



- d) It is the student's responsibility to correspond with receiving institutions to ensure their Selkirk College course selection will meet their Bachelor of Business Administration educational goals.

3. Part-time Study

- a) The program encourages and supports part-time study.

4. Co-op Education

- a) The Co-op Education Program of work terms will be an option within this program.

B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions Department:
  - a) Completed application form.
  - b) The appropriate official transcripts.
2. The deadline for receiving required documentation is stated in the student's admissions letter.
3. An interview (in person or by telephone) with the Program Coordinator or designate may be required before entry to the program. Interview results are not used as criteria for admission.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

A student may obtain credit for a maximum of 50% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof. But students planning to pursue further credentials should confirm that this is an optimal approach.

1. See Policy 8614: Advanced Standing – Course Challenge, PLA, and Transfer Credit.

**PART II: ASSESSMENT, PROMOTION AND GRADUATION**

A. ASSESSMENT

1. Grading

Grading will be based on the Standard Academic and Career Programs grading table from *Policy 8612: Grading*.

2. Types of Assessments

- a) Assignments
  - (i) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
  - (ii) Exams, labs, group or individual projects, assignments, presentations, class participation and other evaluative activities are weighted and averaged as indicated in the respective course outline.
  - (iii) Students will normally receive at least one weeks' notice of dates and times when assignments and/or tests are to be submitted and/or written.
  - (iv) If accepted, late assignments may be subject to penalty.

- (v) Students not submitting assignments or not writing scheduled tests will receive a zero mark. However, in some courses it may be mandatory to submit all assignments to an acceptable level and/or to write all exams in order to receive credit or a minimum grade for the course.
  - (vi) Students who have not completed all assigned work and exams must obtain the instructor's approval to write the final exam before the exam date. The instructor may require the student to prepare a plan for completion of outstanding work.
  - (vii) Students are normally expected to complete all assignments using a word processor, spreadsheet, or other computer application as applicable. See individual course outlines for specific requirements.
  - (viii) Individual course outlines may have other specific requirements for assignments, grades, and/or examinations.
- b) Examinations
- (i) In some courses, students must receive a passing grade on specified exams in order to pass the course. The details will be explained in the applicable course outlines.
  - (ii) Students may be allowed to make alternative exam arrangements, with the appropriate instructor, for valid and verifiable reasons such as medical emergency, family bereavement, or jury duty.
  - (iii) Any alternate arrangements for final examinations must be approved by the School Chair or designate.
  - (iv) Tests and exams will ordinarily be retained by the instructor.

## B. PROMOTION

1. To be promoted in good standing, a student must achieve a minimum GPA of 2.00.
2. To be qualified for automatic admission into a course which stipulates a prerequisite, a minimum grade of "C" or better must be achieved in the prerequisite course, unless the course concerned requires a higher grade.
3. Students will not be permitted to exceed a full semester course load except with the permission of the School Chair or designate.
4. Two (2) failures in a non-elective course are normally cause for withdrawal from the program. A third attempt at a course may be made at the discretion of the School Chair or designate.
5. Any student who has left the program because of unsatisfactory performance may be readmitted with the approval of the School Chair or designate after consultation with Faculty members.

## C. GRADUATION

1. Credential:

Advanced Diploma in Business Administration

**Note:** A student who has completed the graduation requirements with a cumulative GPA of 3.50 or better and no "C+" or lower grades in any subject will be designated as graduating with Honours.

2. Requirements: (see *Policy 8617: Graduation*)
3. Students must complete 30 credits comprised of the following:

**Business Administration Advanced Diploma Policies**

- (a) Up to 9 credits from Selkirk College School of UAS
- (b) Up to 30 credits from Selkirk College School of Business that have not been taken in their previous Diploma
- (c) The student is advised to consult with the receiving institution to validate that Selkirk College courses will transfer into their preferred program plan.

<b>Business Administration Advanced Diploma</b>		
(Entering the program with a Business Administration 2-year diploma Accounting/Finance Concentration)		
Required Courses	Course	Credit
ADMN 230	Project Management	3
ADMN 286	Human Resource Management	3
ADMN 293	E-commerce	3
ADMN 296	International Business	3
COMM 220	Organizational Behavior	3
Choose any five courses from the following:		
UAS Choose up to five courses from University arts and Science	Elective	3-15
ADMN 399	Directed Studies	3
BUS 388	Personal Finance	3
BUS 389	Retail Management	3
BUS 415	Leadership	3
<b>Total Program Credits</b>		<b>30</b>

<sup>1</sup> If the student completed TWC 164 Technical Writing as part of the Business Administration two-year diploma, then the student may want to consider taking ENGL 110 English Composition and vice versa.

<b>Business Administration Advanced Diploma</b>		
(Entering the program with a Business Administration 2-year diploma Professional Management Concentration)		
Required Courses	Course	Credit
ADMN 269	Information Systems	3
Choose any nine courses from the following:		
ADMN 255	Corporate Finance	3
ADMN 399	Directed Studies	3
BUS 388	Personal Finance	3
BUS 389	Retail Management	3
BUS 392	Professional Sales Skills	3
BUS 410	Event Management	3
BUS 415	Leadership	3
ECON 104	Economics for Small Business	3
UAS Choose up to five courses from University arts and Science	Elective	3-15
<b>Total Program Credits</b>		<b>30</b>

<sup>1</sup> If the student completed TWC 164 Technical Writing as part of the Business Administration two-year diploma, then the student may want to consider taking ENGL 110 English Composition and vice versa.



**PART III STUDENT CONDUCT** (See also College *Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

1. Punctual and regular attendance for scheduled classes, laboratory sessions and all of the scheduled learning activities is expected of all students.
2. Where absenteeism adversely affects a student's progress and performance, probation and/or withdrawal from the program may result.
3. See individual course outlines for any additional attendance requirements.

B. PROFESSIONAL REQUIREMENTS

1. Faculty and students will conduct themselves in a business-like fashion. See Selkirk College Policy 3400: Student Code of Conduct - Rights and Responsibilities.
2. Students are expected to be on time and prepared for all classes prior to entering the classroom. Assigned materials are to be read by students; such materials and textbooks are not necessarily reviewed page by page in class by the instructor.
3. The student is responsible for researching and obtaining notes of missed sessions. Instructors will not provide personal reviews to students who miss a class.

C. PROBATION

1. Refer to *Policy 8619: Student Probation*

**Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:**

Policy 3400: Student Code of Conduct  
Policy 6550: Protection of Privacy  
Policy 8400: Student Appeals  
Policy 8600: Pre-Admissions Basic Skills Assessment  
Policy 8611: Admission  
Policy 8612: Grading  
Policy 8613: Evaluation of Student Learning  
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit  
Policy 8615: Standards of Academic Progress  
Policy 8616: Student Withdrawals and Refunds  
Policy 8617: Credentials and Graduation  
Policy 8618: Cheating and Plagiarism  
Policy 8619: Student Probation  
Policy 8620: Interdisciplinary Studies