



School of Business

## International Business Certificate Program Policies

### APPROVAL:

1. Next Policy Review:	<u>2021/05/01</u>
2. Admissions & Standards Committee:	<u>2016/09/27</u>
3. Education Council Committee:	<u>2016/10/11</u>
4. Effective:	<u>2016/09/01</u>
5. Minor Revisions:	_____
6. Archive Date:	_____

### PROGRAM OBJECTIVES

Our program objective is to develop graduates who have been exposed to Canadian business practices.

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Students in the International Business Certificate 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 ([policies.selkirk.ca](http://policies.selkirk.ca)).

### PART I: ADMISSIONS POLICIES

#### A. ADMISSION REQUIREMENTS

1. Academic

a) Admission in to Nanjing Institute of Industry Technology's (NIIT) International Trade program.

2. General

a) Entry to the Program may be made at the commencement of the spring semester at NIIT.

#### B. SELECTION

Applications will be selected based on NIIT's assessment of the student's readiness.

#### C. APPLICATION PROCEDURE

1. Before an applicant's file is considered to be complete, the following must have been received by the NIIT Admissions Department:

a) Completed application form.

b) The appropriate official transcripts.

**D. ADVANCE CREDIT**

Not available.

**PART II: PROMOTION POLICIES****A. EVALUATION****1. Grading**

- a) Grading will be based on the categories defined in the Standard Academic and Career Grading Table found in Selkirk College Policy 8612 Grading.

**2. Types and Frequency of Evaluation**

- a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- b) 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.

**3. Assignments**

- a) 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.
- b) If accepted, late assignments may be subject to penalty.
- c) 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 for the course.
- d) 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.

**4. Examination Policy**

- 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 and exams will ordinarily be retained by the instructor.

5. Cheating and Plagiarism

Refer to Selkirk College 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 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.
6. 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. PROBATION

Refer to Selkirk College Policy 8619: Probation

D. REQUIRED WITHDRAWAL

1. Criteria

Exclusion or dismissal from courses and programs during the semester.

- a) The Registrar may exclude from the College a student who has failed to complete the applicable registration requirements.
- b) An instructor may exclude a student from participating in a class, lab, field trip, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in co-requisite courses.
- c) An instructor, the Registrar or a Campus Administrator may exclude a student from participating in a class, lab, field trip, etc., if the student compromises the safety of others, if he/she assaults or abuses others, if he/she is destructive to property, if he/she disrupts the learning opportunities of others or if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The instructor shall report in writing to the School Chair or designate the circumstances giving rise to the exclusion. All others should report in writing the incident(s) to their appropriate supervisor.
- d) An instructor or other employee may recommend to his/her School Chair that a student be completely excluded from a course/program if that student has missed instructional times, or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, assaults or abuses others, has been destructive to property, has disrupted the learning opportunities of others or has behaved in a threatening or blatantly uncooperative

manner towards the instructor.

- e) A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair concerned. The student shall be notified of the appeal process by the Registrar.
- f) A student may appeal his/her exclusion by following the appeals procedure specified by Selkirk College.
- g) If in the opinion of the Registrar, School Chair, or Campus Administrator, the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College the student shall be advised of his/her rights under Policy 8400 - Student Appeals Policy of the College.
- h) A student excluded or dismissed under this section will receive a DNW on his/her transcript.

#### E. APPEAL

Refer to Selkirk College Policy 8400: Student Appeals

#### F. ATTENDANCE

##### 1. Attendance Responsibilities/Regulations

- 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, probation and/or withdrawal from the program may result.
- c) See individual course outlines for any additional attendance requirements.

#### G. STUDENT CONDUCT

- 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.

#### H. ASSIGNMENTS AND EXAMINATIONS

- 1. 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.
- 2. Individual course outline may have other specific requirements for assignments, grades, and/or examinations.

## I. GRADUATION

### 1. Certificate Requirements

- a) Credit for all courses in the chosen program. (See attachment or college calendar for details.)
- b) A cumulative GPA of 2.00 or better.

**Note:** A student who has completed the Certificate 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.

<b>International Business Certificate</b>		
<b>Semester 1</b>		
<b>Code</b>	<b>Name</b>	<b>Credits</b>
COMM 240	Financial Accounting 1	3
COMM 220	Organizational Behaviour	3
ECON 106	Macroeconomics	3
ECON 107	Microeconomics	3
MATH 125	Business Math	3
TWC 164	Technical Writing and Communications	3
Semester Credits		18
Total Year Credits		18
Total Program Credits		18