

1. Academic
 - a) Successful completion of the Selkirk College Business Administration diploma (in either the Accounting/Finance or Professional Management streams).
2. General
 - a) Entry to the program may be made at the commencement of the Fall, Winter, or Spring semesters. However, *normal* entry is at the beginning of the Fall semester. Course selection may be limited for those beginning in the Winter or Spring semesters.
 - b) Official admission to this program will not take place until Part I A.1 is met; however, students may be able to access courses from within this program subject to availability.
 - c) Entry may be limited by space limitations.
 - d) Students admitted to a specific program will be given preferred access to that program's courses.
 - e) It is the student's responsibility to correspond with Okanagan College to ensure that his/her Selkirk College course selection will meet his/her Bachelor of Business Administration educational goals.
3. Part-time Study
 - a) The Program encourages and supports 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.
4. Co-op Education
 - a) The Co-op Education Program of work terms will be an option as a pilot project within this 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.
 - (iii) be taking a full course load in the selected program of study.

See Co-op Education Program Policy for further details.

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 Advisor 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
- 1. A student may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof. But the student should confirm that this is an optimal approach to work towards the Okanagan College Bachelor of Business Administration degree program based on consultation with Okanagan College.
 - 2. 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 Grading Table 1 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 week's 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 outline 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 (Year 3)

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*)

Business Administration (Year 3) (Entering the program with a Business Administration 2-year diploma Accounting/Finance Concentration)		
Semester 1		
Course Code	Course	Credit
ADMN 286	Human Resource Management	3
ADMN 308	Multicultural Management	3
ADMN 293 OR ADMN 296	E-commerce OR International Business	3
ADMN 315	Leadership	3
UAS	Elective	3

Business Administration (Year 3) Policies

UAS	Elective	3
UAS	Elective	3
Total Semester Credits		21
ADMN 272 ²	Commercial Law	3
Total Semester Credits		24
Total Year Credits		
Total Program Credits		

- ¹ 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.
- ² If the student did not complete ADMN 272 as part of his/her Business Administration two-year diploma (as it is an optional course for that particular program), then the student may take it as part of the Business Administration Year 3 Advanced Diploma.

The combination of the Business Administration – Accounting/Finance diploma and the Business Administration Year 3 Advanced Diploma should provide total transfer credit of 87 credits towards Okanagan College’s Bachelor of Business Administration (BBA), General degree program. There could also be the possibility for the student to take one Okanagan College course by distance while simultaneously working on the Selkirk College Business Administration Year 3 Advanced Diploma to increase the total amount of credit to 90 credits. If the student wants to investigate the possibility of earning a BBA with a specific major from Okanagan College, the student is advised to obtain further advice from Okanagan.

Business Administration (Year 3) (Entering the program with a Business Administration 2-year diploma Professional Management Concentration)		
Semester 1		
Course Code	Course	Credit
ADMN 269	Information Systems	3
ADMN 308	Multicultural Management	3
ADMN 315	Leadership	3
UAS ¹	Elective	3
UAS	Elective	3
UAS	Elective	3
Total Semester Credits		18
Total Year Credits		
Total Program Credits		

- ¹ 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.

The combination of the Business Administration – Professional Management diploma and the Business Administration Year 3 Advanced Diploma should provide total transfer credit of 84 credits towards Okanagan College’s Bachelor of Business Administration (BBA), General degree program. There could also be the possibility for the student to take one or two Okanagan College courses by distance while simultaneously working on the Selkirk College Business Administration Year 3 Advanced Diploma to increase the total amount of credit to 87 or 90 credits. If the student wants to investigate the possibility of earning a BBA with a specific major from Okanagan College, the student is advised to obtain further advice from Okanagan.

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