



## School of Business

# Business Administration Program Policies

<b>DATE(S):</b>		
1.	Next Policy Review:	2023/05/01
2.	Admissions & Standards Committee Approval:	2018/06/12
3.	Education Council Approval:	2018/06/14
4.	Effective:	2018/09/01
5.	Previous Revision(s):	

<b>CREDENTIAL(S):</b>	<b>Diploma</b>
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## PROGRAM OUTCOMES

- Possess the business knowledge and competencies required to pursue careers in business and administration, business related professional designations, and bachelor's degree.
- Demonstrate the literacy, numeracy & technology skills required in the Canadian business environment.
- Apply creative & critical thinking to process information, make decisions and solve problems.
- Effectively communicate and collaborate in intercultural and interpersonal situations.
- Display professional & ethical behaviour.

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Students in the Business Administration Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website ([www.policies.selkirk.ca](http://www.policies.selkirk.ca) )

## PART I: ADMISSIONS

### A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Business Administration Program requirements to be considered fully-qualified:

1. Academic
  - a) English 12 with "C+" or higher (or equivalent, see <http://selkirk.ca/sites/default/files/Admissions/Selkirk%20College%20Equivalency%20Chart%202015.pdf> ).

- b) For international applicants, IELTS 6.0 overall band score with no band below 5.5, or equivalent on other internationally recognized English Language Proficiency Tests.
  - c) Foundations of Math 12 or Pre-calculus 11 with “C+” or higher (or equivalent, see <http://selkirk.ca/sites/default/files/Admissions/Selkirk%20College%20Equivalency%20Chart%202015.pdf>)
2. Early Entry
- a) Applicants who lack the admission requirements may still gain admission to the program through a multi-level entry system which allows students to take a combination of program and upgrading courses in the first year. This mode of entry can extend the duration of the program accordingly as not all courses are offered every term.
3. General
- a) Applicants must submit a completed application form and other required documents (i.e. secondary school and any post-secondary transcripts, application package) to the Registrar's office.
  - b) Program Chairs, Advisors or Counsellors, in consultation with Assessment Services, will determine which subtests of the CRT may be completed to support applicants' personal learning plans.
  - c) Entry to the Program may be made at the commencement of the semester(s). However, normal entry is at the beginning of the Fall semester. The progression of courses may be different dependent on which semester the student commences studies.
  - d) Where space permits students may be admitted up to the end of the first week of the semester. Admission beyond this point will only be possible with the approval of the instructor(s) involved.
  - e) Entry may be limited by prerequisites, space limitations and/or completion of preadmission assessment. International students' entry may be limited where international student enrolment targets or limits have been met.
  - f) Accepted applicants may be assigned to particular classes and/or sections
  - g) Class or section switches will not be permitted. Only extreme circumstances may warrant a class or section switch, which requires the approval of the School Chair or designate.
  - h) Students admitted to a specific program will be given preferred access to that program's courses.
4. Part-time Study
- a) The Program accommodates part-time study. Special consideration has been given to the integration of part-time students into the program. However, only full-time students are eligible for Co-op work term experiences.
  - b) Subject to space limitations and prerequisites, students who wish to take fewer than the maximum number of courses in any semester may do so.
  - c) International students are responsible to determine whether part-time studies will affect one's study permit, ability to work and future status in Canada post-graduation.

5. Co-op Education
  - a) The Co-op Education Program of work terms is an option within the Business Administration Program.
  - b) To be eligible for Co-op work terms, students must:
    - (i) have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis;
    - (ii) have a minimum cumulative program GPA of 2.33; and
    - (iii) be taking a full course load in the selected program of study.
  - c) See Co-op Education Program Policy for further details (<http://policies.selkirk.ca/policy/p910/> )

#### B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete, the following must have been received by the Enrolment Services:
  - 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 Advisor may be required before entry to the program. Interview results are not used as criteria for admission.
4. Students are required to complete an orientation at the beginning of the program.

#### C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. For this program, students may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment (PLA) or combination thereof.
2. During the entire time in the program, a student may only perform one PLA for a course already attempted at Selkirk College.
3. For more information, see *Policy 8614: Advanced Standing*.

#### D. RE-ENTRY INSTRUCTION

1. See *Policy 8615: Standards of Academic Progress*

## PART II: ASSESSMENT, PROMOTION AND GRADUATION

#### A. ASSESSMENT

1. Grading
  - a) This Program uses Grading Table 1. To view all College grading tables, see *Policy 8612: Grading*.

2. Assessments

- a) Students are expected to complete the course outcomes independently and with original work unless specified otherwise by the instructor.
- b) Students are assessed and graded for each course outcome as indicated in the respective course outline.
- c) Exams, labs, group or individual projects, assignments, presentations, professionalism and other evaluative activities are weighted and averaged as indicated in the respective course outline.
- d) Missed assignments and tests will receive a zero mark if not submitted. 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 for the course.
- e) Individual course outline may have other specific requirements for assignments, grades, and/or examinations.

3. Assignments

- a) Students will normally receive at least one week notice of dates and/or time changes when assignments and/or tests are to be submitted and/or written.
- b) If accepted, late assignments may be subject to penalty.
- c) 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.

4. Examinations

- a) 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.
- b) 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.
- c) Any alternate arrangements for final examinations must be approved by the School Chair or designate.
- d) Tests, exams, and all assignments will be retained by the
- e) 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.

5. Cheating and Plagiarism See *Policy 8618: Cheating and Plagiarism*

B. PROMOTION

- 1. To be promoted in good standing, a student must achieve a minimum GPA of 2.00.
- 2. Early Entry students must complete upgrade courses before registering for their third semester, or receive prior approval from the School Chair or designate.

3. 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.
4. Students will not be permitted to exceed a full semester course load except with the permission of the School Chair or designate.
5. Two (2) failures in a non-elective course is cause for withdrawal from the program. A third attempt at a course may be made at the discretion of the School Chair.

C. PROBATION

1. If a student has a term or cumulative GPA less than 2.00, the student will be placed on academic probation for at least the next semester.
2. A student with three (3) semesters on Academic Probation is cause for withdrawal from the program. Readmission to the program may be made at the discretion of the School Chair (or designate).
3. Any student who has been removed from the program because of unsatisfactory performance may be readmitted with the approval of the School Chair (or designate) and Registrar after consultation with instructors.
4. For additional information: See Policy 8619: Probation

D. REQUIRED WITHDRAWAL

1. See Policy 8615: Standards of Academic Progress

E. GRADUATION

1. Credentials:
  - Business Administration – Professional Management
  - Business Administration – Accounting / Finance
2. A student who has completed the Diploma graduation requirements with a cumulative GPA of 3.50 or better with "C+" or higher grades in all courses will be designated as graduating with Honours.
3. Requirements: (*see Policy 8617: Graduation*)

Business Administration Program – Year 1 - Diploma						
Semester 1			Semester 2			
Course Code	Course	Credit	Course Code	Course	Credit	
COMM 220	Principles of Organizational Behaviour	3	ADMN 171	Management Principles	3	
COMM 240	Financial Accounting I	3	ADMN 181	Marketing	3	
ECON 106	Principles of Macroeconomics	3	COMM 241	Financial Accounting II	3	
MATH 125	Business Mathematics	3	ECON 107	Principles of Microeconomics	3	
TWC 164 or ENGL 110	Introduction to Report and Letter Writing OR College Composition	3	STAT 105	Introduction to Statistics	3	
			TWC 165	Oral Presentations and Skills Training	3	
<b>Total Semester Credits</b>		15	<b>Total Semester Credits</b>		18	
					<b>Total Year Credits</b>	33
					<b>Total Program Credits</b>	63 or 66

Business Administration Program – Management – Year 2 - Diploma						
Semester 3			Semester 4			
Course	Name	Credit	Course	Name	Credit	
ADMN 230	Project Management	3	ADMN 255	Corporate Finance	3	
ADMN 252	Financial Management	3	ADMN 265	Operations Management	3	
ADMN 250	Managerial Accounting	3	ADMN 295	Strategic Management	3	
ADMN 272	Commercial Law	3	ADMN 296	International Business	3	
ADMN 286	Human Resource Management	3	ADMN 297	Entrepreneurship	3	
ADMN 293	Electronic Commerce	3				
<b>Total Semester Credits</b>		18	<b>Total Semester Credits</b>		15	
					<b>Total Year Credits</b>	33
					<b>Total Program Credits</b>	66

Business Administration Program – Accounting – Year 2 - Diploma						
Semester 5			Semester 6			
Course	Name	Credit	Course	Name	Credit	
ADMN 250	Management Accounting	3	ADMN 291	Intermediate Management Accounting	3	
ADMN 251	Intermediate Accounting I	3	ADMN 254	Intermediate Accounting II	3	
ADMN 252	Financial Management	3	ADMN 255	Corporate Finance	3	
ADMN 253	Principles of Income Tax I	3	ADMN 257	Income Tax II	3	
ADMN 269	Information Systems	3	ADMN 295	Performance Management	3	
<b>Total Semester Credits</b>		15	<b>Total Semester Credits</b>		15	
					<b>Total Year Credits</b>	30
					<b>Total Program Credits</b>	63

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

A. ATTENDANCE

1. Attendance and Punctuality Responsibilities

- a) Punctual and regular attendance for scheduled classes, laboratory sessions and all of the scheduled learning activities is expected of all students.
- b) Where absenteeism adversely affects a student's progress and performance, behavioural probation and/or withdrawal from the program may result.
- c) Students planning to be absent from class must notify or make prior arrangements with their instructor in advance. Instructors are not obligated to provide alternative instructional or assessments in order to accommodate student absences. Failure to notify the instructor may result in withdrawal from the course.
- d) See individual course outlines for any additional attendance and punctuality requirements.

B. PROFESSIONAL REQUIREMENTS

1. Student Conduct

- (a) Students are expected to behave in a professional manner while in class and on Moodle. This includes being respectful of and contributing to the learning environment in accordance with the student code of conduct. For additional information, see Policy 3400: Student Code of Conduct-Rights and Responsibilities.
- (b) Students are expected to be prepared for all classes prior to entering the classroom. Assigned materials are to be completed by students; such materials and textbooks are not necessarily reviewed page by page in class by the instructor.
- (c) The student is responsible for researching and obtaining notes of missed sessions. Instructors will not provide personal reviews to students who miss a class.
- (d) See individual course outlines for any additional professional requirements.

**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