Admissions Committee may also specify admission with conditions where a student is required to participate in additional program, course, upgrading, and/or limited course load offerings.

Additional Undergraduate Requirements for International Students

- Before the Official Letter of Acceptance (LOA) is issued, students must prepay the tuition deposit for four bachelor degree courses.
- Before being permitted to register for courses, all new International students must provide proof of valid current medical insurance coverage (see "International Student Information" section for more details).

Degree Completion Program Admission Requirements

Degree completion programs are available for the Bachelor of Arts (Media & Communications) and the Bachelor of Commerce. Applicants to degree completion programs are required to have successfully completed a 2- or 3-year diploma from a recognized college, institute, or university.

Applicants to the Bachelor of Arts (Media & Communication) Degree Completion Program must have:

- transferrable academic credits in at least two university-level writing courses; and
- an average grade of 'C+' or better in the last year of the program, OR have the approval/permission of the appropriate Dean or Program Chair. The content of a student's degree completion program will be

determined by the focus of the college diploma.

Applicants to the Bachelor of Commerce Degree Completion Program (both Business Diploma and Non-business Diploma graduates) must have:

- transferrable academic credits in at least two university-level writing courses;
- a mathematics course; and
- an average grade of 'C+' or better in the last year of the program, OR have the approval/permission of the appropriate Dean or Program Chair.
- Business Diploma graduates must also have transferrable credits in at least one economics course.

Applicants whose college diplomas are awarded with fewer than the equivalent of 60 credits are not eligible for degree completion. Their completed courses shall have transfer credits assessed on a course-by-course basis.

Undergraduate Residency Requirement

An undergraduate degree requires successful completion of 120 credits, typically forty 3-credit courses of study. The maximum number of transfer 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 credits at UCW. If an applicant qualifies for degree completion status, the maximum number of credits that can be applied towards a UCW degree is 60 credits. At least one-half of a student's course credits must be completed at the upper level (i.e., third and fourth year or equivalent) as specified in their Degree Pathway approved by the Dean or Program Chair. This specification includes students transferring courses from other recognized schools and universities.

Graduate Admissions

Regular Admissions

Applicants to graduate programs who have completed a Canadian baccalaureate degree or equivalent will be considered under UCW's Regular Graduate Admissions Policy.

Students applying to the Graduate Program may qualify for admission based on meeting one of the following requirements:

- A Bachelor's degree program at a recognized university, with a B or better average in the last year of their program or a cumulative GPA of B or better; OR
- A diploma or certificate in a business program and have extensive business or management experience.

Students must have earned a minimum of a B average or equivalent in the last year of the program.

Applicants to graduate programs must submit:

- Official transcripts (or attested copies) from all high school or secondary institutions attended for applicants who do not have an undergraduate degree;
- Official transcripts (or attested copies) from all post secondary institutions attended;
- A detailed chronological résumé to demonstrate experience and progression, community involvement, travel and volunteer experience;
- A Letter of Intent (LOI) that clearly explains why the applicant is applying and which outlines the student's academic intentions. The letter should provide background information and describe any personal qualities the applicant feels would contribute to academic success at UCW;
- Degree completion certificate for the bachelor degree; and
- Proof of English language proficiency (refer to English Proficiency section).

Applicants to graduate programs who completed undergraduate studies outside Canada must also submit:

- Documentation confirming their degree was awarded, if not already indicated on official transcripts (e.g., degree completion certificate); and
- A credential evaluation from a recognized service confirming equivalency (e.g., ICES – International Credential Evaluation Service, WES – World Education Services, etc.) no later than the end of the first term (this can be done while the student is in Canada). Applicants should refer to the CICIC website for acceptable services at: <http://www.cicic.ca/415/credential-assessment-services.canada>.

Note that ICES/WES evaluations are only required if specified during the admissions process when an applicant submits a credential from an unrecognized institution or if additional analysis is required.

UCW will provide one (1) direct notice to comply with the credential evaluation requirements within 30 days of the notice, including the consequence of non-compliance. If the student does not submit the required documentation by the deadline, UCW withdraws the student.

Applicants who are permanent residents must provide a copy of their Permanent Resident Card (PRC) with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

Flexible (Mature Student) Admissions

Applicants to graduate programs who have not completed the equivalent of a Canadian baccalaureate degree may be accepted under

UCW's Flexible (Mature Student) Admissions Policy.

Applicants must:

- Be over twenty-one (21) years of age (on or before the first day of classes).
- Have the approval of the Admissions Committee.

Applicants under UCW Flexible (Mature Student) Admissions Policy must submit:

- Official transcripts (or attested copies) from all high school or secondary institutions attended;
- Official transcripts (or attested copies) from all post secondary institutions attended;
- A detailed current chronological résumé to demonstrate experience and progression, community involvement, travel, and volunteer experience; and
- A Letter of Intent (LOI) that clearly explains why the applicant is applying under the Flexible (Mature Student) Admissions Policy and outlines the student's academic intentions.

Students admitted under the Flexible Admissions Policy must:

- Achieve a minimum 70% overall average in their first term before they will be permitted to register for their second term; and
- Complete all courses in the program, i.e., they are not eligible for transfer credit.

The Admissions Committee may determine any other documentation or form of evaluation that is deemed necessary in order to assess the applicant's potential for success. Additionally, a combination of experience, college diploma in business, in-house training, service club, and volunteer/community activities, are just a few examples that can be used as elements of the assessment process.

General Graduate Requirements: International Students

- Before the official Letter of Acceptance (LOA) is issued, students must prepay the tuition deposit for two masters level courses;
- Before being permitted to register for course, all new International students must provide proof of valid current medical insurance coverage (see "International Student Information" section for more details).
- If the Admissions Committee specifies the requirement for a credential evaluation, students must have their credentials officially evaluated by one of the international credential evaluation services (i.e., ICES or WES) before the end of first term at the university.

Exceptions

Students who do not meet the minimum admission requirements may ask to have their application reviewed by Admissions Committee. Such requests for review, detailing any extenuating circumstances, must be submitted to the Registrar's Office via their Enrolment Representative. Requests for exception are reviewed by the Admissions Committee.

With the approval of the Admissions Committee, a student may be admitted with conditions to a program. A student admitted with conditions must meet specific conditions established by the Admissions Committee. Any conditions will be specified in the letter of acceptance.

Graduate Program Residency Requirement

No student shall be awarded a graduate degree from UCW unless s/he has successfully completed a minimum of 10 UCW courses as specified in his or her degree pathway approved by the Dean or Program Chair. This includes students transferring courses from other recognized schools or students with graduate degrees from other recognized schools and universities.

English Language Proficiency

All courses at UCW are taught in English. To succeed, students must have a sufficiently strong knowledge of English. If English is not an applicant's first language, he/she must provide evidence of English language proficiency, with the exception of applicants who have successfully completed their undergraduate studies in English as the language of instruction. This applies to even long term residents of Canada for whom English is not their first language.

The Admissions Committee may require proof of English language proficiency from applicants who attended English language-based education

systems if the Committee sees deficiencies in language proficiency when the application package is reviewed. The required English proficiency is equivalent to IELTS 6.5 with no less than 6.0 in each band and TOEFL score of 86 IBT. Refer to full language proficiency levels below.

Depending on the results of this evidence/testing students may be required to take English language classes or tutorials prior to, or concurrently with, their academic program. The following, while not firm thresholds for entry, are levels of proficiency that would be expected as minimum requirements for successful completion of a degree at UCW:

CanTEST	4.5 in reading and listening, 4.0 in writing
Carleton English Language Test	60 overall, with 60 in writing proficiency
EAP (English for Academic Purposes) Level 4	Successful Completion of program
IELTS (International English Language Testing Services)	6.5 overall, with no band less than 6.0
Language Proficiency Index	5 or better
Michigan English Language Assessment Battery	82
York English Language Test	5
TOEFL	575 paper-based, or 233 computer-based, or 86 internet-based. <i>For applicants who wish to have their TOEFL scores sent directly to UCW: please use the institution code: 7570</i>

English language proficiency scores are valid for a maximum of two years from the date of the report.



Applicants who provide official documentation that they have completed a minimum of 30 credits of post-secondary education at an institution where English is the language of instruction may be considered for admission without providing English language proficiency test scores.

Applicants will not be permitted to start UCW courses until proof of the required level of proficiency is achieved.

In the event an applicant cannot readily access any of the above named tests, English language assessments may be conducted through alternative means as approved by the Admissions Committee.

Applicants who do not meet the minimum English language proficiency requirements may be

admitted, subject to the successful completion of an English for Academic Purposes (EAP) program, level 4 or equivalent in order to be considered for admission.

EAP is an academic language bridging program that provides a student with the skills and confidence in English required to support successful studies at UCW. Applicants who do not meet the minimum English language proficiency requirements may be admitted, subject to the successful completion of an English for Academic Purposes (EAP) program, Level 4 or equivalent, in order to be at the level required for UCW admissions. Applicants will not be permitted to start UCW courses until proof of the required level of proficiency is achieved.



How to Apply to University Canada West

Domestic Applicants

Assessment

1. Contact a UCW Enrolment Representative. Representatives will be pleased to assist in selecting the best program that meets the applicant's needs.
2. Apply on-line using the on-line application form. Applicants may also choose to print off and complete the form, then send it to UCW.
3. Consult with the Enrolment Representative to choose a program and commit to a start date for the first term at UCW.
4. Pay the application fee. Applicants may do this on-line or via telephone using a credit card, PayPal, bank draft, or wire transfer. Applicants may also pay by cash or debit card in person. This fee is non-refundable and cannot be applied to tuition.

Documents

1. Arrange for official high school and college/university transcripts (if any) to be sent to UCW. All transcripts must be **sent directly to the UCW Registrar**.
2. Gather and submit all other supporting documents and send them to the Enrolment Representative.

Enrollment Agreement

1. Review and confirm the Enrolment Agreement through the Enrolment Representative. Students may not be able to register for courses unless they sign their Enrolment Agreement.
2. Once Admissions has reviewed the application file, the Registrar's Office will send an official "Letter of Acceptance" (LOA). Students may not register for courses at UCW unless they have received this letter. In the event an application is not accepted, the applicant will receive a letter from the Registrar's Office explaining the rationale.
3. When an applicant receives their LOA, they will also receive an application for transfer credit.

Note that any application for transfer credit or Prior Learning Assessment and Recognition (PLAR) will only be processed once the student has been issued a letter of Acceptance to the University. UCW requires that students apply directly to the Registrar's Office once they have been accepted. Transfer credit and PLAR are not granted automatically. Refer to the "Transfer Credit" and "PLAR" sections of this Calendar for detailed information. **This applies to both domestic and international students.**

International Applicants

Assessment

1. Contact a UCW Enrolment Representative. Representatives will be pleased to assist in selecting the best program that meets the applicant's needs.
2. Apply on-line using the on-line application form. Applicants may also choose to print off and complete the form, then send it to UCW.
3. Consult with the Enrolment Representative to choose a program and commit to a start date for the first term at UCW.
4. Pay the application fee. Applicants may do this on-line or via telephone using a credit card, PayPal, bank draft, wire transfer. Applicants may also pay by cash or debit card in person.

Documents

1. Arrange for official high school and college/university transcripts to be sent to UCW. All transcripts must be sent directly to the UCW Registrar. If an applicant has only 1 copy of official documents and no others can be provided, students must bring these official documents to UCW to have attested copies made. Please refer to "General Admission Requirements" for further information on attested documents.
2. Gather and submit all other supporting documents and send them to the Enrolment Representative.

Enrolment Agreement, Deposit and Visa

1. Once the applicant has completed and submitted the application package, the Enrolment Representative will provide an "Application Confirmation" letter.
2. Pay the first term tuition deposit fee to UCW.
3. Review and confirm the Enrolment Agreement through the Enrolment Representative. Students may not be able to register for courses unless they sign their Enrolment Agreement.
4. Once Admissions has reviewed the application file, the Registrar's Office will send an official "Letter of Acceptance" (LOA). Students may not register for courses at UCW unless they have received this letter.
5. Upon receipt of the LOA from the UCW Registrar, apply for a Canadian Study Permit and visa. In the event an application is not accepted, the applicant will receive a letter from the Registrar's Office explaining the rationale. When an applicant receives their LOA, they will also receive an application for transfer credit.

Transfer Credit

University Canada West is committed to enabling students to transfer academic credit taken at other recognized institutions and through corporate or professional training programs towards courses and programs.

Upon admission to UCW, students may be granted academic credit through one of the following means:

- Block transfer;
- Transfer credit; or
- Prior learning assessment and recognition (PLAR).

Only courses taken at recognized or accredited post-secondary institutions (public or private) will be considered. Courses taken at non-recognized institutions will be assessed on a case-by-case basis.

Courses or programs offered through corporations, learning organizations and non-governmental organizations may be articulated as equivalent to university level courses for credit as determined by the Vice President Academic (or designate).

Transfer credit is not calculated automatically for all applicants to UCW. Applicants must be admitted to UCW and have received a Letter of Acceptance (LOA) before they may apply for transfer credit. Students must apply for transfer credit through the Registrar's Office unless UCW has an articulation agreement with the sending institution.

All requests for transfer credit must be supported by official documentation plus transcripts that describe and support the request, i.e., course descriptions, syllabi, and course outlines. Courses directly related to the student's program of study and which are older than 10 years are generally



not sufficiently current for transfer credit.

Once transfer credit has been granted for a course, it cannot be used for any subsequent course(s).

Transfer credit will be granted for a course only where UCW offers a parallel or similar course with substantially the same content at a similar level. Lower level (100- and 200-level) undergraduate courses do not normally fulfill academic requirements for upper level (300- and 400-level) undergraduate courses.

Lower level (100- and 200-level) undergraduate courses do not fulfill requirements for graduate courses. Two or more combined upper level undergraduate courses may be considered for a graduate course if the grade in each is a 'B' or better.

Applicants without official transcripts or any experience in a recognized institution and who have significant work experience shall be directed to the Prior Learning Assessment & Recognition (PLAR) process for credit assessment. Such experiences are not awarded through transfer credit. Credits awarded through transfer credit or

PLAR shall not reduce the number of credits required to meet UCW residency requirement.

Transfer credit decisions are only for the program to which the student was admitted at the time of the request. Credits or waivers are not automatically transferrable to another program if the student changes program.

Graduate students admitted under the flexible admissions policy are not normally eligible for transfer credit.

Students admitted under the flexible admission policy are not eligible for block transfer credit if there is an articulation agreement in place with their sending institution.

Courses Not Eligible for Transfer Credit

Not all courses are eligible for transfer credit. Note that the following courses must be completed as part of the required degree pathway:

- **Undergraduate:**
GRES 400/401 Graduation Essay
- **Graduate:**
MBA 505 Numerical Skills
MBA 522 Consulting/Research project

Grades Required

For undergraduate programs, transfer credit will only be granted for courses with a grade of 'C' or better. Applicants who have earned an Associate degree or equivalent with a grade of 'C' or better may be eligible to transfer up to 60 credits towards an undergraduate degree at UCW.

For graduate programs, transfer credit will only be granted for courses with a grade of 'B' or better. Applicants who have earned an undergraduate degree or equivalent with a grade of 'B' or better must complete a minimum of 30 credits towards a graduate degree at UCW.

Students will be advised of the credits granted or denied. If denied, they will be provided with a rationale. If students wish to appeal transfer credit decisions, they must submit their appeal with supporting documentation to the Registrar's Office.

The Admissions Appeal Committee reviews all transfer credit appeals. Their decision is final.

Block Transfer (Program Based)

Students who have successfully completed (with minimum overall average of 'C' or 2.00 cumulative GPA) a two-year academic diploma program or equivalent at a recognized post secondary institution may be eligible to transfer up to 60 credits towards their degree program.

Transfer Credit (Course Based)

Students who have completed courses at a recognized post secondary institution may be eligible to transfer up to 60 credits towards their degree program. Only courses with a grade of 'C' or better are eligible for transfer.

For students transferring from BC institutions, transfer credit is based on courses authorized by the BC Council on Admissions and Transfers (BCCAT) (www.bccat.bc.ca).

For students transferring from institutions outside BC, transfer credit is determined on an individual case-by-case basis. Transfer credit for courses completed more than ten years prior to admission to UCW require approval of the Dean or Program Chair.

How to Apply for Transfer Credit

If a student has taken courses at another recognized post-secondary institution, s/he may apply for transfer credit for specific required courses. A student is only eligible to apply for transfer credit once they have been admitted to the University and have received their Letter of Acceptance (LOA) from UCW. All requests for transfer must be submitted to the Registrar's Office.

Applicants must include a copy of all official transcripts plus the course description, calendar description and/or course syllabus for each course for which the student applies.

If the applicant does not include the required supporting documents or if the documentation is inadequate, the request will not be processed. In order to be eligible for transfer credit, the student must have received a grade of 'B' or better for credit towards a graduate course and a grade of 'C' or better for credit towards an undergraduate course.

The student completes and submits a "Request for Transfer Credit" form, including all supporting documentation, to the Registrar's Office through Reception or via their Enrolment Representative. The "Request for Transfer Credit" form is available at Reception and on-line in the Library page of MyUCW.

The Registrar's Office reviews all applications for transfer credit and determines the amount of transfer credit based on precedent in collaboration with the Dean or Program Chair. The Registrar's Office notifies the student in writing by mail of the transfer credit, provides the student with an updated degree plan, and retains the official copy as part of the student's permanent record. The Registrar's Office notifies the student in writing of the transfer credit assessment.

Transfer credit is recorded on the UCW academic record as 'TC' (transfer credit) with no grade. Credits granted through transfer will not be used in the calculation of a student's cumulative Grade Point Average (GPA).

Courses for which transfer credit is granted are notated in the student's Degree Pathway. If the transfer credit results in a student not having sufficient credits to meet the graduation requirement, substitutions (other courses or directed studies) must be taken to meet the minimum requirements of the program.

Requests for transfer credit should be made as early as possible before the beginning of the term to which the student applies. Students should consult Student Services or their Enrolment Representative to determine the most appropriate initial courses in their first Tier of their Degree Pathway while they await the results of their request for transfer credit.

If a student wishes to appeal a transfer credit decision, they have the right to appeal this decision. All appeals must be in writing and submitted to the Registrar's Office within 7 days of receipt of the decision. The appeals must include any documentation that supports the request, i.e., additional course-related materials to demonstrate new or clarifying information. Appeals will only be considered if new or additional supporting information is available to support the application.

Transfer credit appeals will be reviewed by the Admissions Appeals Committee. The Registrar's Office notifies the student in writing of the Appeals Committee's findings. Their determination is final and there is no second appeal. Any requests for a subsequent review will not be considered.

Prior Learning Assessment & Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR), is the formal recognition of knowledge and skills gained through work and life experience. UCW actively supports the concept of PLAR for all its programs/courses and will grant credit, where warranted, for the knowledge and skills a student has already acquired, whether in a formal setting through academic courses, or an informal setting through professional development and personal experience.

PLAR can require two different, but related decisions: the first is whether a candidate has the appropriate profile to gain entry to the University; the second, whether a candidate has the background appropriate to gain credit for a particular program. In the first instance, decision rules can be devised with some ease; however, the second requires a deeper understanding of specific programming unique to UCW. Therefore, the UCW PLAR Review Team includes UCW staff and faculty, as well as participation from external reviewers experienced in relation to PLAR (as required), respectively for local, national, and international students.

The PLAR process may involve any of the following:

- Evaluation of institutional credentials;
- Verification of transcripts;
- Demonstration of competencies before objective observer(s);
- Credit challenge through examinations;
- Interviews; and
- References from persons familiar with the applicant's skill set.

If the PLAR process reveals specific deficiencies in a student's preparation, the University may recommend a remedial course of action for the student to undertake.

If a student is granted recognition through PLAR, their transcript notation will indicate 'PLAR', with no grade. PLAR notation are not calculated into the GPA.

Note that the fee for PLAR is non-refundable.

How to Apply for PLAR

The student completes a "Request for PLAR" form, then submits a detailed chronological résumé plus a written summary (using professional presentation) of how their past education and work experience should be considered towards their request for PLAR. The application will not be processed until the required fee is paid through Financial Services. Drop off, fax or mail the PLAR request plus all documents to Reception, for the Registrar's Office. The form and other documents may also be submitted directly to the Registrar's Office to registrar@universitycanadawest.ca.

The Admissions Department processes the PLAR Request. and requests any clarifying information. Once the application is complete, the request is reviewed by the Dean or Program Chair.

The Dean or Program Chair contacts the applicant to make specific arrangement including any possible assignments or other projects for assessment. The Dean or Program Chair advises the student of the specific academic projects which must be completed.

Other Academic Credits

Credits in Established International Exchange Programs

Normally, students may receive a maximum of 15 credits (5 courses), or other limit as approved by the Dean or Program Chair, for course work completed in an exchange program established by a signed agreement between UCW and another institution. The credits are treated as UCW course credits to determine the student's fulfillment of minimum requirements for graduation as well as the student's standing at graduation. Courses completed on qualifying exchange programs are recorded on the student's records as UCW courses.

While on exchange, students must obtain course outlines, reading lists, and information regarding the host institution's grading system. Students should also keep essays, tests, and projects for submission (if required) on their return to UCW. In addition, a notarized translation of documents issued in a language other than English will be required for all but language courses. On completion of the exchange, the student must request that the host institution forward an official transcript (and course descriptions, if not previously submitted) to UCW.

There will be a fee per course for evaluation of exchange courses, unless an articulation agreement with UCW exists. Contact the Registrar's Office for further information.

Course Challenge

Students may challenge a course on the basis of prior knowledge or experience acquired outside the University. Such challenges are allowed for only one course per term, and no such challenges are allowed for the final year capstone courses.

Credit may be granted for a course through either an academic assessment (e.g., challenge exam, preparing a portfolio, etc.) or completing some form of academic content assessment as determined by the Dean or Program Chair.

The following regulations apply:

- A course challenge examination/evaluation must normally be completed before the end of the period for adding courses in any term, at a time determined by the Dean or Program Chair;
- Normally, no more than 15 credits (5 courses) can be gained by course challenge;
- No UCW challenge credit will be given for a duplicate or equivalent credit course completed at another institution;
- A specific course may be challenged only once;
- The result of the course challenge, successful or not, will be entered on the student's academic record; and
- The grade received will be included in determining the student's cumulative and terminal standing.

Credit assigned through course challenge requires the approval of the Dean or Program Chair and a copy of all relevant material used for evaluation purposes is included in the student's file. A letter grade is assigned for courses and UCW transcripts will indicate the course was successfully challenged.

Information for International Students

UCW provides support and advice in all aspects of student life including academic, social, and cultural concerns. Student Services works closely with other departments and off-campus agencies to provide a range of support services to International students.

UCW provides the following services to individuals and groups of students:

- Providing Orientation to UCW on arrival;
- Assisting with the location of appropriate accommodation;
- Providing on-going support and information throughout their studies at UCW;
- Liaising with on- and off-campus services to provide a range of support; and
- Organizing and announcing activities or informational events.

Upon registration, all new international students on campus are required to provide a copy of their passport, student permit, and evidence of current medical insurance (for a minimum of 3 months coverage). In addition, all International students must supply the University with their local contact information, including mailing address, local phone numbers, and emergency contact information.

Student Visas and Study Permits

Each student is responsible for obtaining and maintaining their student visa and study permit. It is very important that each International student ensure that they reapply well in advance of the expiry dates to ensure they maintain their eligibility to study at UCW. It is recommended that International students reapply for their visas and study permits at least two (2) months before the expiration date.

New students must provide proof of their visa and permit status before they will be permitted to



register for their first term. Returning students must provide proof that their study permit and visa will remain valid for the duration of the term before they will be permitted to register for subsequent terms.

Off Campus Work Permit

International students who attend UCW are frequently interested in obtaining part time employment during their studies. Students may apply for the Off Campus Work Permit offered through Citizenship & Immigration Canada (CIC).

Note that this is not a UCW program. It is a Canadian federal government program which extends this privilege to international students who meet certain criteria. A student who is legally in Canada on a Student Study Permit must apply to the Canadian federal government and must be approved before they are eligible to accept paid employment in Canada. Any student who wishes to apply must study full time for a minimum of 6 months in order to be approved. Refer to the CIC website for further information at: <http://www.cic.gc.ca/english/study/work-offcampus.asp>

Note that ESL or other English language courses taken outside of UCW may not be used for verifying full time status and thus eligibility for the Off Campus Work Permit.

During their initial 6-month period in Canada, International students are not permitted to obtain paid employment. However, they may volunteer for unpaid work in the community.

Once a student is granted a work permit, s/he must continue to study full time. Note that UCW does not grant or issue the Work Permit. It is



granted through CIC. The University simply verifies that a student whether the student is full time or not and whether or not they have maintained the required GPA. UCW is also asked by CIC to audit student status multiple times per year. UCW is required to report to CIC when students are no longer full time. Refer to the definition of “full time status” below.

Students who are granted an Off Campus Work Permit are not permitted to work full time during MBA 522 as they are considered a full time student.

Full Time Status

International students must be classified as full time at UCW in order to be in compliance with a Student Study Permit. Full time status is defined as follows:

- Graduate students must take a minimum of 2 courses per term, for 4 out of the 5 terms AND must maintain a GPA of 3.0 or above.
- Undergraduate students must take a minimum of 3 courses per term, for 4 out of 5 terms AND must maintain a GPA of 2.0 or above.

Note that full time status must be maintained in each term. Course load may not be “averaged” over multiple terms.

On-Line Courses

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



Technology Requirements

The following hardware and software recommendations are intended to support students in their studies. As technology changes, these recommendations will be updated to reflect current computer environments.

Technology Needs:

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

Microsoft® Office 2007, or later version, including:

- Microsoft® Word
- Microsoft® Power Point®
- Microsoft® Excel (for selected courses)
- Microsoft® Project (for selected courses)

Adobe Acrobat Reader version 7 or above;

Adobe Flash player 10.1; and

Skype 5.0 or above.

The remainder of the recommended computer configuration includes:

- A processor of 1.6 GHz or faster;
- A current anti-virus application which is updated regularly;
- 512 MB RAM or greater;
- 200 GB hard drive or larger;
- 56.6 kbps modem, or high speed internet connection;
- Monitor and Video card with 1024x768 ppi or greater resolution;
- Sound card with speakers;
- CD-ROM drive;
- Inkjet or laser printer;
- Internet service provider (ISP) account; and
- Microsoft® Internet Explorer version 8.0 or later.

Registration Information

General Registration Information

Upon registration, all students are required to enter and maintain - during the entire period of their University registration - their personal contact information, including their local address, telephone number, and email address, as well as local emergency contact information.

Student Identification Cards

All campus-based students require a current UCW photo Identification card. The card is the property of UCW and must be presented upon request as proof of identity at University functions and activities. The card must be presented in order to verify authority to access any personal information for services such as transcript requests, letters of confirmation, or any other University transaction. UCW is committed to ensuring personal information will only be accessed by the student.

On-line students who wish to receive a UCW student card should contact the Registrar's Office to arrange for its production.

Medical Insurance

All UCW students are required to have current medical insurance while registered at University Canada West. International students must obtain private medical coverage for at least their first three (3) months in BC before they are eligible for coverage through the Medical Insurance Plan of BC. They must also provide written proof of medical insurance at the time of course registration. If students do not have coverage at the time of registration, they will be directed to the agent on-site to enrol for coverage before they will be permitted to register.



Enrolment Agreement

The Enrolment Agreement is a requirement specified by the Ministry of Advanced Education. The Agreement clarifies what rights and responsibilities are as a student and what students can expect from the University throughout their studies. All UCW students are required to review, agree to, and digitally sign the terms and conditions specified in the UCW Enrolment Agreement in order to be eligible to register in courses.

The Enrolment Representative sends each new student a copy of the Agreement via email for electronic "signature", then it is returned to the University Registrar to become part of the student's permanent record. Students further agree to abide by the terms and conditions of the agreement each year by logging into and accepting the conditions as noted in the MyUCW system.

Course Selection

Following acceptance, students are responsible for registering in their courses each term in accordance with the following principles:

- Courses must conform to their individual program requirements and with University regulations.
- Checking the Calendar description for prerequisites, suggested course sequences, restrictions, and references to duplicate, mutually-exclusive, or cross-listed courses in conjunction with Student Services and appropriate Dean or Program Chair as required.

How to Register

New students are advised at Orientation how they should register for courses. All returning students are advised by Student Services when and how to register for their next term. Students should contact Student Services with any questions on their course registrations.

Adding and Dropping Courses

Please note: the academic deadlines for adding and dropping courses are not the same as those for tuition fee refunds. Please refer to the Financial Services section of this Calendar for details on financial deadlines.

Students may add or drop courses only prior to 5 pm PST (1700 hours PST) on the Monday of Week 2 of the term. Courses dropped prior to the end of the first week of the term will **not** show on the permanent record. After that date, all courses will show as transcript entries.

Students who withdraw from courses during the first week of studies will have 100% of their course fees refunded except the following:

- The non-refundable application fee.
- Any other non-refundable fees as identified on the student's fee schedule.

Students may voluntarily withdraw from a course up to the mid-point of each course. If students drop a course before 50% of the elapsed time, they will receive a 'W' grade on their official transcript. A student who has a grade of 'W' in a given term may re-register in the course when it is next offered, if space is available. The 'W' grade is not calculated into the student's GPA.

If a student withdraws after 50% of the term has elapsed, the grade for the course will be entered as 'F' on the student's permanent record, and is calculated as '0' in the GPA.

Section Changes in Courses

Once a student is registered in a specific course section, they may not change a section although they may elect to change courses before the drop/add deadline.

Course Extension

Normally, there are no course extensions granted. For MBA 522, there are a maximum of 2 extensions at a cost of \$750.00 per 3-month extension. Students must complete GRES 400/401 within two terms.

A student who, for medical or compassionate reasons, is unable to satisfy course requirements during the scheduled course dates must request and obtain approval for an extension from the Dean or Program Chair. The extension request must include the rationale. The Dean or Program Chair will notify the Registrar's Office so that the student's academic record will not be impacted negatively.

Registration Deferral

A student registered in an academic program who is unable to begin their program as scheduled due to unforeseen circumstances may request a deferral by advising the Registrar's Office, in writing, clearly outlining the circumstances and providing any required documentation to:

registrar@universitycanadawest.ca or through their Enrolment Representative.

Letter of Permission

Normally, UCW students are allowed credits for a maximum of one (1) external course per term taken concurrently from another university or college. Students must obtain prior consent of the University by requesting a “Letter of Permission” (LOP) through the Registrar’s Office. If the LOP is granted, it ensures that the credit earned will be transferred back to UCW towards the UCW degree. Without an approved LOP, there is no guarantee that the course taken elsewhere may be accepted towards credit for the UCW degree.

Students with Letters of Permission from other post-secondary institutions may take courses at UCW, with the approval of the Dean, Program Chair, or Vice President Academic. It is the applicant’s responsibility to provide their home institution with official UCW transcripts. UCW cannot guarantee that the home institution will accept UCW courses for transfer.



Registration of Continuing Students

Normally, students currently registered and enrolled in courses at the University are authorized automatically to re-register in the next term. Students will be notified if they are required to complete a new application. Students may take one term off and still be classified as continuing students. Students who take two successive terms

off (i.e., do not enrol or complete courses) will be classified as returning students when they return.

Registration of Returning Students

Students who have taken two or more successive terms off must submit an application for readmission. Students who have been away from UCW for one (1) year or longer must pay an associated readmission fee and must submit official transcripts of any courses taken elsewhere during their absence from UCW. Applications for readmission are available from Reception, the Registrar’s Office, or on MyUCW.

Registration at Other Institutions

Students who have registered at another university or college since attending UCW, but who want to transfer back, are required to :

Complete and submit a “Request for Readmission” form;

Identify all post-secondary educational institutions attended while absent from UCW;

Submit official transcripts of their academic records from these institutions; and
Pay the readmission fee, if absent from UCW for 1 year or longer, before re-registering.



Student Rights and Responsibilities

University Canada West is committed to providing a working and learning environment in which all students, staff, and faculty are treated with respect and dignity. All individuals in the University community have the right to work or learn without discrimination or harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, or criminal or summary conviction offense unrelated to their student or employment status. In a university environment, the respect and dignity of persons is always balanced with the need for expression of ideas and academic freedom.

Students are responsible for adhering to these *Rights and Responsibilities* as the foundation of their relationship with peers, faculty, staff, and the UCW community in general. As well as demanding adherence to the overall requirements of the laws of British Columbia and Canada, students are accountable for, but not limited to:

- The exercise of self-discipline, accountability and judgment in daily interpersonal relationships as well as academic activities;
- Acceptance of personal responsibility for continued academic and professional competency and learning;
- Acceptance that one's professional abilities, personal integrity, and treatment of others as measures of mature, civil conduct reflect on UCW itself; and
- Personal accountability for any conduct which is not in keeping with reasonable university standards.

All students are responsible for understanding and adhering to UCW policies.

Students are responsible for their own behaviours while on campus and while participating in any university-related activities, such as meetings and business placements. Students assume an obligation to conduct themselves at all times as responsible members of the university community, to respect personal property and the rights of others, and to support the educational mission of UCW. The University insists that students demonstrate academic and professional integrity in addition to academic excellence. The University expects all parties to resolve conduct issues using informal means before escalating to formal measures.

Behaviour which does not respect the rights and dignity of others may be considered student misconduct and is subject to the rules governing student misconduct. The following are illustrative, not comprehensive, examples of student misconduct:

- Intentionally or recklessly creating situations which endanger or threaten the health, safety or well-being of one's self or another individual;
- Physical or verbal abuse of another person and/or uttering threats;
- Harming, injuring or threatening any person on campus or in attendance at University classes, activities or functions;
- Harassment or discrimination based on prejudice of any person at the University;
- Committing unlawful acts during activities organized or sponsored by the University and the University community;
- Impeding or disrupting teaching, research, administration, disciplinary proceedings, public service functions, or other authorized University functions;
- Possessing and/or selling illegal drugs, alcohol or narcotics on campus;
- Misappropriating, converting, destroying, permanently defacing or otherwise damaging University property, resources or the property of others;
- Bribing, making offers of bribery, or making offers of recompense or reward to students, staff or faculty;
- Forging, falsifying, misusing or altering any University document or record in paper or electronic form;
- Failing to comply with reasonable directions of University officials or security officers acting in performance of their duties on campus or affecting conduct on campus; or
- Any other conduct which is not in keeping with reasonable University standards.

In the case of infractions or perceived infractions of the Rights and Responsibilities, the Dean, Program Chair, or any other appropriate UCW administrator may initiate disciplinary actions. Please refer to the "Academic Misconduct" and "Non-Academic Misconduct" sections for full details.

Use of English Language On Campus

English is the sole language of instruction and communication at UCW. It is essential that all UCW students integrate and practice advanced communication skills as a key component of their studies. To ensure all members of the University community respect their diversity, it is important for everyone to use English as the single common language in places of study and in common areas of the campus. Students who use languages other than English on campus will be asked to respect UCW's language standards.

Academic Regulations

Orientation

All new students who are registered for on-campus courses must attend on-campus Orientation as specified. All new on-line students must participate in an on-line Orientation session. Orientation is a critical introduction for students to UCW and sets the students up for success in their studies. Students get a faster start and higher likelihood of success by learning about important policies, meeting other students who will become team mates, learning how to access their on-line learning environment, and by interacting with key University staff who will assist them throughout their degree program. All new students must arrange travel plans accordingly so that they can attend Orientation. Refer also to the “Student Services” section of this Calendar.

Class Attendance and Conduct

Students are expected to attend all classes in which they are registered as well as the meetings of their Learning Teams, if any. A student may be required to withdraw from a course if registered in another course that conflicts with its scheduling. Faculty may refuse a student admission to a lecture or laboratory because of lateness, misconduct, inattention, or failure to meet the responsibilities of the course. Students who neglect their academic work, including assignments, may be refused permission to write the final examination. Students absent because of illness, accident, or family affliction should explain their circumstances to their faculty when returning to classes.

In order to be respectful of the faculty member’s and other students’ time, all students should plan to arrive 10 minutes prior to the class start. It is disrespectful to others to disrupt classes by arriving late. A faculty member may refuse admission to a student to a given class period or scheduled examination for reasons of lateness,

misconduct, inattention, or failure to meet the responsibilities of the course. Students are expected to provide clear and acceptable reasons for any prior absence upon returning to class, and are expected to notify the faculty member by e-mail at least two hours in advance when they know they will not be able to attend a given class.

Students may use personal laptop computers or other technology devices for note-taking, but use of email communication or other distracting activities during class is not permitted. Students may not make audio or video records of class sessions without prior consent of the faculty member, Dean, or Program Chair. A student in violation of this standard may be asked to shut down the device and/or leave the class.

Internet Enhancement

All courses are “internet-enhanced”. This means that course outlines, schedules, lectures, slide shows, sample quizzes, supplementary course notes and many readings, and web references are available on “MyUCW”.

Minimum Course Load

Courses are normally repeated only at limited times in face-to-face format and on-line as enrolments dictate. Therefore, students are advised to carry a full course load each term. Students should note that Canada Student Loans require enrolment in at least three (3) courses or nine (9) credits (excluding duplicate and/or equivalent course work) in each term for undergraduate programs or at least two (2) courses or six (6) credits for graduate programs to maintain eligibility for student loan status.

Unless otherwise provided in a modified Degree Pathway approved by the Dean or Program Chair, an undergraduate student is considered by the

University to be in full-time studies when enrolled in a minimum of three (3) courses in each term for a minimum of four (4) terms per Academic Year. A graduate student is considered by the University to be in full-time studies when enrolled in a minimum of two (2) courses per term for a minimum of four (4) terms per Academic Year.

Maximum Course Load

A full time undergraduate student is expected to carry three (3) 3-credit courses in any one term. For graduate students, the maximum course load in any term is four (4) 3-credit courses.

There is no normal course load for an on-line student. An on-line student who wants to study full time can register in three (3) courses per term and complete the 40-course degree in three (3) years and two (2) terms of continuous study. An on-line student with a full-time job would normally take one (1) course per term, although two (2) per term would be allowed, subject to acceptable academic performance.

The typical length of an undergraduate program is three (3) years full time study; for a graduate program, the typical length is 2 ½ years. Except with the written approval of the Dean or Program Chair, a student's maximum course load is limited to 12 credits in a term (four (4) courses).

Leave of Absence

Any student who wishes to take a leave of absence from their studies must request approval of the Dean or Program Chair. The leave of absence, including the rationale and expected length, must be requested prior to the expected start date of the requested leave. Students holding 'on-leave' status from the University are not normally provided with academic supervision or access to the University's facilities or services. Exceptions to this access are granted only with the expressed written permission of the Dean or Program Chair. Students who do not return to their program of study at the end of their

approved leave will be required to withdraw. Exceptions to this require the approval of the Dean or Program Chair. All documentation for requested leaves, whether approved or not, will be held in the Registrar's Office as part of the student's official academic record.

Terms Off

Any student who wishes to take a term break must notify Student Services in advance with the expected date of departure and expected date of return to class. International students who take a term break should ensure they request a Letter of Confirmation of their enrolment from the Registrar's Office well in advance of their departure to facilitate their return to Canada after their break. If a student is absent from UCW for two (2) or more terms, they may be withdrawn from the University.

Directed Studies

Unless otherwise approved by the Dean or Program Chair, the maximum number of directed studies (DS) permitted for an undergraduate program is two (2), and for a graduate program is one (1).

Academic Probation

A student will be placed on Academic Probation if the minimum GPA standards for the program are not met (2.00 for all undergraduate programs, and 3.00 for all graduate programs).

If the GPA falls below 1.66 for undergraduate programs, and 2.66 for all graduate programs, a student may be required to withdraw or may be dismissed from the program by the Dean or Program Chair in consultation with the Registrar.

Once a student is placed on Academic Probation (AP), the minimum GPA must be achieved and the student has two (2) courses to achieve the required GPA. No student on Academic Probation can register for more than two courses in the term unless approved in writing by the Dean or Program Chair. If the student does not achieve the

minimum GPA but is close, the student may continue on AP if approved by the Dean or Program Chair. If progress towards the required GPA is not adequate as determined by the Dean or Program Chair, the student may be dismissed from the program.

It is recommended that a student on AP contact Student Services so that the situation is clearly understood. Student Services can assist the student to develop a planned approach as the student moves forward in the program. See the Student Services section of this Calendar for more specific information on the various support services available to assist.

Voluntary Withdrawal (VW) from Program

A student may voluntarily withdraw from their program of studies by completing a “Request to Withdraw” form and submitting the completed form to Student Services. The withdrawal form is available at Reception and on MyUCW. The withdrawal will only be effective once the Registrar’s Office has been informed that all financial obligations to the University have been cleared. The official date of the withdrawal is the date the written notification is received by the Registrar’s Office.

If an International student is withdrawing to attend another institution, they are required to attach a copy of their acceptance letter from that institution. If no proof of acceptance is attached, they will be deemed to be in violation of their Student Study Permit and will be reported to Citizenship & Immigration Canada as required by federal law.

A student who does not take courses in two (2) consecutive terms is deemed to have voluntarily withdrawn from the University and will have to apply for reinstatement.

Required Withdrawal (RW) from Program

The University may cancel the registration of a student who cannot demonstrate that all course prerequisites have been met, who fails to meet course attendance requirements, or fails to meet the minimum GPA requirement of 2.00 for undergraduate courses and 3.00 for graduate courses.

A student may be withdrawn from the University for two (2) or more terms of inactivity. A student may also be required to withdraw from the University at any time for failure to abide by the University’s regulations. If a student is withdrawn from the University, they will receive official notification from the Registrar’s Office and will be advised how they may appeal the decision if they so choose.

Readmission Following Withdrawal

Students who have been inactive for two (2) or more terms must apply for readmission through the Registrar’s Office.

Students who have withdrawn from UCW and who wish to be considered for readmission must reapply through the Registrar’s Office and obtain the Admissions Committee’s approval.

Students who have been required to withdraw are not eligible for readmission until any time period specified in their withdrawal notice has elapsed.

Students who do not meet the Admissions Committee’s conditions for reinstatement but who meet the criteria to appeal may submit a written letter of appeal to the Admissions Appeals Committee. Any final appeal rests with the Vice President Academic.

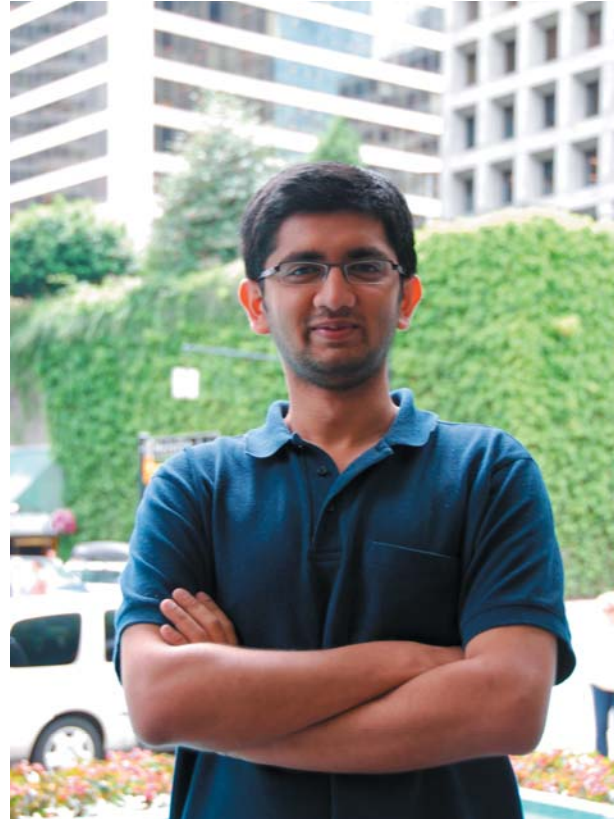
Students who have been inactive for a year or more must pay the readmission fee. Applicants must also submit official transcripts of any courses taken elsewhere during their period of UCW inactivity.

Students Writing Deferred Examinations

If the results of a deferred examination affect the student's standing, an authorization to register may be withheld until examination results are available, depending upon the student's academic status.

Final Year Studies

Normally, to receive a UCW undergraduate degree, a student must successfully complete the final 15 credits of Capstone Courses and GRES 400/401 at UCW. In exceptional circumstances, however, a student may take other terms of study at another university by applying for prior permission through a Letter of Permission. A student authorized to attend another institution, and who accepts a degree from that institution, gives up any right to a UCW bachelor's degree until the student has satisfied the University's requirements for a second bachelor's degree.



Degree Completion Time Limits

Undergraduate degree programs must be completed within a maximum of seven (7) years from the student's date of first course registration in the University. However, it is expected that full time students will complete in considerably shorter time.

Graduate degree programs must be completed within a maximum of five (5) years from the student's date of first course registration in the University although it is expected that full time students will complete in considerably shorter time.

Student Assessment and Grading

Assessment Techniques

Assessment techniques may include: assignments; essays; oral or written tests, including midterms; participation in class discussions; seminar presentations; artistic performances; professional practice; laboratory examinations; "open book" or "take home" examinations; and examinations. Self-evaluation may not be used to determine a student's grade, in whole or in part, in any course. The faculty member at the beginning of each course will provide the specific approaches in a course outline.

A faculty member may not schedule any test that conflicts with the students' other courses. UCW does not support multiple choice types of evaluations. Faculty may not schedule any test worth more than 50% of the final mark during the last week of classes in a term.

Correction and Return of Student Work

Faculty return all student work submitted that will count toward the final grade, except final examinations and projects. Faculty are expected to give corrective comments on all assigned work submitted and, if requested to do so by the student, on final examinations.

Course Outline Requirement

Prior to the start of the term, faculty must have their course outline approved by the Dean or Program Chair. Upon approval, it is the faculty's responsibility to post the outline in MyUCW for student access.

Duplicate Submission of Essays and Assignments

A student may not submit the same essay or assignment for two (2) courses without expressed advanced written consent of their faculty

member. A student who violates this requirement may lose partial or total credit for the course work in either or both courses.

English Deficiency

Essays and examination papers deficient in English in any course will be refused a passing grade. When faculty have reasonable grounds for believing a student lacks the necessary skills in written English, the faculty may require the student to undergo appropriate testing and take corrective action to upgrade as needed.

Laboratory, Practicum, or Field Work

In any undergraduate or graduate course that includes a substantial amount of laboratory or other practical work, students must achieve satisfactory standing in all parts of the course. Wherever possible, faculty will inform the students of the results for practical work prior to the final examinations. Students who have not obtained at least a D grade will not be permitted to write the examination and will not receive credit for the course. If a student obtains satisfactory standing in the laboratory/practical work only and repeats the course, the student may be exempted from that work with the consent of the Dean or Program Chair.

Course Credits

Credit courses normally have an academic value of three (3) credits. Each credit is equivalent to 40 hours of student contact encompassing class time, on-line study, and self (directed) study. This time does not include individual study and preparation time.

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.

Credit in Duplicate and Equivalent Courses

Credit for a course may be applied only once in a student's program, unless the course description states otherwise. No UCW credit will be given for a duplicate or equivalent course taken at another post-secondary institution. If a course registration has been partially duplicated by transfer credit, the partial transfer credit will be deleted from the student's record on completion of the "duplicate" UCW course. The student will be assigned full credit for the UCW 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.

Repeating Courses

A student who fails a required course must either repeat the course, OR complete an acceptable substitute course at either UCW or at another approved post-secondary institution through a Letter of Permission. To repeat a course, contact Student Services and staff would be pleased to assist. Students who wish to take a substitute course at another institution must apply for a Letter of Permission through the Registrar's Office. The Letter of Permission is subject to the Dean's or Program Chair's approval.

Undergraduate students may repeat a maximum of three (3) courses within their program, with no course to be repeated more than twice, unless other arrangements have been made with the Dean or Program Chair. If more than this number of courses have been failed, the student will be required to withdraw from the program. A student may be required to repeat a course if their GPA falls below 2.0.

Graduate students may repeat a maximum of two (2) courses within their program, and may repeat no more than 2 courses total (1 repeat in each of 2 courses) unless other arrangements have been made with the Dean or Program Chair. If more than this number of courses have been failed, the student will be required to withdraw from the program. A student may be required to repeat a course if their GPA falls below 3.0.

Accumulation of Failing Grades

A "warning letter" is issued when two (2) failing grades are accumulated throughout a student's entire undergraduate academic record. This is for information only - the notice carries no academic penalty. This information may assist students in avoiding further failures.

Final Examinations

For courses in which final examinations may be necessary, they are scheduled within regular class schedules. Faculty advise their classes of the exact date for all examinations.



Administration of Examinations

- Students may not enter the examination room until invited to do so by the invigilator.
- Students may not make use of any books, papers, or electronic means, other than those provided by invigilators or authorized by the course faculty. All electronic devices must be turned off. Invigilators may require students to surrender electronic devices for the duration of the examination.
- Students may not communicate in any way with each other during the examination.
- A student who believes that there is an error in an examination paper should report it immediately to the invigilator and, after the examination, report the error in writing to the Registrar's Office. Complaints should be communicated to that office within 24 hours.
- Students may not leave the examination room without first delivering their examination booklets to the invigilator.
- Students may be called upon by an invigilator to produce a UCW Identity Card.
- Students leaving or entering examination rooms should do so quietly in order not to disturb others.
- Students who fall ill during an examination must report at once to the invigilator.
- Students who fall ill or suffer an accident or family affliction before an examination must report the circumstances immediately to the Registrar's Office.
- Invigilators are empowered to expel students from an examination room. Under such circumstances, students may be required to withdraw from the University following an investigation of circumstances surrounding the misconduct.

Deferred Status Due to Illness, Accident, or Family Affliction

- A student who becomes ill during an examination or misses an examination because of illness, an accident or family affliction may be eligible for a deferred examination.
- A student who though suffering from illness, an accident, or family affliction writes a final examination may also be eligible for a deferred examination.
- A student may apply for deferred status to complete required term work.
- A student must request an academic concession at the Registrar's Office normally within five (5) working days of the end of the examination period. Supporting documentation must accompany the request. The Registrar's Office will ask the Dean or Program Chair concerned to approve the deferred status. If deferred status is not granted, faculty will submit a final grade. If deferred status is granted, any course work required must be completed by the date specified.
- Deferred status will not be extended beyond the above deadline except with the written permission of the Dean or Program 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 Grading). For courses that finish in one term, deferred examinations are normally held in the following term, although some deferred examinations may be scheduled by arrangement.

Student Access to Final Examinations under Review

Students are permitted access to final examination questions and their own answers on request to their Dean or Program Chair after the grades have been submitted to the Registrar's Office by the Faculty. This access to the final examinations does not constitute a request for a review of an assigned grade. Students wishing to have grades reviewed must follow the procedure outlined.

All final examinations are kept for one (1) year after the official release of grades. When a student formally appeals an assigned grade, the relevant material will be kept for a further one (1) year. In the case of an appeal to the Academic Council, the relevant material will be kept for one year after a final decision has been reached.

Supplemental Examinations

Supplemental examinations are generally not available and will only be considered in extenuating circumstances.



Grading System

Undergraduate Grading System			
Descriptor	Percentage	Letter Grade	Numeric value
Excellent	90% - 100%	A+	4.33
	85% - 89%	A	4
	80% - 84%	A-	3.67
Good	75% - 79%	B+	3.33
	70% - 74%	B	3
	65% - 69%	B-	2.75
Satisfactory	60% - 64%	C+	2.33
	55% - 59%	C	2
Marginal Pass	50% - 54%	D	1
Failure	0% - 49%	F	0
Graduate Grading System			
Excellent	90% - 100%	A+	4.33
	85% - 89%	A	4
	80% - 84%	A-	3.67
Good	75% - 79%	B+	3.33
	70% - 74%	B	3
Pass	65% - 69%	B-	2.75
	60% - 64%	C+	2.33
	55% - 59%	C	2
	50% - 54%	D	1
Failure	0% - 49%	F	0

Legend		
ADV ¹	Advanced Standing	No credit
AEG ²	Aegrotat	As %
AUD	Audit of course	No grade
CH	Course challenge	No value
CIP ³	Course in progress	0
F	Failure	0
INC	Incomplete	0
NC	No credit	No value
PLAR	Prior learning assessment & recognition	No grade
RW ⁴	Required to withdraw	0
TC	Transfer credit	No grade
W ⁵	Voluntary withdrawal	No value

NOTATIONS

ACADEMIC PROBATION: Student is eligible to continue, but a warning is issued. This is removed upon successful completion of the next term.

REQUIRED TO WITHDRAW: An undergraduate student on probation, whose progress is considered unsatisfactory, may be required by the University to withdraw from UCW.

SUSPENSION: A student may be suspended or required to withdraw from the University at any time for failure to abide by the University's regulations.

WITH DISTINCTION: Graduating average is 85% or higher and any additional University requirements have been fulfilled.

CREDITS: Each credit course offered in one term has a value of 3 credits. 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, the highest grade being used.

GRADE POINT AVERAGE: The GPA is the sum of the letter grade point equivalents multiplied by the number of credits in the respective course, totalled and divided by the number of credits attempted. Courses from which the student has withdrawn are not included. Transferred courses are not included in the GPA calculation.

CUMULATIVE GRADE POINT AVERAGE: The cumulative grade point average (CGPA) determines a student's academic standing and is based on all courses taken or challenged at UCW for which grades have been assigned (including F.)

GRADUATION GPA REQUIREMENT: A minimum graduating GPA of 2.00 is required for undergraduate and 3.0 for graduate.

- 1 Advanced standing or course credit - no grade**
- 2 Satisfactory completion (Not all work completed due to illness or other circumstance)**
- 3 Course in Progress (Automatically becomes 'F' grade after 5th week)**
- 4 Required to Withdraw for academic or for conduct reasons**
- 5 Voluntary Withdrawal (Student freely drops/withdraws from the course)**

Faculty members are not permitted to release final grades informally to students in their classes. Only the Registrar's Office is authorized to release final grades. Student records are confidential. The Registrar's Office may release grades only to the student concerned, unless they have the student's written permission to release the grades to a third party. Students' final grades are available to them through the MyUCW website or the Registrar's Office.

Review of an Assigned Grade

Reviews of final grades are governed by the following regulations as well specific regulations of an individual faculty:

- A student considering a request for a review should first discuss the assigned grade with the faculty.
- Normally, a student must submit a formal request for review of a final grade to the Dean or Program Chair no later than 14 days after the release of grades.
- The applicant must state clearly in writing the grounds for believing that the grade awarded should be adjusted.
- Students should keep all written work returned to them by the faculty during the term and make any work available that forms part of the grade to be reviewed.
- The University makes very effort to complete the review within 21 days of receipt of the application.
- The grade determined by means of a review will be recorded as the final official grade and will be the same or higher than the original.

Mathematical marking errors will be corrected without a formal appeal. Examination papers graded 'F' are automatically read a second time before grades are recorded.

Requests for review based on documented illness or compassionate grounds will be considered on a case-by-case basis.

If, in the student's opinion, the decision and/or penalty of the faculty member is unjust, the student must first discuss the assigned grade or misconduct issue with the faculty member no later than 7 days after the decision. The faculty member shall document the decision, including the rationale and facts upon which it is made. During the term, students who believe that a grade awarded for term work is unfair should discuss the matter informally with the faculty concerned. If discussion with the faculty member

fails to resolve the matter, the student may appeal directly to the Dean or Program Chair. If the student remains dissatisfied with the results of the appeal, they may submit a formal appeal directly to the Vice President Academic. Please refer to the section "Academic Appeals & Misconduct".

Transcript of Academic Record

Students always have access to their unofficial transcript through their MyUCW account. If a student requires an official transcript, they must submit a "Transcript Request" to the Registrar's Office. A certified, official transcript of the student's academic record can be sent by the UCW Registrar's Office directly to the institution or agency indicated in the request. Each transcript will include the student's complete record at UCW to date, including all courses in progress ('CIP'). Since standing is determined by the results of all final grades in the term, transcripts showing official term grades are not available until the end of the term. A student's record is confidential and a transcript will only be issued only at the student's request and receipt of required fee. A transcript will be issued within two (2) working days after a request and payment is received by the Registrar's Office. An official transcript will not be issued until all financial obligations to UCW have been cleared. Two-hour "rush" transcripts are available for an additional fee. Transcripts are made available for pick-up at Reception.

Academic Standing

The cumulative grade point average (GPA) determines a student's academic standing. The GPA, which normally appears at the end of a transcript, is based on all courses taken or challenged at the University for which grades have been assigned (including F and AEG).

Minimum Term Grade Point Average (GPA)

Undergraduate students must maintain a term GPA of at least 2.00 (or equivalent if a UCW student takes courses elsewhere for credit

towards a UCW program) whereas graduate students must maintain a term GPA of at least 3.00. A student who, after any one (1) term, does not meet the minimum GPA requirement, whatever the circumstances, should meet with the appropriate Dean or Program Chair as soon as possible to discuss potential solutions to his or her academic problems.

A final GPA of 2.00 or higher is required for an undergraduate degree and 3.00 for a graduate degree. If a student has completed his/her program and does not meet the minimum GPA requirement he or she will have to complete additional courses, or repeat courses, until the required GPA is attained.

Minimum Degree Requirements for Graduation

Each candidate for a undergraduate degree is required to have satisfied the University requirement of a minimum of 120 university credits. At least 60 of the credits must be numbered at the 300- or 400-level AND meet the specific degree and program requirements prescribed by the undergraduate Faculty in which the candidate is registered.



Each candidate for a graduate degree is required to have satisfied the University requirement of a minimum of 30 university credits, all of which must be numbered at the 500- or 600-level.

Graduation Eligibility

Undergraduate students must achieve a minimum GPA of 2.0 AND a grade of 'C' or higher on the GRES 400/401 in order to be eligible to graduate. Students must complete the graduation essay within two (2) terms.

Graduate students must achieve a minimum GPA of 3.0 AND a grade of 'B' or higher in MBA 522 in order to be eligible to graduate.

Graduation

Candidates for a degree must submit a formal "Application for Graduation" when registering in the final term before their anticipated graduation. If a student expects to attend Convocation, normally held the third weekend in November, the completed application form along with all required fees must be sent to the Registrar's Office no later than October 15th. Application forms for graduation are available from the Registrar's Office or through the "Forms" section in MyUCW.

Graduation Honours (Convocation)

With Distinction

Undergraduate students with a record of exceptional academic achievement over the duration of their degree program are recognized with the designation of "With Distinction" upon graduation. All students who graduate with an undergraduate degree and have successfully completed a minimum of 60 credits at UCW are automatically considered for this recognition.

All UCW courses completed as part of the undergraduate degree program are used to calculate the GPA. If a student repeats a course, the highest grade achieved is used in the GPA calculation. Please note that the final computed

average will not be rounded up; 85.0% is the absolute minimum.

Courses excluded from the GPA calculation:

- Transfer courses (courses for which transfer credit has been awarded);
- Credits awarded for Prior Learning Assessment and Recognition (PLAR);
- Courses with a grade of 'W' (Withdrawal);
- Courses considered superfluous to the degree requirements;
- Courses using a pass/fail grading scheme; and
- Non-credit courses and courses with no grade.

Undergraduate students whose final GPA upon eligibility for graduation is a minimum of 4.0 (85%) shall be designated as a graduate "with distinction". In the Degree Completion Program, the notation "With Distinction" will be granted to those students whose final GPA is 4.0 (85%) or higher in all 20 courses required to complete their degree program.

The notation "With Distinction" will appear on the degree parchment, the convocation program, and the transcript for those students whose graduating average is 85% or higher and who have satisfied any additional university requirements. Students who qualify for degrees with distinction are acknowledged at Convocation.

In the Degree Completion Program, the notation "With Distinction" will be granted to those students whose graduating average is 85% or higher in all 20 courses required to complete their degree program and who have satisfied any additional university requirements.

Dean's Award for Outstanding Performance

The student in each program who has the highest average of all graduating students in the program will receive the Dean's Award for Outstanding Performance. He or she will receive a certificate at Convocation noting the accomplishment and will

be honoured with a picture and brief biography on the UCW website.

Criteria for Dean's Award:

- All students graduating in each Convocation ceremony are eligible to be considered for the award;
- There will normally be one MBA student, one BCom student, and one BA student recognized at each Convocation;
- Averages are calculated based on final marks posted in MyUCW;
- Students are not required to have taken their courses within any defined period of time; and
- Each Dean or Program Chair reserves the right to make no award, or to make multiple awards, at any Convocation.

Convocation

The formal conferral of degrees takes place at a Convocation ceremony in November of each year. To qualify as candidates for graduation in the Fall Convocation, students must have finished their UCW course work and have no outstanding fees owing. Graduates become members of the Convocation of the University as soon as their degrees are granted by Academic Council.

When a student has completed all degree requirements, and has been approved for the degree by Academic Council at one of their quarterly meetings, he or she will be sent a letter from the Registrar that confirms Graduate standing and specifically allows for the Graduate to use the initials appropriate to the degree on stationery, business cards, résumés, or other items. The Degree is conferred as of the date granted by Academic Council and the Diploma awarded at the next Convocation Ceremony. Students who require proof of degree completion prior to Convocation can obtain a letter from the Registrar's Office.

Second Bachelor's Degrees

Students with a bachelor's degree from UCW or another recognized institution may be admitted to a second bachelor's degree program if they meet the admission requirements defined herein, and the following conditions:

- The applicant must meet the admission requirements for the program of the second degree.
- The principal areas of study or academic emphasis of the second degree must be distinct from that of the first degree.
- At least 45 credits must be completed in addition to those required for the first degree; normally, 30 of these 45 must be at the 300- or 400- level.
- The student must meet all major, program, and graduation requirements for the second degree beyond those required for the first degree.
- Surplus Credit Allocation with Dean's or Program Chair's Permission: Students who have completed or plan to complete more than the minimum upper-level requirements for their first degree, with the intention of applying the additional course work towards the requirements of a second degree, require permission of the Dean or Program Chair at least two (2) months before graduating with their first degree.
- Concurrent Bachelor Degrees: In certain cases, it may be possible for a student to complete the requirements of two UCW bachelor's degrees concurrently. This will normally require completing 45 further UCW credits, beyond the 120 required for a single degree and meeting the requirements for the major in the second degree.

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.

Academic Appeals & Misconduct

This section provides the framework within which students have the right to be heard in a fair and impartial manner regarding decisions about their academic misconduct, which impact their student record, standing and/or continuance within the University community. The decisions eligible for academic appeal include the imposition of academic decisions that may range from grade changes for assignments and final marks, plus penalties imposed for academic misconduct.

UCW students are expected to observe standards of scholarly integrity. Academic dishonesty and engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic integrity are serious offences and are not tolerated. Students discovered to have engaged in unethical academic behaviour, including the practices described below, are subject to UCW penalties. In the sections that follow, "work" includes: written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes.

Students who have had sanctions imposed as a result of grading decisions or alleged academic misconduct, and who are dissatisfied with the decisions must follow the designated processes for review or appeal. At each level of appeal, the student must provide a written basis for the appeal.

Plagiarism

It is in the interest of the University's academic mission that every student adheres to the highest standards of scholarly integrity. As such, academic dishonesty is taken seriously: engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic policy will

not be tolerated. To assist in maintaining academic standards, UCW subscribes to Turnitin.com as a resource for students, faculty, and staff to identify areas of concern with regards to academic integrity and plagiarism. Turnitin.com is a phrase matching service that UCW uses for students and instructors to promote integrity and work collaboratively on written assignments. Plagiarism includes, but is not limited to the following:

- Submission of another person's work as original.
- Inadequate attribution given to an author or creator whose work is incorporated in the student's work (e.g., failure to indicate clearly, through established use of footnotes, internal references, proper quotation).
- Paraphrase or use of material verbatim from a source without sufficient acknowledgement as described above.

Students uncertain about what constitutes plagiarism in particular instances should consult their course faculty member, Writing Coach, or the University Librarian.

Turnitin

All students' work must be uploaded into Turnitin.com during the course, primarily for the Originality Report. This service identifies papers containing unoriginal material, that is, plagiarism. Students do not have the option of opting out of Turnitin. Students are required to keep an electronic copy of any paper they submit. The course instructor may require the student to submit that electronic copy on demand. Training on how to use Turnitin is available through the Library.

Falsifying Materials

Falsifying materials to be evaluated includes, but is not limited to:

- Fraudulently manipulating laboratory processes, electronic data, or research data in order to achieve desired results.

- Submitting work prepared by someone else (e.g., commercially prepared essays) as one's own.
- Citing a source from which material was not obtained.
- Submitting false records, information or data, in writing or orally.

Cheating on Assignments, Tests, and Examinations

Cheating on Assignments, Tests, and Examinations includes, but is not limited to:

- Submitting the same work for different courses without prior permission from the faculty member;
- Copying another person's answers or other work;
- Sharing information or answers when doing take-home assignments, tests, and examinations except where the instructor has authorized collaborative work;
- Having any unauthorized materials or equipment in an examination or test;
- Submitting an assignment completed (or partially completed) by someone else;
- Falsifying or making up data or bibliographic information;
- Impersonating a candidate in an examination or test, or being assigned the results of such impersonation;
- Reproducing, sharing or otherwise making unauthorized copies of UCW materials in any format;
- Using technological means such as cell phones, data storage units, and other electronic devices during examination without prior permission from the faculty; and
- Assisting others or attempt to help others to engage in any conduct described above or any other activities prohibited by UCW.

Aiding Others to Cheat

It is an offence to help others or attempt to help others to engage in any conduct described above or any other activities prohibited by UCW.

Penalties for Academic Misconduct

Penalties for academic misconduct include, but are not limited to:

- **At the course level:**
 - Written reprimand for retention in the student file (no transcript entry)
 - Repetition of the assignment or completion of a different, but similar, assignment (no transcript entry)
 - Failing grade for the assignment (no transcript entry)
 - Failing grade for the course (recorded on transcript)
- **At the program level:**
 - Disciplinary probation for a defined period with written documentation retained in the student's file (transcript notation for period of probation)
- **At the University level:**
 - Suspension (permanent transcript entry)
 - Expulsion (permanent transcript entry)
 - Rescission of degrees granted (permanent transcript entry)

Review Process

If, in the student's opinion, a decision of the faculty member is unjust, the student may then submit a written request for a formal review to the Dean or Program Chair, stating in writing the grounds for believing that the grade awarded should be adjusted. The appeal must be submitted within 7 days from the date of faculty member's final decision. The Dean or Program Chair completes the review within 7 days of receipt of the request for the formal review and makes a decision on the appeal to either uphold, modify, or rescind the original decision. The Dean or Program Chair provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

The student has the right to be accompanied by another student when appealing to the Dean or Program Chair.

Appeals

All members of the University community are expected to use informal reviews as the preferred method to resolve disputes as close to the decision point as possible. Only in circumstances where a resolution is not reached through informal review shall the student initiate a formal appeal.

The grade determined by means of a review or appeal will be recorded as the final official grade and may be equal to, lower than, or higher than the original.

Faculty, Deans, and Program Chairs must provide complete documentation on cases of academic misconduct, including date, modes of communication, particulars of the offence, penalty imposed, a clearly articulated rationale for their decision, and remediation actions if appropriate.

Academic Council delegates to the Appeals Committee the authority and responsibility to decide, on behalf of Academic Council, all formal academic appeals from students. The role of the Appeals Committee is to determine if:

- There was unfairness in the previous decisions and/or sanctions;
- The penalty imposed was inappropriate; or
- New evidence is presented that was not available previously and which casts doubt on the accuracy of the findings.

Appeal Process

If the student believes the decision of or sanction imposed by the Dean or Program Chair is unjust, the student may submit a formal written appeal to the Appeals Committee. The student must submit the appeal to the Registrar's Office within 30 days of notice of the written decision or disciplinary action taken by the Dean or Program Chair.

The Appeals Committee reviews the process by which the academic decision was made, not the academic decision itself.

The appeal must include:

- The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person making the decision(s);
- A clear, precise statement of the decision(s) being appealed;
- The reasons the student believes the appeal should be heard; and
- The remedy or relief the student is seeking.

An appeal may be dismissed by reason of delay if it is over 30 days from the date of notice of decision of the Dean or Program Chair.

The Vice President Academic and Student Services reviews the appeal submission within five (5) working days to ensure it is complete, and not frivolous or vexatious. If its merit is upheld, the Appeals Committee is convened.

The student has the right to be accompanied by another student when appealing to the Appeals Committee.

The Appeals Committee normally convenes within 14 days of appointment of the Committee. The Committee considers the appeal in relation to the fairness in the previous decisions and/or sanctions. The Appeals Committee renders a decision and either upholds, modifies, or rescinds the original decision. The Chair of the Committee provides the appellant with a written decision via the Registrar, including the rationale and facts upon which it is made, with a copy of all documentation to the Registrar for the student's record. The decision of the Appeals Committee is final and binding.

Non-Academic Appeals & Misconduct

Student Misconduct

Student Rights & Responsibilities form the basis of the students' relationship with peers, faculty, staff, and the UCW community in general. In the case of infractions or perceived infractions of the Rights and Responsibilities, any staff or faculty member who witnesses non-academic misconduct may recommend to the Dean or Program Chair that sanctions be imposed. This section provides the framework within which students have the right to be heard in a fair and impartial manner regarding decisions about their non-academic misconduct, which impact their student record, standing and/or continuance within the University community. The decisions eligible for appeal include the imposition of sanctions that may range from verbal warnings up to and including expulsion from the University.

Escalation of the issue must proceed as follows:

1. The observer of the inappropriate behaviour(s) shall provide a verbal warning;
2. The Dean or Program Chair shall provide a written warning, including notice that further disciplinary action shall be taken if the behaviours continue; then
3. The Vice President, Academic and Student Services shall determine further sanctions or actions.

If a student exhibits behaviours that violate standards of safety or otherwise impinge on other's rights, the University will advise the student to cease and desist. The warning or sanction will be proportionate to the seriousness

- Requirement for a formal apology,
- Temporary suspension from class or the University,
- Exclusion from class,
- Exclusion from exam, or
- Expulsion from the University.

A student may be reported to the Dean or Program Chair, to the Vice President Academic and Student Services, or to the President for disciplinary action and may be suspended for a breach of University regulations or policy, a breach of a provision in the University Calendar, or a violation of provincial or federal law.

If a student is observed violating provincial or federal law, they shall be reported to the appropriate authorities.

Any formal sanction imposed must be in written form, with a copy sent to the Registrar for the student's official record. The discipline imposed

of the behaviours. Sanctions may consist of, but are not limited to:

- Verbal warning,
- Written warning,

may range from, but is not limited to providing a written and/or oral apology for the inappropriate behaviours up to and including expulsion from the University.

A student can only be expelled from the University by the President in consultation with Academic Council.

The student is not eligible to withdraw from a course or from the University during disciplinary proceedings.

If a student is suspended from the University, the Registrar's Office enters the suspension on the transcript for the period of the sanction. At the conclusion of the suspension, the entry is expunged. If a student is expelled from the University, the Registrar's Office enters the expulsion on the transcript where it remains permanently.



Appeals

All members of the University community are expected to use informal reviews as the preferred method to resolve disputes as close to the decision point as possible. Only in circumstances where a resolution is not reached through informal review shall the student initiate a formal appeal.

All notices to students about decisions which impact their academic standing at UCW include notice of their right to appeal.

Students who have had sanctions imposed as a result of alleged non-academic misconduct and who are dissatisfied with the decisions must follow the designated processes for review and appeal. At each level of appeal, the student must provide a written basis for the appeal.

Appeals Process

If in the student's opinion the decision of the Dean or Program Chair is unjust, the student may appeal to the Vice President Academic and Student Services. This appeal must be submitted within 7 days from the date of last written decision. The student has the right to be accompanied by another student when appealing to the Dean or Program Chair or the Vice President Academic and Student Services.

The Vice President Academic and Student Services completes the review within 14 days of receipt of the request for the appeal and makes a decision on the appeal to either uphold, modify, or rescind the original decision. The Vice President Academic and Student Services provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

Academic Council Appeals Committee

If the student believes the decision of or sanction imposed by the Vice President Academic and

Student Services is unjust, the student may submit a final formal appeal to the Appeals Committee. The student must submit the appeal to the Registrar's Office within 30 days of notice of the written decision or disciplinary action taken by the Vice President Academic and Student Services. The Registrar reviews the appeal submission within 5 working days to ensure it is complete, and not frivolous or vexatious. If its merit is upheld, the Registrar requests the Chair of Academic Council to appoint an Appeals Committee. An appeal may be dismissed by reason of delay if it is over 30 days from the original date of notice of disciplinary action.

Academic Council delegates to the Appeals Committee the authority and responsibility to decide, on behalf of Academic Council, all final appeals from students. The role of the Appeals Committee is to determine if:

- There was unfairness in the previous decisions and/or sanctions;
- The penalty imposed was inappropriate; or
- New evidence is presented that was not available previously and which casts doubt on the accuracy of the findings

The appeal must include:

- The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person(s) making the decision(s);
- A clear, precise statement of the decision being appealed;
- The reasons the student believes the appeal should be heard; and
- The remedy or relief the student is seeking.

The student has the right to be accompanied by another student when the matter is before the Appeals Committee.

The Appeals Committee will normally convene within 14 days of appointment of the Committee.

The Committee considers the appeal in relation to the fairness in the previous decisions and/or sanctions.

The Appeals Committee renders a decision and either upholds, modifies, or rescinds the original decision. The Chair of the Committee provides the appellant with a written decision via the Registrar, including the rationale and facts upon which it is made, with a copy of all documentation to the Registrar for the student's record. The decision of the Appeals Committee is final and binding.

All communications from the Appeals Committee to an appellant will be confirmed clearly and in writing, with the documentation retained by the Registrar's Office.



Fees and Financial Aid

Important notice: These and other fees shown in this section apply only to the current academic year. Pursuant to UCW regulations, all fees are subject to change. All fees are quoted in Canadian (CDN) currency.

Tuition and Fees

The following apply as of **January 01, 2012**.

	Canadian Applicants	International Applicants
Application Fee ¹	\$ 150	\$ 150
Tuition Deposit ²	\$ 500	\$5400 (Undergrad) \$4320 (Grad)
Undergraduate Fee ³	\$495 per course	\$ 1350 per course
Graduate Fee ³	\$ 2,160 per course	\$ 2,160 per course

1. The Application fee is due upon application and is non-refundable. Applications will not be processed until the University has received this fee.
2. After being conditionally accepted, the tuition deposit is required to reserve a place at UCW. This will act as a deposit for the first term's tuition.
3. Tuition is due on or before the first day of the term (unless the student is on an approved payment plan signed off by the Financial Administrator/Student Financial Planner).

Other Fees	
Course Challenge Fee	50% of course fee
Audit Fee ¹	50% of tuition fee
Supplemental Examination Fee	\$ 100 - on campus \$ 150 - off campus
Student ID Card Replacement	\$ 15
Program Transfer Fee ²	\$ 50
NSF Fee per Returned Cheque	\$ 30
Readmission Fee ³	\$ 100
Prior Learning Assessment and Recognition (PLAR) Fee	\$ 500 per portfolio paid in full
Re-Registration Following a Withdrawal	\$ 150
Fee for Evaluation of International Transcript ⁴	Provided by ICES or WES
Transcript of Academic Record ⁵	\$ 10/\$7.50 (plus HST)
Graduation Fee ⁶	\$ 50 (Plus HST = \$56.00)
Graduation Fee (gown rental) ⁷	\$35 (Plus HST = \$39.20)
MBA Extensions (maximum 2 per student x 3 months each)	\$750.00 each

1. Student must complete all assignments.
2. The program fee must be paid to change degree programs or degree specializations.
3. If not registered for UCW classes for more than 1 year, this re-registration fee must be paid.
4. Provided by the International Credential Evaluation Service (www.bcit.ca/ices) or World Education Services (www.wes.org/ca).
5. The first copy of the official transcript is \$10 (plus HST). Second copies are \$7.50 (plus HST) per transcript.
6. The graduation application/gown rental fee must be paid upon application for graduation. It is refundable only if the applicant is ineligible to graduate.

Note: UCW reserves the right to change fees without notice. Notice of changes will be given as far in advance as possible by means of a Calendar supplement and/or notice on the UCW website. Fees paid are subject to the fee rates in effect at time of payment.

Tuition Discount

For students who pay tuition in advance, they may be eligible for a discount. If an undergraduate student pays in full for 12 courses in advance, or a graduate student pays in full for eight (8) courses in advance, the following discount is available:

- 5% discount for payment received by cash, debit, cheque or wire transfer; or
- 3% discount for payment received by credit card.

Tuition Change

In the event of a tuition increase, students have the option to pay the balance of one (1) year's program tuition. Fees paid within 15 business days of effective tuition increase date will not be subject to fee increases.

Student Responsibilities

Students become responsible for their course or program fees upon registration. These fees may be adjusted only if a student officially drops courses, withdraws, cancels registration, or changes status within the designated time frames. Students are responsible for knowing in which courses they are registered. DO NOT rely upon faculty at any time to drop a course for failure to attend.

Fee Accounts

Students may view their account balances on the UCW web site. Students adding or dropping courses should allow 24 hours during the week and 48 hours on weekends for accounts to be updated. Students unable to obtain their tuition fee information from the UCW web site may contact the Finance Office. Overpayments and other credits exceeding term fees are applied to unpaid accounts or to the next term if a student is registered in the following term. Any remaining credit balance for a term is refunded on request. Tuition fees for credit courses are exempt from the Harmonized Sales Tax (HST), but HST may be required on other fees.

Payment Due Dates

Except where the student has entered into a written payment plan approved by the UCW Finance Office, tuition and related fees are due before the start of classes each term.

Additional fees owing as a result of changes in a student's registration are due by the end of the month in which the changes are made.

Students are responsible for making their payments before registration whether or not they have received a statement of account. Students who have not paid their full fees on time may have their course registrations cancelled and be denied other services.

Making Payments

Students are asked to make their payments through a debit card, cash, credit card, (Visa, MasterCard, or American Express), cheque, or money order. Credit card payments can be made in person or on-line. On-line credit card payments are only accepted for application fees. Application fees may also be paid via credit card by telephone. Students paying on-line 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
200 - 1111 Melville Street
Vancouver, Canada
V6E 3V6**

IMPORTANT: Students must ensure that their student numbers and the term (e.g., 2012 Fall) are written on the face of their cheques.

Overdue Accounts

Students with overdue tuition or other accounts may be denied services, including:

- Registration in future classes;
- Access to classes and examinations; and/or
- Receipt of loans, awards, grades, transcripts, degrees, and documents certifying enrolment or registered status.

Students who have their registration cancelled for not paying their fees by a due date, or who withdraw or otherwise leave the University, remain liable for unpaid accounts. The University may take legal action or use reputable collection agencies to recover unpaid accounts. Legal and collection costs incurred by the University in this process are added to a student's account.

Tuition Receipts

Tuition receipts for tax purposes (T2202As) are issued in February for the preceding calendar year. These forms are sent to students by the end of February and are available through the student's MyUCW account.

Fee Reimbursements

To obtain fee reimbursements, students must withdraw from courses by submitting an official Request to Withdraw to Student Services or the Registrar's Office when they take place, but no later than the specified dates. Where fee reimbursements are granted, they will be based on the date on which written notice is received. Students must not rely upon faculty to drop them from courses. Students are strongly urged to scrutinize their course registration status at the web registration site before the full fee reimbursement deadlines, particularly if they have made course changes.

Tuition Refund Policy

Written notification is required for all cancellations, withdrawals, and dismissals. Refunds will be based on the date of receipt of the

official written notification. Note that refund may take up to 30 days to allow for processing.

Domestic Students

REFUNDS BEFORE THE COURSE(S) BEGINS:

Students who cancel prior to the start of their program or course(s) receive a 100% refund of all monies paid, except the following:

- The non-refundable Application Fee.
- Any other non-refundable fees as identified on the student's fee schedule.

REFUNDS AFTER THE COURSE(S) BEGINS:

Students withdrawing from a course(s) during the first week of study have 100% of their course fees refunded, except the following:

- The non-refundable Application Fee.
- Any other non-refundable fees as identified on the student's fee schedule.

Students withdrawing from courses after the first week of the official course start receive no refund of course fees for courses that have commenced and in which they are currently enrolled. For courses the student has registered in and that have not commenced are eligible for a full refund, less the above mentioned fees.

International Students

REFUNDS BEFORE THE COURSE(S) BEGINS:

International students who cancel prior to the start of their program or course will receive 100% refund of all monies paid, except the following:

- The non-refundable Application Fee.
- The Withdrawal Processing Fee.
- Penalty of the first term's tuition will be retained for students cancelling due to reasons other than the study visa denial.

REFUNDS AFTER THE COURSE(S) BEGINS:

Students withdrawing from courses during the first week of study will have 100% of their course fees refunded, except the following:

- The non-refundable Application Fee.
- The Withdrawal Processing Fee.
- Penalty of the first term's tuition will be retained for students cancelling due to reasons other than the study visa denial.

Students withdrawing from courses after the first week of the official course start receive no refund of course fees for courses that have commenced and in which they are currently enrolled. Any courses the student has registered in and that have not commenced will be eligible for a full refund, less the above mentioned fees.

Financial Aid

Financial aid in the form of bursaries, grants, and scholarships may be available to students. Further information on financial aid awards and application procedures is available on the UCW web site: www.ucan.ca or in the Finance Office. Except where a donor directs otherwise, the proceeds of awards issued by or through the University are applied towards a student's total fees for the academic year. If the financial aid a student receives exceeds this amount, the balance

is returned to the funding source. Proceeds from government loans and work study positions are disbursed based on discussions with the Finance Office. An award of financial aid may be withheld or cancelled if there are no suitable candidates or if a donor withdraws the award, or if the student receiving the award withdraws from UCW or fails to meet the terms and conditions of the award. If for any reason the original recipient becomes ineligible for an award, the funds may be reassigned to other students.

Tuition Refunds and University Limited Financial Liability

The University's financial liability in relation to the student's enrolment is strictly limited to the tuition paid by or on behalf of the student and the refund policy. For greater certainty, the University is not liable for any other cost or loss (direct or indirect) of any kind whatsoever, including, but not limited to, the result of the cancellation or delay in the offering of a course or program, except as provided for through the applicable tuition refund policy. Students should note that any tuition payments received by the University from a government program, an agency, or a person other than the student will be refunded, on behalf of the student to that government, agency, or other person.



Student Financial Options

University Canada West strives to make the tuition payments as convenient as possible for students by offering several financing options. Students can choose to make a one-time, one-year tuition payment for a 3% (credit card) or 5% (cash or cheque) discount over the tuition paid or choose to pay their tuition term by term. Students can make tuition payments by cash, cheque, Interac, Visa, American Express, MasterCard, or money order. Students that require financial assistance can apply through one of the following ways:

Student Loans

Canadian students (including permanent residents, landed immigrants, and protected persons as designated under the Immigration and Refugee Protection Act) that may require financial assistance can apply for student loans or grants through their respective provincial or territorial government. Funds will be disbursed through a combination of the Canada Student Loan (CSL) program and the appropriate provincial student loan program. One application with the respective provincial or territorial government will qualify the student for both programs. For information on provincial and territorial student loans, please refer to the contact information below.

Province	Telephone	Website
Alberta	780.427.2740	alis.gov.ab.ca/studentsfinance
British Columbia	1.250.387.6100	www.studentaidbc.ca
Manitoba	204.945.6321	edu.gov.mb.ca
New Brunswick	506.453.2577	studentaid.gnb.ca
Newfoundland	888.657.0800	edu.gov.nf.ca/studentaid
Northwest Territories	800.661.0793	nwtsfa.gov.nt.ca
Nova Scotia	800.565.8420	studentloans.ednet.ns.ca
Nunavut Territory	877.860.0167	gov.nu.ca/education
Ontario	900.565.6727	osap.gov.on.ca
Prince Edward Island	902.368.4640	studentloan.pe.ca
Quebec	418.646.5245	afe.gouv.qc.ca
Saskatchewan	306.787.5620	student-loans.sk.ca
Yukon	867.667.5929	education.gov.yk.ca/

Student Line of Credit

Many financial institutions have developed a Student Loan Program or a Student Line of Credit for Canadian Citizens and Permanent Residents with a preferential interest rate. University Canada West has partnered with major financial institutes including CIBC and RBC to provide assistance to students. Students who may not be eligible for government student loans may benefit by applying for a student line of credit with their banking institutions.

Registered Retired Savings Plan (RRSP)

Taxpaying students are able to withdraw money from their RRSP's for full time education and training for either themselves or their spouse/common-law partner on a tax free basis. This plan allows students to withdraw up to \$10,000 per year (total maximum of \$20,000) from their RRSP.

Registered Education Saving Plan (RESP)

RESPs are registered education saving plans that permit savings to grow tax-free until the student beneficiary is ready to enroll full-time in a qualified post secondary institution. Contributions to all RESPs are subject to a lifetime maximum of \$50,000. An RESP also allows the student to apply for the Canadian Education Saving Grant.

For more information on any of the above financing options, please contact the Financial Services.

Student Services

University Canada West offers a range of services for students who wish to enrich their UCW experience or require assistance in variety of areas related to their educational and personal pursuits. Student Services strive to help students improve their academic performance, increase retention and graduation rates, and foster an environment that supports undergraduate and graduate students. Student Services also offers academic support services to students enrolled at UCW.

New Student Orientation

UCW Student Services conducts New Student Orientation for all new University students. Orientation is a great way for first year students to meet fellow students, faculty and staff. All new students receive an orientation package and also have the opportunity to learn about how to use their MyUCW Student portal, assistance with their course selection, registration and have a campus tour.

Note that Orientation sessions are mandatory for all new students. Because they are scheduled the week before classes start, new students must arrange their travel plans accordingly to ensure they can attend their scheduled orientation session.

Guidance Counselling & Academic Advising

Each student works with Student Services coordinators to explore the student's current academic needs and the resources available to develop an individualized system of support. Student Services Coordinators are highly knowledgeable about UCW requirements and expectations and can help students overcome obstacles they may encounter during their studies.

Tutoring/Coaching

Tutoring/Coaching is an active-learning process, requiring student and tutor to achieve understanding of course material through interaction. Numeracy Coaches and Writing Coaches are available for all current students at University Canada West who would like to take advantage of the tutoring which is available at no additional cost.

Students who wish to schedule sessions with a Coach should use MyUCW to send a message to them. See "UCW Contact Information" for Numeracy and Writing Coaches.

Guest Speaker Seminars & Workshops

Student Services conducts seminars in a number of areas related to academic and professional success. Past topics included Resume Writing, Cover Letter & Interview Skills workshop. Student Services conducts monthly Guest Speaker Seminars by inviting prominent business professionals to come and converse with students, sharing their professional experience and knowledge in their particular field.

Social Activities

Student Services provides opportunities for students to participate in activities and events outside the classroom. Social activities are coordinated and organized by the Student Committee and Student Services on a term-by-term basis. Student Services values diversity and respect individuality by providing opportunities for students to celebrate traditions that will help students from Canada and around the world in sharing knowledge and developing friendship that will last a lifetime.

Student Locker Facilities

UCW provides temporary on-site storage facilities so that students may secure personal equipment on a temporary basis. Please contact Reception to access this service.

Student Committee

University Canada West's student body is growing and diversifying. The University believes that continuous improvement of our student experience, including building community, fostering a culture of understanding and respect, and engaging students in informal and social events, is highly important and a beneficial supplement to academic life. The UCW Student Committee is a voluntary organization which represents and supports the student body at UCW.

Liaising directly with the Student Services Coordinator, the Student Committee supports the organization and delivery of student events and provides student representation on UCW working groups.

Students serving on the Student Committee are in good academic standing and model the competencies embedded in all UCW programs, including constructive problem solving, strong team skills, effective English language communication skills, and leadership. Members are sought to profile the University's student body positively.

Within the Committee are specific areas in which students can choose to become engaged:

- Planning and participating in new student orientations;
- Planning and coordinating social events for the student body;
- Coordinating a Guest Speaker Series (liaising with Administrators and the Business Development Team);
- Contributing to a UCW Newsletter (liaising with UCW's Marketing Manager); and
- Providing student perspectives in the production and regular review of UCW's calendar, website, and other university resources (liaising with the Registrar, Marketing Manager, other UCW staff as appropriate).

Any student who is interested in learning more about the UCW Student Committee should contact the Student Services Office.

Library

The University Library provides a vast range of information resources, services, and research expertise to support the diverse information needs of students and faculty in all disciplines. The Library plays a vital role in the University's commitment to information literacy. Our collection includes in 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 **20,000 unique electronic journal titles**, and close to **73,000 electronic books**, over **46,000 digital images**, close to **100 digital videos**, and hundreds of **company profiles, statistical reports and data, industry reports, and SWOT analyses**.

The UCW Library provides students, faculty, and staff with the following services:

- **Information and Reference:** Under the guidance of expert librarians, library users can seek information and/or reference services in person, via telephone, and/or via email. University librarians cannot conduct research on behalf of a student but can provide detailed assistance in finding the best databases, evaluating resources, and honing research skills to increase the relevance and accuracy of student research.
- **Circulation:** The Library houses a modest print collection, which is primarily accessible by on-campus students and faculty. Library users can borrow material for 14 days and may renew item(s) once provided there are no holds on that title. The Library provides all UCW students, faculty, and staff access to a full on-line library of books, newspapers, and journals through various databases including Ebrary and EBSCO subscriptions. To borrow material, students must show valid photo student id. Reference materials cannot be borrowed.
- **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 an area of 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 Copyright laws and standards.
- **Bibliographic Instruction:** The Library provides bibliographic instruction and workshops on a variety of topics and subjects. Workshop topics include APA Style, Plagiarism, Research Skills, Database Use, and Literature Reviews. These workshops are held both on campus and on-line throughout the term. Faculty may request sessions to be held in their classroom. All students and faculty can contact the library to put a request in for a session to be held on a topic.

All Library services are provided at no additional cost.

The University Canada West library system is primarily an on-line library and collection of electronic resources. The Library supports teaching, learning, and research through access to resources and assistance by expert librarians.

Resources are accessed via the MyUCW site at myucw.ca and includes electronic journals, tutorials, helpful links, and indexes and databases. A reading room is located on the Vancouver campus, with librarians to provide reference help in person, by phone, and by e-mail. On-line students can contact the Librarian using MyUCW mail. Interlibrary loans are also available. Library electronic resources are available at Library workstations and can be accessed from home and the office 24 hours a day.

Wireless Internet access is available. The Library also offers library training sessions for individuals and groups, students, and faculty.

University Contact Information

UCW Team	Service Needed	Contacts
UCW (General)	<ul style="list-style-type: none"> General enquiries Single contact for calls to staff 	200 – 1111 Melville Street Vancouver, British Columbia Canada, V6E 3V6 Tel: 604.915.9607 Toll Free (Canada): 877.431.6887 Fax: 778.331.8268
Enrolment	<ul style="list-style-type: none"> Initial contact with UCW Application & Enrolment assistance Collection of initial documentation Preliminary advising Financial planning assistance Preparation for program start 	Email: Phone: 604.915.9607 Toll Free (Canada): 877.431.6887 Fax: 778.331.8264 (domestic) 604.915.7290 (international) info@universitycanadawest.ca OR info@ucan.ca
Academic	<ul style="list-style-type: none"> Academic program delivery Class schedules Degree pathways Directed studies Mentors and supervisors Academic standards Academic appeals Writing coaches Numeracy coaches Academic support 	Dean and Program Chair: Art and Sciences / Business and Management: Phone: 604.915.9607 Fax: 778.331.8268 Numeracy Coaches MyUCW Dropbox: Numeracy Online Numeracy Vancouver Writing Coaches MyUCW Dropbox: Writing Online Writing Vancouver
Student Services	<ul style="list-style-type: none"> New student Orientation Guidance Counselling & Academic Advising Course registration Course drop/add and withdrawals Tutoring & coaching Guest speakers, Workshops & Events Student committee Student locker & lunchroom facilities 	Phone: 604.915.9607 Fax: 778.331.8268 MyUCW Dropbox: Student Services
Registrar's Office	<ul style="list-style-type: none"> Admissions Student records & Official transcripts Letters of confirmation Graduation Letters of permission Official documentation Transfer credit and PLAR requests 	Vancouver and On-line: Email: registrar@universitycanadawest.ca Phone: 604.915.9607 Fax: 604.638.0339 MyUCW Dropbox: UCW Registrar
Financial Services	<ul style="list-style-type: none"> Student financial accounts Tuition receipts Fee reimbursements Tuition refunds Student loans Planned payment options Financial planning 	Phone: 604.915.9607 Fax: 778.331.8268 On-line: on-line@ucan.ca vancouver@ucan.ca MyUCW Dropbox: Finance On-line Finance Vancouver
Library	<ul style="list-style-type: none"> Information and reference Circulation Computer and study space Textbooks Bibliographic instruction Writing & Research skills On-line assistance 	Vancouver and On-line: Phone: 604.915.9607 Toll free 1.877.431.6887 ext.2201 MyUCW Dropbox: UCW Librarian

Undergraduate Course Descriptions

The following brief descriptions are intended to provide general course content and expectations. For current and detailed information about courses, please consult the respective department. Note that courses are clustered in “tiers” which provide a general pathway towards degree completion. Tier 1 courses should be taken first in the student’s program, with subsequent tiers being completed in order. This allows for maximum flexibility in program planning while ensuring the student has mastered introductory materials before proceeding to more advanced levels of learning. Refer to the Standard Degree Pathways in Appendix A .

BIOL 204 - Modern Biology

An introduction to biological science, emphasizing the diversity of living organisms and the evolutionary and physiological principles underlying this diversity. Topics include history of life on earth, evolutionary mechanisms, and concepts of animal structure and function.

BUSM 200 - Introduction to Business

An examination of different forms of business organization, primary organizational structures, different operational divisions, business processes, how businesses are financed, business and risk, corporate responsibilities to shareholders and employees; along with an examination of typical business functions of production, marketing, human resource management, accounting and finance.

BUSM 205 - Organizational Behaviour

This course investigates the dynamics of human behaviour within the context of organizations. Three levels of analysis are focused upon; individual, group and organization. The goal is to develop analytical skill to decrease the number of unintended consequences occurring due to the

interface between human nature and organization rules; implicit and explicit.

BUSM 206 - Business Environment

This course introduces students to the capitalist marketplace and the boundaries of the many interest groups that influence the outcome of economic activity. Included are business and society issues, government policies, financial markets, ethics, and global factors. The related dynamics and their effect on enterprise is the foundation of investigation.

BUSM 207 - Marketing Management

This course provides an overview of the five “Ps” of marketing: price, place, promotion, product, and people. Included will be a discussion of push versus pull strategies to determine and satisfy customer needs. Advertising principles will be evaluated and the influence of the Internet will be presented. Development of a marketing plan will be an important element.

BUSM 208 - Principles of Accounting

This course introduces the “language of business” by way of accounting principles. Generally accepted accounting methods are presented and discussed. Techniques of accumulating and reporting financial data are investigated, as are formulas to evaluate the economic health of a company. Focus however is on financial systems rather than on diagnostic evaluation.

BUSM 300 - Managerial Accounting

This course investigates the use of accounting information in the decisions made by management during the process of planning and controlling. Included is an understanding of the systems in place to measure the cost and profitability of products and services, and the related implications of change in investment and cost reduction strategies. Examinations of financial reporting guidelines, both formal and

informal requirements, are evaluated within the context of how they affect managerial judgment. In particular, the focus will be on internal control mechanisms. This will include the implication of changes in accounting policy on investing, operating and financing choices.

Pre-requisite: BUSM 208

BUSM 301 - Advertising

An examination of the fundamentals of advertising including the sociology and psychology of advertising; related legal, ethical, and moral considerations incumbent in a business context; and, the economics of advertising. Considers the importance of matching message and methods of promotion to target audience, product and corporate branding; the costs of various advertising media (including social media), the use of press releases and co-op ads; and the evaluation of the effectiveness of advertising.

Pre-requisite or Co-requisite: BUSM 207

BUSM 302 - Operations Management

This course investigates the development and administration of activities that are involved in transforming financial, human, physical, and natural resources into products and services. Quality and productivity are critical outcomes of logistical operating systems. Methods of integrating efficient processes, both technical and human, underscore this system-wide task.

BUSM 303 - Finance

This course will introduce concepts of financial techniques necessary to assist the organization obtain capital and manage it effectively. Models of evaluating various returns will be based on accounting inputs. Underlying most analysis will be net present value theory. Critical to the course will be decision-making in relation to the cost and availability of funds, and maximizing economic returns

BUSM 304 - Money and Banking (not offered in 2012)

This course deals with the understanding of money markets, financial institutions, monetary policy and the role of money in economic cycles. The course will cover interest rates, foreign exchange markets, banks and the banking industry, regulatory regimes, and the development and implementation of monetary policy.

BUSM 306 - Entrepreneurship

This course will outline the characteristics of entrepreneurial environments, including individual personality and corporate culture. Emphasis will be placed on new venture creation, and development of related business plans. Entrepreneurship will be discussed as a method to operate more creatively within the typical bureaucratic environment. The implications of government policy and programs will be assessed.

BUSM 307 - International Business

This course will develop an understanding of the dynamics of managing locally while operating globally. Investigation of the unique characteristics of global competition including the macro-economic environment, marketplace interaction, international financial institutions, Non Governmental Organizations (NGOs) and government policy will be undertaken.

BUSM 308 - Change Management

The world of technology is changing at an ever-increasing pace. This course focuses on understanding and managing change in today's world, including: motivating employees to act and react more quickly, leadership factors, and proactive mechanisms for change.

BUSM 310 - Tourism Management

An introduction to the world of tourism management. Examines such elements as destinations, infrastructure, intermediaries and travel services, with examination of the role of the

Internet in delivering a virtual service. Incorporates the managerial functions that direct the tourism processes with an emphasis on marketing, human resources, financial aspects and the need for sustainability and environmental responsibility.

BUSM 311 - Strategic Leadership

Assesses what business leaders can do to direct an organization towards a commonly shared mission and purpose. Examines mission and core values of an organization, formulation and implementation of guiding principles and policies, SWOT analysis, strategic plans. Models of analysis will include scanning the environment to assess the political, economic, societal, and technological influences on corporate achievement. Related resource gaps will be determined and tactics developed to achieve corporate goals.

BUSM 315 - Investments

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 avenues are considered. Advantages and disadvantages of domestic vs. international markets. Review of the major alternative approaches for selecting specific investment instruments.

Pre-requisite: BUSM 303

BUSM 409 - Emerging Global Issues in Business

The course will examine a broad spectrum of current global issues that affect business. Consideration will focus on the importance of scanning the global environment to identify emerging issues, including an analysis of items in the news and how they affect business decision making for businesses choosing to operate internationally. Emerging issues in international business; international trade; global monetary systems; ethics of international finance,

accounting and taxation; corporate social responsibility; and international human resource management will be examined.

BUSM 410 - Business Law

An examination of different forms of business organization along with consideration of contract law, employment law, intellectual property rights, fiduciary obligations, issues of business negligence, and the regulatory environment. The intent is to investigate a number of legal principles that affect businesses and other organizations (e.g., nonprofit organizations).

BUTM 312 - E-Business

This course highlights the growing business model using the Internet 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.

BUTM 400 - Introduction to Information Systems

This course introduces the various aspects of information systems (IS) from a business perspective. It examines how information systems are used in business organizations and explores the managerial, organizational and social implications.

BUTM 401 - Information Systems Analysis and Design (not offered in 2012)

This is an advanced course in analysis, design and implementation of computer-based information systems. It focuses on:

- Identifying systems requirements.
- Systems Feasibility Analysis.
- Process and Data design.
- Security & Control issues.
- Implementation, cut-over and production support considerations .

Pre-requisite: BUTM 400

BUTM 402 - Management Issues Related to Information Systems (not offered in 2012)

The course explores the challenges and approaches to managing information systems and technology investments. Emphasis is on current management issues related to information systems and technology, including the competitive market for knowledgeable people, IS and IT outsourcing, repatriation, if appropriate, of previously outsourced IS and IT functions, data warehousing, data mining, knowledge management, and other trends. Topics include adoption, innovation, impact on business process, and changes to information systems as a catalyst for change. The impacts of Information Systems decisions are analyzed from the perspective of customer satisfaction, benefits and risks, partnerships, and international challenges, and opportunities.

Pre-requisite: BUTM 400

BUTM 403 - Technology Culture and the Future (not offered in 2012)

The course will deal with the impact of technologies on individuals, organizations, and society, and look forward to how advances in technology might have further influence on how one does business, business opportunities, how consumers buy, and how work and leisure lifestyles change with the new abilities derived from the new technologies. It explores the commercialization of scientific discoveries, application and impact of avant-garde technologies in business, and life. Technologies considered will likely include Biotechnology and Biological computing, Nanotechnology, Robotics in the work place (industrial/manufacturing applications) and at home, Realities of Voice recognition as the next user interface, Realities of Artificial intelligence, “cyborg” technology focusing on human-machine interface.

BUTM 404 - Managing Innovation

The goal of this course is to expose the best practices of innovation and new business/product/service development. These are rooted in the future of competition: co-creating unique value with customers. The discussion looks at the fundamental transformation of the value creation process already underway in our business system.

CAPS 407 - Cultural and Political Systems

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

CAPS 408 - Major Scientific and Technological Discoveries

This course will investigate scientific and technological revolutionary ideas, including, evolution, genetics and genomics, relativity, plate tectonics, earth systems, digital technologies and other leading-edge discoveries and how they interact within modern society.

CAPS 409 - Ecosystems and Sustainable Development

This course will investigate the ecology and interaction of natural and human ecosystems, including energy systems and global climate change, world fisheries, rain forests, deserts and their implication for economic sustainable development.

CDRS 313 - Research Methodology

An examination of research methodologies including attributes of a good research topic, critical literature reviews, formulating the research design, primary vs. secondary data, negotiating access to data, research ethics, selecting samples, data collection methods, writing and presenting results.

Pre-requisite for GRES 400/401

CDRS 410/411 - Directed Research Project (Six Credit Course) (not offered in 2012)

Under supervision, completion of a literature review, collection of data, analysis of the data, development of critical conclusions, production of a Written Research Paper, and presentation of the final report to the supervisor, any mentor involved, and other students. (Immediately follows CDRS 313)

COMP 106 - Computer Applications (not offered in 2012)

An introduction to computer applications in arts, sciences and business with an emphasis on skills development, such as data analysis, graphics and design, spread sheets and systems analysis.

ECOL 108 - Introduction to Ecology

An introduction to principles of ecology: biotic and abiotic conditions, population, community and ecosystem structure, human impacts on these systems, and basic concepts of conservation and preservation of ecosystems.

ECON 103 - Principles of Microeconomics

An introduction to microeconomic concepts: the market system; price determination; demand and utility; competitive supply; cost analysis; market structures; equilibrium of the firm; pricing of factor inputs; land rents; wages; interest and capital.

ECON 109 - Principles of Macroeconomics

An introduction to macroeconomic concepts: circular flow of income and product; national income; equilibrium level of domestic income; fiscal policy; money and banking; international trade; inflation and unemployment.

ENGL 100 - English Language Writing Skills

This course will teach the development of university-level writing skills with emphasis upon clarity of expression, word choice, line of argument and coherent organization. Writing exercises based upon web-based research will be included.

ENGL 105 - Contemporary Literature: Drama and Narrative

An introduction to contemporary drama and the novel, including screenplays and works by Canadian authors. Assignments include the writing of interpretive essays that incorporate writing skills developed in the first term.

GEOG 104 - Physical Geography

An introduction to basic systematic approaches in the study of modern physical geography, including the climate, vegetation, soil, water, and landforms as components of environmental systems; interrelationships among the components; spatial patterns of environmental systems over the earth; changes in the systems through time; human impacts on natural systems. An emphasis on quantitative skills of modern geography, through the study of physical geography.

GRES 400/401 - Graduation Essay (6 credits)

GRES 400/401 is an original essay on an approved topic related to the student's degree program. This is a two-term course. The paper will be required in APA format. Normally, the essay will be 8,000 to 10,000 words long (approximately 40-50 pages excluding references) with at least 15-20 academic references and, upon completion, will be submitted to the committee (mentor plus another faculty member) and presented by the student towards the end of the term. Students must complete the graduation essay within two terms.

HIST 200 - History of Canada to 1867

Canadian history from the 16th century to Confederation in 1867. Subjects include European expansion and New World settlement; the impact on Aboriginal peoples; the rise and fall of New France; consequences of the American revolution; development of British North America; and the advent of Confederation.

HIST 201 - Modern Canada (not offered in 2012)

The social, political, and economic growth of Canada since Confederation. This course will consider such topics as 19th century economic policy, the relationship between First Nations and the emerging Canadian state, the place of Quebec in Canada, women's historical experience, the impact of industrialization, and Canada's relationship to both Britain and the United States.

MATH 101 - Foundation Mathematics

Problem solving that utilizes basic mathematics in the context of business and social science applications. Coverage includes concepts in exponential growth, linear algebra, elementary statistics and time series analysis. These concepts will be applied to solve problems in compound interest, present value, annuities, Markov matrices, descriptive statistical analysis, data analysis and seasonal and trend analysis.

MATH 209 - Statistics

This course is designed to teach the basic concepts and mechanics of utilizing statistical methods to analyze business data. Attention is focused on interpreting in a clear and definitive manner the results of statistical analysis to support business decision-making. Emphasis will be placed on descriptive statistics, probability theory, and statistical inference.

MDCM 200 - Mass Media and Society

Overview of mass communication's vital role in society, with discussion of media institutions, theories, practices, professional fields, and effects on society, groups and individuals.

MDCM 202 - Information Gathering Course description rewrite given to Alex Pett

Survey of methods and strategies for acquiring information of use to the various mass media. Examination of records, databases, sources, and interview methods.

MDCM 203 - Writing for the Media

Introduction to the process and practice of writing for various mass media channels. Discussion of rights and responsibilities of the public communicator.

MDCM 204 - Visual Communications in Mass Media

Theory and application of visual communication in newspapers, magazines, video, advertising, and public relations.

MDCM 301 - Media and Government

The interface between mass media and government: theory and practice. Media roles in reporting and assessing the workings of legislative and administrative bodies; and government's roles in regulating and monitoring media practices.

MDCM 302 - Public Affairs

Mass media's responsibilities and practices in democratic societies in relation to the public sphere. Topics related to government, courts, politics, finance, urban affairs, education, science and culture.

MDCM 303 - Legal and Ethical Issues in Mass Media

Assessment of legal frameworks that control the flow of information, in relation to ethical, political and economic consequences. Issues of ownership and access to information, free speech, pornography, privacy, libel, copyright, journalistic privilege, advertising, access to public records.

MDCM 304 - Technical Writing and Business Communications

The theory and practice of business communications and technical writing in a corporate context. Topics include analysis of communication problems, assessment of audience levels, message character, message monitoring and storage, message media, selection of appropriate vocabulary and form, corporate proprieties.

MDCM 305 - Public Relations in Practice and Theory

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.

MDCM 306 - Communications Theory

Survey of contemporary social, scientific, and humanistic theories of mediated communication. Theories of the media and their relationships to society.

MDCM 307 - Directed Studies

Supervised literature search, research, and written critical reports on a student-selected topic within a specialty concentration: a) public relations, b) media writing, or c) media as business. Learning teams organized according to specialty concentrations.

MDCM 401 - The Business and Economics of Mass Media

Mass media viewed as corporate structures subject to competitive market forces and globalization. Attention to issues of production and distribution, investment, finance, economic strategy, ownership, taxation, work force, management.

MDCM 402 - Advanced Media and Communications Writing

Advanced processes and practices of writing for multimedia that include print, audio-video, computer-assisted presentation, internet-intranet applications, and striking the balance between word and image.

MDCM 403 - Directed Studies

Further supervised research, and written critical reports on a student-selected topic within a specialty concentration: a) public relations, b) media writing, or c) media as business. Learning teams organized according to specialty concentrations.

MDCM 404 - Internship(not offered in 2012)

A supervised workplace internship.



PHIL 202 - Moral Philosophy

An introduction to a philosophical approach to ethical issues. Its aim is to discuss prominent theoretical approaches to ethics that attempt to answer questions about the morality (the rightness and wrongness) of human conduct. The course will provide both historical and methodological notes and then go on to investigate various ethical theories such as utilitarianism, deontology and virtue ethics. Moral philosophy builds a foundation for future investigations into controversial moral issues found in the professions of medicine, business and law.



POLI 102 - Politics and Government

An introduction to the basic concepts and systems of government and politics in a historical and modern context. This course examines major texts in the history of political thought and the questions they raise about the design of the political and social order. It considers the ways in which thinkers have responded to the particular political problems of their day, and the ways in which they contribute to a broader understanding of modern justice, democracy, and the relationship of the individual to the state.

PRACTICUM 300, 301, 302 Practica in Arts and Science (not offered in 2012)

Supervised volunteer/work experience in a field related to the student's area of study that provides an appropriate learning experience, subject to the approval of the Dean or Program Chair. A practicum will consist of at least 40 hours of work and supervision, roughly coinciding with

the term for which credit is sought. A brief essay/report of the experience will be submitted by the student to the Dean or Program Chair of Arts and Science. A brief report on the student's experience will also be received from the supervisor. The onus on establishing a practicum may originate with the Dean or Program Chair of Arts and Science Office, the student, or the placement institution itself. Approval of the Dean or Program Chair must be sought a minimum of three weeks before the beginning of the practicum.

PSYC 107 - Fundamentals of Psychology

An introduction to psychology emphasizing basic principles of the biological bases of behaviour, research methods, learning, sensation and perception, motivation, and emotion. Other topics may include consciousness, memory, and personality.

SOCI 203 - Sociology

An introduction to sociology, including culture, gender, socialization, race and ethnicity, groups and organizations, economics and politics, social interaction, family and religion, deviance, education and medicine, global and social stratification, population and urbanization, sex, environmental concerns; with theories and methods of sociological research.

TMWK 100 - Team Leadership (not offered in 2012)

Studies team dynamics, leadership styles and how to use them appropriately. Involves active participation in a team and analysis of team effectiveness. Provides content and processes for building and maintaining an effective Learning Team.

Graduate Course Descriptions

The following brief descriptions are intended as a general indication of course content and expectations. Note that courses are clustered in “tiers” which provide a general pathway towards degree completion. Tier 1 courses should be taken first in the student’s program, with subsequent tiers being completed in order. This allows for maximum flexibility in program planning while ensuring the student has mastered introductory materials before proceeding to more advanced levels of learning. Refer to the Standard Degree Pathways in Appendix A. For current and detailed information about courses, please consult the respective department.

Preparatory Courses

Mathematics

Students who have not taken a course in mathematics for some time, or who have not had any courses on basic accounting principles, have the option of taking MBA 097 Preparation for Business Math and MBA 098 Introduction to Basic Accounting Principles. These courses are highly recommended for any student entering the MBA program without a BCom or BBA degree.

International students new to the country, and students without a prior business degree and with limited work experience, may be required to complete an eight week on-campus MBA 001 (MBA Foundations) program to prepare for their MBA program.

MBA 001 - MBA Foundation (Not currently offered)

An eight-week residency term involving course related study and supplemental workshops as a foundational program which constitutes an introduction to Canadian business, an introduction to Canadian politics and government, an introduction/review of micro and macro

economics, statistics, and English language writing for academics and business. In addition, workshops will cover study skills, case analysis, presentation skills, using MS Excel for statistical analysis, negotiation and conflict resolution. Students will also be expected to complete two self paced computer based courses: one on preparation for business math and one introducing basic accounting principles. The entire eight week learning experience is supported by English as a Second Language coaching services for those who need the support. Various social events will take students into the community of Victoria, B.C. (This course is intended for those international students that are coming to North America for the first time, and for any mature Canadian students who have been out of school for a long time and want a preparatory experience.)

MBA 097 - Preparation for Business Math (Not currently offered)

An on-line, self managed and self paced diagnosis, review and testing of basic math skills appropriate for business math calculations; and of basic accounting principles in preparation for MBA 505 Numerical Analysis, MBA 508 Financial Management and MBA 522 Consulting/Research Project.

MBA 098 - Introduction to Basic Accounting Principles (Not currently offered)

An on-line self-managed and self-paced diagnosis, review and testing of understanding of basic accounting principles in preparation for MBA 507 Management Accounting, MBA 508 Financial Management and MBA 512 Entrepreneurship.

MBA 500 - Team-Based Leadership (Not currently offered)

This course is based on a number of concepts relating to the use of teams in management. It

includes coaching as well as project team models. Students will study team dynamics and styles and how to use them appropriately. Students receive feedback about their personal goals and managerial skills including: management style, visioning, career goals, decision styles, strategic openness and feedback processes. The course will help students build and maintain an effective Learning Team.



MBA 501 - Human Interfaces

Focus is on the importance of understanding human dynamics in an organizational context, including individual, group and organization-wide interactions. Tensions found at the boundaries of subsystems will

be analyzed and strategies devised to minimize those that are unproductive, while harnessing the positive energy that can result when goals conflict.

MBA 502- Business Environment

This is an investigation of the effects of social, technical, economic and political activities on organizational success. The underlying variables at

the root of these dynamics anchor the discussion. Examines core best business practices worldwide.

MBA 503 - Marketing Management

Marketing principles that will help students implement a marketing strategy for an organization. Included are: the marketing environment, segmentation, positioning, consumer behaviour, customer care, marketing research, branding, pricing, distribution and innovation. Emphasis is placed on an analysis of changes in the marketplace that affect an organization's future.

MBA 504 - Strategic Leadership

This course has a dual focus on both strategy and leadership. Strategic leadership skills and processes include: defining the organization's mission, strategy formulation, the implementation of guiding principles, and establishing clear direction and purpose. Includes a study of environmental factors, industry and country analysis, organizational assessment, strategic formulation, implementation, and control. Students will learn the relationship between rarity, value, substitutability and organizational capacity within the context of financial and leadership control. Students develop enhanced strategic thinking, analysis and judgment abilities. The leadership model studied is based on values-based leadership.

MBA 505 - Numerical Skills

Focuses on the gathering, analysis and interpretation of numerical information, and on common analytical tools and techniques that will allow students to present numbers in a valid and meaningful way. Includes: statistical interpretation and decision trees, principles of economy engineering based on net present value, aspects of marketing research and data gathering techniques. Some basic economic and statistical measures will be studied.

MBA 506 - Consulting Practice

This course is designed to develop skills regarding relationships with internal and external clients. Includes: contracts, requests for proposals, client attachment, role expectations, intervention models, process consultation, organizational learning, detachment, and related concepts. A foundation course for the required consulting assignment.

MBA 507 - Managerial Accounting

This course investigates the use of accounting information in the decisions made by management during the process of planning and controlling. Includes: systems that measure the cost and profitability of products and services, implications of change in investment, cost reduction strategies, and financial reporting guidelines, both formal and informal requirements, and their effect on managerial judgment. In particular, the focus will be on internal control mechanisms. This will include the implication of changes in accounting policy on investing, operating and financing choices.

MBA 508 - Financial Management

This course looks at the impact of financial decisions internal to, and external to the organization. It will introduce the topic of financial markets, and how financial information is related to the success of the firm, especially regarding the ability to raise capital. Included will be a discussion of the different instruments and institutions used during the process. Some strategies for evaluating and minimizing risk will be presented. Underlying much of the analysis will be the concept of the time value theory of money. The role and expectation of shareholders will be presented. Ultimately, it will become clear that most decisions within an organization have important financial implications, explicit or otherwise. These should be well understood and managed.

MBA 509 - Digital Universe

Examination of how digital technology has changed the ways that business does business; and the longer term examination of how rapid growth in the capability of technology is changing both the human experience and business models.

MBA 510 - Operations Management

Operations management seeks to implement and monitor processes to help assure that quality products and services are delivered in a timely and cost effective way to customers. Included in the course are computer and decision support systems using Production and Operations Management software. Statistical methods and cutting edge concepts are discussed as part of comprehensive management practices.

MBA 511 - Project Management

Increasingly, organizations are using project teams as a core process of operation. This is the result of a growing internal and external complexity. Examines the need for more and deeper involvement of teams in the operation of organizations, and the requirement to understand how teams operate and different forms of related structures and reward systems. This course investigates the role of project teams and their management.

MBA 512 - Entrepreneurship

This course examines traditional entrepreneurship and newer forms of enterprise, or "intrapreneurship". Includes: the study of new ventures, from conception to creation, business plans, financing alternatives and small business concepts and support mechanisms. Public and private sector implications are examined.

MBA 513 - Change Management

This course will investigate intervention theory surrounding the dynamics of change. Included will be methods of aligning organizational structures with strategy within environmental vagaries. Change agent models will be discussed

and data collection, content analysis and feedback mechanisms will be outlined to assist the organization achieve risk reduction through harnessing creative, proactive response.

MBA 514 - Global Leadership

Leadership is a critical element in the success of any company. However, the significance of this role is manifold in organizations with mandates that cross borders. Understanding the economic realities of trading internationally requires a breadth of knowledge beyond the scope of managers whose operations are national in characteristic. Awareness of cultural sensitivities and the political realities of doing business are fundamental to this senior leadership, so a study of world leaders and governments will frame this course. Ethical issues, political risk, international mergers, government intervention, and crisis management are some of the important topics covered.

MBA 515 - Research Methodology

An examination of research methodologies including attributes of a good research topic, critical literature reviews, formulating the research design, primary vs. secondary data, negotiating access to data, research ethics, selecting samples, data collection methods, writing and presenting results.

Pre-requisite for MBA 522

MBA 522 - Consulting/Research Project

The Consulting/Research Project is the principal focus of the UCW MBA. It is a substantive effort of synthesis and application of the material covered during the course work. Full time students are expected to spend a minimum of 20 hours per

week on this project. The project is expected to be completed within six months of the project start date. However, the maximum time permitted is 1 year, which includes a maximum of two paid extensions.

The focus of this course will be on the completion of either a consulting project or a research project and the production of a significant document. This document will be important not only to students' learning at UCW, but also to their sponsor organizations, whether that is their own workplace or another organization. It will be a substantial piece of practical research that is fully documented and open for scrutiny by both the university and the sponsor organization. Students will need to complete a literature search to support the long-term value of their findings. Students will complete: a project proposal; organizational action research, results presentation and final written report. They will also be required to give an oral presentation in front of their peers and academic staff of the University. UCW encourages students to become involved in implementing their project recommendations wherever possible.

MBA 549 – Business Fundamentals

An examination of different forms of business organization along with an examination of typical business functions of production, marketing, human resource management, accounting and finance. Students will explore organizational structures; different operational management opportunities; business processes; how businesses are financed; business and risk; corporate responsibilities to shareholders and employees; and business law.

Appendix A: Standard Degree Pathways

Bachelor of Arts (BA) – Media & Communications: General Studies

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 1 Take these courses first.	
BUSM 200	Introduction to Business
BUSM 206	Business Environment
ECON 103	Principles of Microeconomics
ENGL 100	English Language Writing Skills
ENGL 105	Contemporary Literature: Drama & Narrative
MDCM 200	Mass Media & Society
MDCM 202	Information Gathering
MDCM 203	Writing for the Media

Tier 2 Take these courses any time before Tier 3.	
BIOL 204	Modern Biology
BUSM 410	Business Law
ECOL 108	Introduction to Ecology
ECON 109	Principles of Macroeconomics
GEOG 104	Physical Geography
HIST 200	History Of Canada to 1867
MATH 101	Foundation Mathematics
PHIL 202	Moral Philosophy
POLI 102	Politics & Government
PSYC 107	Fundamentals Of Psychology
SOCI 203	Introduction to Sociology

Tier 3 Take these courses after Tiers 1 & 2.	
BUSM 207	Marketing Management
BUSM 301	Advertising
BUSM 409	Emerging Global Issues in Business
BUTM 312	E-Business
BUTM 404	Managing Innovation
MDCM 204	Visual Communication for Media
MDCM 301	Media & Government
MDCM 302	Public Affairs
MDCM 303	Legal & Ethical Issues in Mass Media
MDCM 304	Technical Writing & Business Communications
MDCM 305	Public Relations In Practice & Theory
MDCM 306	Communications Theory

Tier 4 Take these courses after Tiers 1, 2, and 3.	
BUTM 403	Technology Culture & the Future
CAPS 407	Cultural & Political Systems
CAPS 408	Major Scientific & Technical Discoveries
CAPS 409	Ecosystems & Sustainable Development
CDRS 313	Research Methodology
MDCM 401	The Business & Economics of Mass Media
MDCM 402	Advanced Media & Communications Writing
GRES 400/401	Graduation Essay (mandatory & LAST course)

Bachelor of Arts (BA) – Media & Communications -

Degree Completion

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 1	Take these courses first.
BUSM 200	Introduction to Business
ECON 103	Principles of Microeconomics
ENGL 105	Contemporary Literature: Drama & Narrative

Tier 2	Take these courses any time before Tier 3.
PSYC 107	Fundamentals of Psychology
SOCI 203	Introduction to Sociology

Tier 3	Take these courses after Tiers 1 & 2.
BUSM 207	Marketing Management
MDCM 301	Media & Government
MDCM 303	Legal & Ethical Issues in Mass Media
MDCM 304	Technical Writing & Business Communications
MDCM 305	Public Relations in Practice & Theory
MDCM 306	Communications Theory

Tier 4	Take these courses after Tiers 1, 2, & 3.
BUTM 403	Technology Culture & the Future
CAPS 407	Cultural & Political Systems
CAPS 408	Major Scientific & Technical Discoveries
CAPS 409	Ecosystems & Sustainable Development
CDRS 313	Research Methodology
MDCM 401	The Business & Economics of Mass Media
MDCM 402	Advanced Media & Communications Writing
GRES 400/401	Graduation Essay (mandatory & LAST course)

Bachelor of Commerce – General Studies

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 1	Take these courses first.
BUSM 200	Introduction to Business
BUSM 205	Organizational Behaviour
BUSM 206	Business Environment
BUSM 208	Principles of Accounting
ECON 103	Principles of Microeconomics
ENGL 100	English Language Writing Skills
ENGL 105	Contemporary Literature: Drama & Narrative
MATH 101	Foundation Mathematics

Tier 2	Take these courses any time before Tier 3.
BIOL 204	Modern Biology
BUSM 301	Advertising
BUSM 315	Investments
BUSM 409	Emerging Global Issues In Business
BUSM 410	Business Law
ECOL 108	Introduction to Ecology
ECON 109	Principles of Macroeconomics
GEOG 104	Physical Geography
HIST 200	History of Canada to 1867
MDCM 200	Mass Media & Society
PHIL 202	Moral Philosophy
POLI 102	Politics & Government
PSYC 107	Fundamentals of Psychology
SOCI 203	Introduction to Sociology

Tier 3	Take these courses after Tiers 1 & 2.
BUSM 207	Marketing Management
BUSM 300	Managerial Accounting
BUSM 302	Operations Management
BUSM 303	Finance
BUSM 307	International Business
BUSM 308	Change Management
BUSM 310	Tourism Management
BUTM 312	E-Business
MATH 209	Statistics

Tier 4	Take these courses after Tiers 1, 2, & 3.
BUSM 306	Entrepreneurship
BUSM 311	Strategic Leadership
BUTM 404	Managing Innovation
CAPS 407	Cultural & Political Systems
CAPS 408	Major Scientific & Technical Discoveries
CAPS 409	Ecosystems & Sustainable Development
CDRS 313	Research Methodology
GRES 400/401	Graduation Essay (mandatory & LAST course)

Bachelor of Commerce (BCom) – Degree Completion

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 2	Take these courses first.
ECOL 108	Introduction to Ecology
GEOG 104	Physical Geography
HIST 200	History of Canada to 1867
MDCM 200	Mass Media & Society
PHIL 202	Moral Philosophy
POLI 102	Politics & Government
PSYC 107	Fundamentals of Psychology

Tier 3	Take these courses after Tier 2.
BUSM 302	Operations Management
BUSM 308	Change Management
BUSM 310	Tourism Management
BUTM 312	E-Business

Tier 4	Take these courses after Tiers 2 & 3.
BUSM 306	Entrepreneurship
BUSM 311	Strategic Leadership
BUTM 404	Managing Innovation
CAPS 407	Cultural & Political Systems
CAPS 408	Major Scientific & Technical Discoveries
CAPS 409	Ecosystems & Sustainable Development
CDRS 313	Research Methodology
GRES 400/401	Graduation Essay (mandatory & last)



Master of Business Administration (MBA) for Business Graduates

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 1	Take these courses first.
MBA 501	Human Interfaces
MBA 502	Business Environment
MBA 505	Numerical Analysis
MBA 514	Global Leadership

Tier 2	Take these courses any time before Tier 3.
MBA 503	Marketing Management
MBA 507	Management Accounting
MBA 508	Financial Management
MBA 510	Operations Management

Tier 3	Take these courses after Tiers 1 & 2 .
MBA 509	Digital Universe
MBA 511	Project Management
MBA 512	Entrepreneurship
MBA 513	Change Management

Tier 4	Take these courses after Tiers 1, 2 &3.
MBA 504	Strategic Leadership
MBA 506	Consulting Practice
MBA 515	Research Methodologies
MBA 522	Consulting/Research Project (LAST course)

Master of Business Administration (MBA)

For non- Business Graduates

The following courses show a standard degree pathway. Complete each Tier before proceeding to the next. If a student has completed previous post-secondary education and have courses that may be equivalent, they may apply for transfer credit.

Tier 1	Take these courses first.
MBA 549	Business Fundamentals
MBA 501	Human Interfaces
MBA 502	Business Environment
MBA 505	Numerical Analysis
MBA 514	Global Leadership

Tier 2	Take these courses any time before Tier 3.
MBA 503	Marketing Management
MBA 507	Management Accounting
MBA 508	Financial Management
MBA 510	Operations Management

Tier 3	Take these courses after Tiers 1 & 2 .
MBA 509	Digital Universe
MBA 511	Project Management
MBA 512	Entrepreneurship
MBA 513	Change Management

Tier 4	Take these courses after Tiers 1, 2 &3.
MBA 504	Strategic Leadership
MBA 506	Consulting Practice
MBA 515	Research Methodologies
MBA 522	Consulting/Research Project (LAST course)

Appendix B: Questions & Answers on UCW Degrees

Is UCW accredited?

There is no regional or national accreditation system for universities in Canada. The process of accreditation is not a Canadian concept. Rather, provincial governments have authority over the use of the name 'university' and determine which institutions may grant degrees in their provinces. Provincial governments provide the necessary oversight for all degree programs in both public and independent/private universities.

Under what authority does UCW grant degrees?

UCW is approved as a degree granting university in the province of British Columbia in the same way that universities in other provinces must receive approval from the appropriate Ministries responsible for post-secondary education. B.C., Ontario, and Alberta have formal quality assessment boards with rigorous processes and standards for review and approval of degree programs. As an independent university, UCW receives no government funding, but we are reviewed annually by the Degree Quality Assessment Board (DQAB) and are accountable to meet the same standards regarding the quality and rigour of our programs and our institution as are all the other universities in the province.

The following statement applies to all University Canada West programs, as per the Ministry of Advanced Education and Labour Market Development. "These programs are offered under the written consent of the Minister of Advanced Education and Labour Market Development having undergone a quality assessment process and been found to meet the criteria established by the Minister."

More information can be found through the BC website at:

<https://www.aved.gov.bc.ca/psips/public/report/recommendationsDecisions.faces>

Is UCW a member of AUCC? Does it have AUCC "accreditation"?

Regarding AUCC, it is important to know that the Association of Universities and Colleges of Canada (AUCC) does not consider applications for membership from private, for profit universities. AUCC does not have government authority to approve degree granting status nor does AUCC "accredit" institutions even though there is a common misconception that AUCC has such authority. AUCC is an association, and does not approve universities.

What other quality recognition does UCW have?

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



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

UCW is listed through the Canadian Information Centre for International Credentials as a recognized university authorized to grant degrees. Further information can be found at:
http://www.cicic.ca/687/University_Canada_West__UCW_.canada?id_postsec=496

UCW is also a member of the Association of American Colleges and Universities (AACU). Further information is available at: <http://www.aacu.org/membership/list.cfm#U>

UCW is listed with Imagine Canada, an initiative of the Council of Ministers of Education, Canada (CMEC) as a recognized university. Details are available at:
<http://www.educationau-incanada.ca/educationau-incanada/index.aspx?view=d>

Are students at UCW eligible for student loans?

Yes, as a recognized university, UCW students are eligible to apply for Canada Student Loans. For further information, contact the Canada Student Loans program at:
<http://www.servicecanada.gc.ca/eng/goc/cslp.shtml>.

In addition, they may also be eligible for provincial or territorial student loans depending on their province of residence. Detailed information on provincial and territorial aid programs is found at:
<http://www.campusaccess.com/financial-aid/provincial-student-loans.html>.

Can I transfer UCW courses to other institutions?

Within BC, UCW participates within the BC Council on Admissions & Transfer (BCCAT) and our courses are articulated within the BC post-secondary system. In most cases, students transfer courses into UCW as part of their degree program. However, UCW students also transfer their completed UCW courses elsewhere. In all cases at all universities or colleges, it is up to the receiving institution to accept courses for transfer or not. The sending institution cannot make those decisions.

UCW welcomes questions regarding our programs or institutional recognition. Please contact the Registrar's Office at: 604.915.9607 or via email at registrar@universitycanadawest.ca.

Appendix C: Glossary of UCW Terms & Definitions

The following terms and acronyms commonly are heard within UCW. Use these definitions to enhance student's understanding of words specific to University life.

Term	Use/Definition
Academic Probation	Academic status when a student does not maintain sufficient overall GPA in the program to meet University requirements. Undergraduate students must maintain 2.0 GPA. Graduate students must maintain 3.0 GPA. Once on AP, student then has maximum of 2 courses in which to raise the GPA to at least the minimum acceptable level.
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. <u>Not</u> 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 <u>only</u> in cases where a student is ever issued a single official document during their life.
Audit	A course taken for interest. No academic credit given
BCCAT	British Columbia Council on Admissions & Transfer: the body which facilitates transfer and articulation among member institutions
Block Transfer Credit	Process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential
CIC	Citizenship & Immigration Canada: the federal government body responsible for all immigration-related processes and approvals. Screens and approves foreign students, issues Student Study Permits, and administers Off Campus Work permit program.
Course in Progress (CIP)	Transcript notation that denotes course work underway in the current term for which there is not yet a course grade
Directed Studies	Credit course in which a student works directly with a faculty member on an individual basis. Does not normally duplicate an organized course. Directed studies course requires a term paper, research study, or comparable project, and must be approved by the Dean or Chair of the program.
Domestic Student	Any student who is either a Canadian citizen, holds a Permanent Resident Card or is classified as a Refugee.

Drop	Describes a course a student decides to discontinue in the first week of the term. Student receives full tuition refund and no academic penalty.
Enrolment	Preliminary stage where applicant consults with Enrolment Representative to decide on the best program and start dates.
Enrolment Representative	UCW staff who acts as coach and service representative for applicants. Provides expert advice on UCW program options, assists applicant to apply to UCW.
Full Time	Course load of full time equates to 3 or more courses per term for 4 out of 5 terms for undergraduate students; equates to 2 or more courses per term for 4 out of 5 terms for graduate students.
Grade Point Average (GPA)	Sum of the letter grade point equivalents multiplied by the number of credits in the respective course, totaled and divided by the number of credits attempted.
International Student	Any student who is a citizen of any country except Canada and does not hold a Permanent Resident card or Refugee status.
Letter of Acceptance (LOA)	Official written notification from the Registrar's Office that the applicant has been formally granted permission to attend.
Letter of Intent (LOI)	A letter written by the applicant/student in support of their application. Details why the applicant should be considered; Includes a summary of their work and life experiences that may impact their eligibility.
Letter of Permission	A letter issued to visiting students to permit them to register in specific courses only for a limited period of time. Does not admit the student to the full program.
MyUCW	UCW's learning technology platform which is part of every course and is the primary means of communication between and among students, faculty, and staff. Every student has a MyUCW account.
Off-Campus Work Permit	Canadian federal government program that grants permission to International students to seek paid employment. Student must be full time for at least 6 months and maintain an acceptable GPA to be eligible. <u>Not</u> a UCW program.
Official Documentation	Formal original documents provided to support information provided by applicant.
Official Transcript	Formal transcript issued by an educational institution and is sent directly to the UCW Registrar's Office in a sealed/unopened envelope. If it is received in an opened state, it cannot be used as an official transcript.
Part Time	Course load less than full time for either financial aid or study permit purposes.
Plagiarism	Unauthorized use or submission of another person's work as original; inadequate attribution given to an author or creator whose work is incorporated in the student's work; paraphrasing or using material verbatim from a source without sufficient acknowledgement.
PLAR	Prior Learning Recognition and Assessment: a rigorous evaluation of learning achieved and demonstrated through work experience.
Prerequisite	Course that must be successfully completed prior to taking a subsequent course.
Recognized Institution	An institution that has been granted official recognition of its programs by an outside authority or review body. Commonly confused with "accreditation".

Registration	Process by which individual courses are selected by the student for a term.
Residency Requirement	Defines the minimum number of courses or credits that must be completed through UCW to meet graduation requirements
Standard Degree Pathway ('program plan')	General set of courses that make up a full degree program, all of which must be taken by students unless they provide proof of completion of comparable courses for credit elsewhere (See also "Transfer Credit".)
Suspension	Academic discipline status imposed as a result of serious misconduct. A time limit is imposed during which the student is not permitted to register in classes.
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.
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.

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