

# Peter B. Gustavson School of Business

|                                    |     |
|------------------------------------|-----|
| School Members .....               | 320 |
| General Information .....          | 321 |
| Faculty Admissions .....           | 323 |
| Faculty Academic Regulations ..... | 326 |
| Program Requirements .....         | 327 |



***Our Vision***

***To pioneer business education that creates sustainable value.***

***Our Mission***

***We provide an experiential education that is anchored in excellence in research and teaching.***

***We focus on international business, entrepreneurship, service excellence and sustainability/social responsibility and the issues that emerge where these areas intersect.***

***We are open, fair, engaged and passionate in all we do.***

**Business Student Services Office:  
250-472-4728**

## School Members

Saul Klein, BA (Hebrew U of Jerusalem), MBA, PhD (U of Toronto), Professor, Dean

Dale Beckman, BSc (U of Alberta), MBA (U of Western Ontario), PhD (Michigan State University), Professor Emeritus

David A. Boag, BA (Laurentian University), MBA, PhD (U of Toronto), Professor Emeritus

Mark Colgate, BSc, PhD (U of Ulster), Professor, Director TELUS MBA Program

A.R. Elangovan, BCom (U of Madras), MBA (St Mary's University), PhD (U of Toronto), Professor, Director International Programs

Ralph Huenemann, BA (Oberlin College), MBA, PhD (Harvard University), Professor Emeritus

Ignace Ng, BA, MA, PhD (SFU), Professor, Francis G. Winspear Scholar, Director MGB Program

Craig Pinder, BA (UBC), MA (U of Minnesota), PhD (Cornell University), Professor Emeritus

Don Rowlatt, BCom (U of Saskatchewan), PhD (Princeton University), Professor Emeritus

J. Brock Smith, BCom (UBC), MBA, PhD (U of Western Ontario), Professor, Francis G. Winspear Scholar, Champion Entrepreneurship Specialization

Roy Suddaby, BS (U of Alberta), JD (U of Alberta), MBA (UBC), PhD (U of Alberta), Professor, Associate Dean, Faculty Renewal, Director Research

Stephen S. Tax, BCom (U of Manitoba), MBA, PhD (Arizona State University), Professor, Francis G. Winspear Scholar, Champion Services Management Specialization

Kenneth Wm. Thornicroft, LLB (UBC), PhD (Case Western Reserve University), Professor

Monika Winn, MA (Tuebingen University), MBA, PhD (U of California, Irvine), Professor, Francis G. Winspear Scholar, Champion Sustainability, Director Centre for Social & Sustainable Innovation (CSSI)

Roger N. Wolff, BSc, MBA (U of Alberta), DBA (Indiana University), Professor Emeritus

Jen Baggs, BA (U of Alberta), MA, PhD (UBC), Associate Professor

Graham Brown, BA (UVic), MSc (U of Utah), PhD (UBC), Associate Dean, Programs, Associate Professor, Tim Price Entrepreneurship Fellow

Raveendra Chittoor, BTech (National Institute of Technology, Calicut), PGDM (MBA) (Indian Institute of Management, Ahmedabad), FPM (PhD) (Indian Institute of Management, Calcutta), Canada Research Chair (CRC) in Global Economy, Associate Professor

Wade Danis, BA (U of Vermont), MBA (New York University), PhD (Indiana University), Associate Professor, Champion International Business Specialization

Angela Downey, BMgt (U of Lethbridge), MSc (U of Saskatchewan), PhD (U of Western Ontario), Associate Professor Emerita

Carmen Galang, BSc, MA (U of Philippines), PhD (U of Illinois), Associate Professor, Director PhD Program

Rebecca Grant, BS (Union College), MBA (McGill University), PhD (U of Western Ontario), Associate Professor

Adel Guitouni, BSc (U of Quebec), MSc, PhD (Laval University), Associate Professor

Jan Kietzmann, BCom (University of Victoria), MEC (Dalhousie University), PhD (London School of Economics), Associate Professor

Basma Majerbi, BCom (HEC), DESS (ISG), MSc (HEC), PhD (McGill University), Associate Professor

David McCutcheon, BEng (RMC of Canada), MBA, PhD (U of Western Ontario), Associate Professor

Sudhir Nair, BS (Wichita State University), MBA (Case Western Reserve University), PhD (U of Massachusetts), Associate Professor

Sang H. Nam, BBA (Seoul), MBA (Bowling Green State University), PhD (U of Oregon), Associate Professor

Yan Shen, BA (U of Dalian), BSc (U of Dalian), MA Law (East China U of Politics and Law), PhD (Boston University), Associate Professor

Linda Hui Shi, BFinance (Zhongshan University), PhD (Michigan State University), Associate Professor

Liana Victorino, BS (U of Colorado), PhD (U of Utah), Associate Professor

Hao Zhang, BEcon (People's U of China), MBA, PhD (Concordia University), Associate Professor

Kristin Brandl, BSc (Eberhard Karls University Tubingen), MSc (Gottenburg U), PhD (Copenhagen Business School), Assistant Professor

Rick Cotton, BS (Syracuse University), MS (Boston College), PhD (Boston College), Assistant Professor

Sara Elias, MusB (Royal Carillon School), MMus (Missouri State U), MBA (Missouri State U), PhD (U of Missouri), Assistant Professor

Stacey Fitzsimmons, BA (Wilfred Laurier U), BBA (Wilfred Laurier U), PhD (Simon Fraser U), Assistant Professor

Ricardo Flores, BSc (U Nacional de Cuyo, Argentina), MBA (U of Illinois), PhD (U of Illinois), Assistant Professor

Dale Ganley, BA (Cornell University), MSc (Boston University), MA (U of Arizona), PhD (U of California), Assistant Professor

Huachao Gao, BA (Dongbei University), MA (Nanjing University), PhD (University of Texas), Assistant Professor

Zhi Lu, BSc (Shaanzi Normal U), MEd (Guizhou Normal U), PhD - Psychology (East China Normal U), PhD - Business (Pennsylvania State U), Assistant Professor

Matt Murphy, BBA (University of Texas), MRes, PhD (Ramon Llull University), Assistant Professor

Simon Pek, BCom (Queen's U), Master of International Business (Queen's U), MSc (Maastricht U), PhD (Simon Fraser University), Assistant Professor

Sorin Rizeanu, BS, MSc (Bucharest University), IMBA, PhD (U of South Carolina), Assistant Professor

Stuart Snaith, BA (Keele University), MSc (University of Essex), PhD (University of Essex), Assistant Professor

Jie Zhang, BA (Fudan U), MA (Brown University), ScM (Brown U), DBA (Boston University), Assistant Professor

Sarah Zheng, BEcon (Peking University), MA (Boston University), PhD (Boston University), Assistant Professor

Christopher Graham, BA (Queens University), MBA (U of Western Ontario), CPA, CGA, Teaching Professor

Brent Mainprize, BEd (U of Saskatchewan), MBA (UVic), PhD (Swinburne U of Technology), Teaching Professor

Vivien Corwin, BA (University of Toronto), PhD (UBC), Assistant Teaching Professor

Patricia Elemans, BMgt (U of Lethbridge), MBA (York University), Academic Administrator, Assistant Dean, External Relations

Susan Brenna-Smith, BCom (U of Saskatchewan), MBA (Athabasca University), CPA, CA, Assistant Teaching Professor

Kerstin Heiligenberg, M.Ed (U of Osnabruck), PhD (University College), Assistant Teaching Professor

Margaret Klatt, MBA (Wilfrid Laurier University), CPA, CMA, ICD.D Assistant Teaching Professor

Brian Leacock, BA (UVic), MBA (UVic), Assistant Teaching Professor, Associate Director, International Programs

Mia Maki, BA (U of Alberta), MBA (UVic), FCPA, FCMA, Assistant Teaching Professor, Academic Director, Undergraduate Programs

Heather Ranson, BA (UBC), MBA (U of Guelph), Certified Meeting Professional (Camosun College), Assistant Teaching Professor, Associate Director Centre for Social and Sustainable Innovation (CSSI)

Christian Van Buskirk, BCom (Thompson Rivers U), MBA (University of Victoria), Assistant Teaching Professor

**Visiting, Adjunct and Limited Term Appointments**

Sebastien Beaulieu, BSc (University of Moncton), LLB (McGill University), Adjunct Professor (2015-2021)

Colin Boyd, BSc (University of Sussex), MBA (Cranfield University), PhD (Cranfield University), Adjunct Professor (2016-2019)

John Bozinovski, BSc, MSc, MD (Queen's University at Kingston), Adjunct Professor (2016-2019)

David Castle, BSc (U of Alberta), BA (U of Alberta), MA (McMaster U), PhD (U of Guelph), Adjunct Professor (ongoing)

Ali Dastmalchian, BSc (National U of Iran), MSc, PhD (University of Wales, Cardiff University), Adjunct Professor (2016-2019)

Peter Dobias, Mgr (Comenius University), PhD (University of Alberta) Adjunct Professor (2017-2021)

David Dunne, BCom (University College Dublin), PhD (U of Toronto), Limited Term Professor (2014-2020), Director MBA Programs

David Thomas, BSc (Appalachian State U), MBA (U of N. Carolina), PhD (U of S. Carolina), Limited Term Professor (2018-2023)

Robin Dyke, BA (UBC), MBA (SFU), Adjunct Professor (2003-2020)

Kimball Ketsa, CPA, CMA, CFP, Limited Term Assistant Teaching Professor (2017-2018)

John Kyle, BA (UBC), MBA (U of Western Ontario), PhD (U of South Hampton), Adjunct Professor (2006-2020)

Richard Mimick, BSBA (Creighton University), MBA (U of Nebraska), Adjunct Professor (2003-2020)

Cheryl Mitchell, BA (Queen's University) MA (Pacific Graduate Institute), PhD (Fielding Graduate University), Limited Term Assistant Teaching Professor (2017-2018)

Martin Murenbeeld, BSc, MSc (U of Alberta), PhD (U of California), Adjunct Professor (2010-2021)

Daniel Pontefract, BA (McGill University), MBA (Royal Roads University), Adjunct Professor (2016-2020)

Darcy Rezac, BSc (McGill University), MBA (Concordia University), Adjunct Professor (2012-2019)

Phillip Rubel, BA (York University), Adjunct Professor (2016-2019)

Judith Sayers, BCom (Brigham Young University), LL.M in Common Law (UBC), Adjunct Professor (2014-2019)

Claudia Smith, BCom (UBC), Limited Term Assistant Professor (2012-2019)

Paul Summerville, BA (York University), MA, PhD (U of Alberta), Adjunct Professor (2012-2021)

Mike Thompson, BA (U of Hertfordshire), DipMgt (Brunel U), MA (U of Wales, PhD (U of Kent), Adjunct Professor (2016-2019)

Andrew Whinston, BA (University of Michigan), MS (Carnegie-Mellon U), PhD (Carnegie-Mellon), Adjunct Professor (2016-2019)

Alan Winter, BSc (Queen's University), PhD (Queen's University), Adjunct Professor (2017-2020)

Richard Wolfe, BA (Sir George Williams University), MBA (Pennsylvania State University), MA Physical Education, PhD (U of Michigan), Adjunct Professor (2009-2020)

**Centre and Program Managers**

Mark Colgate, BSc, PhD (U of Ulster), Professor, Director TELUS MBA Program  
Gloria Darroch, BCom (U of Alberta), MBA (U of Alberta), Manager Business Co-op & Career Program

David Dunne, BCom (University College Dublin), PhD (U of Toronto), Limited Term Professor (2014-2020), Director MBA Programs

A.R. Elangovan, BCom (U of Madras), MBA (St Mary's University), PhD (U of Toronto), Professor, Director International Programs

Carmen Galang, BSc, MA (U of Philippines), PhD (U of Illinois), Associate Professor, Director PhD Program

Mia Maki, BA (U of Alberta), MBA (UVic), FCPA, FCMA, Assistant Teaching Professor, Academic Director, Undergraduate Programs

Ignace Ng, BA, MA, PhD (SFU), Professor, Francis G. Winspear Scholar, Director MGB Program

Monika Winn, MA (Tuebingen University), MBA, PhD (U of California, Irvine), Professor, Francis G. Winspear Scholar, Champion Sustainability, Director Centre for Social and Sustainable Innovation (CSSI)

**General Information**

**PROGRAMS OFFERED**

The Peter B. Gustavson School of Business offers a full-time program leading to the degree of Bachelor of Commerce (BCom). A Master of Business Administration (MBA) and other graduate programs are also offered (see UVic Graduate Calendar).

The BCom program provides students with a broad education in business, together with exposure to the liberal arts and specialization in one of the following areas: International Business, Entrepreneurship or Service Management. The opportunity to pursue a degree without a specialization in any particular area is also available. The BCom program is a mandatory co-operative education program which requires students to complete three co-operative education work terms.

**Pre-Commerce Courses Including Required Courses**

|                             |  |
|-----------------------------|--|
| <b>Economics: 1.5 units</b> | Introductory Microeconomics: One of ECON 103, 103C, 180.   |
| <b>English: 3 units</b>     | Applicants must have satisfied the Academic Writing Requirement. Two of ENGL 135, 146 or 147 (or other approved English courses including ENGL100-level or equivalent).<br>Decisions regarding the appropriateness of English courses are at the discretion of the Program Director. |

## Pre-Commerce Courses Including Required Courses (Continued)

|  |   |
|--|---|
| <p><b>Math: 1.5 units</b><br/><b>Statistics: 1.5 units</b></p>                                   | <p>MATH 151 (1.5 units) and STAT 252 (1.5 units) OR<br/>ECON 245* (1.5 units) and ECON 246* (1.5 units) OR<br/>STAT 255* (1.5 units) and STAT 256* (1.5 units) OR equivalents.<br/>* check course descriptions for pre-requisites</p> <p>Math 12 is a prerequisite to the above mentioned courses. If Math 120 is taken at UVic as a Math 12 equivalent, it will not be counted as 1.5 units of Other Math as described below.</p> <p>It is recognized that students transferring from other institutions may have different combinations of Math and Statistics courses. At a minimum, students must have 3.0 units of courses in the Math and Statistics area. The following are acceptable:</p> <p>One course in Business Statistics (1.5 units), and one other Math course (1.5 units) which may not include Pre-Calculus, Pre-Calculus Math or Pre-Calculus Algebra, or Math for Elementary Education. Acceptable topics for other Math courses include Linear Algebra, Business Math, Math for Economics, among others. A minimum transfer credit of 100-level Math must be awarded for the other Math courses.</p> <p>Students who select the ECON 245 and ECON 246 or the STAT 255 and STAT 256 combinations can satisfy both the statistics requirements (1.5 units) and the other math requirement (1.5 units).</p> <p>Decisions regarding the appropriateness of Math and Statistics courses are at the discretion of the Faculty.</p> |
| <p><b>Additional Course Requirements for International Students (Year 1 and 2 admission)</b></p> | <p>COM 206C: Business English and Communications (or equivalent)<br/>COM 290: Introduction to Canadian Business</p> <p>Note that decisions regarding the appropriateness of equivalent courses are at the discretion of the faculty.</p>  |
| <p><b>Computer Literacy:</b></p>   | <p>Applicants must have demonstrated competence in the use of word processing, database and spreadsheet software packages (such as Microsoft Office).</p>   |
| <p><b>Courses in other disciplines to make up 30 units of Pre-Commerce work</b></p>              | <p>Non-Business courses in other disciplines to make up 30 units of Pre-Commerce course work (maximum of 4.5 units of Commerce course work). COM 220, 240, 250, 270 may not be used as Pre-Commerce course work.</p> <p>Students may wish to consider including courses in languages, other cultures and other political or economic systems. For students interested in specializing in International Business, 3.0 units of a foreign language, or equivalent competence are strongly recommended within their pre-Commerce course work. Students who intend to apply to participate in an academic exchange through the INTEP program, should refer to the description regarding language requirements under the INTEP entry (see "INTEP Requirements", page 328).</p> <p>In addition to the above, highly recommended courses include:</p> <p>ECON 205: Managerial Economics<br/>ENGL 225: Technical Communications: Written and Verbal<br/>ES 200: Introduction to Environmental Studies<br/>FA 101: Creative Being<br/>IB 218: International Field Study<br/>MATH 102: Calculus For Students in the Social and Biological Sciences<br/>EPHE 142: Human Wellness and Potential<br/>PHIL 201: Critical Thinking<br/>PHIL 330: Professional and Business Ethics<br/>SOC 100: Introduction to Sociology<br/>THEA 122: The Acting Experience<br/>THEA 150: Public Speaking</p>   |
| <p><b>One Co-op work term</b></p>  | <p>Applicants will need to have completed (or be able to challenge) one Co-op work term before entering the program or complete a third Co-op term during the program. For details, please see "Co-op Work Term Requirements for Admission".</p>  |

The Gustavson School of Business Bachelor of Commerce degree program consists of two years (30 academic units) of liberal arts course work, including required and elective courses, followed by two years (30 academic units) of core, specialization and elective courses offered by Gustavson and three co-operative education work terms. Students must apply to be admitted to the BCom program. There are several admission points that students may select to apply to the BCom program.

### Limitation of Enrolment

Applicants should be aware that admission to the Bachelor of Commerce program is highly competitive and subject to limited enrolment. Meeting minimum requirements is not a guarantee of admission.

### Joint Programs

#### BA or BSc Major and Honours in Economics (Business Option)

This program is offered by the Department of Economics in co-operation with the Gustavson School of Business. For program details, refer to the Calendar entry for the "Combined Major: Financial Mathematics and

Economics" (page 278) in the Faculty of Science and "Combined Major: Financial Mathematics and Economics" (page 300) in the Faculty of Social Sciences.

### Business Minor

Students pursuing a non-Business degree may elect to take a Business Minor. The Business Minor program consists of 9 units including COM 202, 220, 240, 250, 317 with a minimum grade of C+ in each course, plus at least 1.5 units of 300- or 400-level COM, ENT or IB courses. Students must declare the Minor with the advising centre of their originating faculty. Required courses at the 200-level or higher in the Business Minor program cannot form part of the requirements towards other programs or options.

Permission to register in courses and related prerequisites will be considered on a case-by-case basis and is at the discretion of Gustavson.

Students registered in a Major that allows for a Business Minor, and undertaking a Business Minor, and also registered in the UVic Co-operative Education Program in their originating department, may, with permission from their originating Co-op program, elect to complete ONE work term through the School of Business Co-op and Career Centre. Students in this situation must have completed one of the following in order to be eligible for a Business work term:

1. Successful completion of a registered Co-op work term in their originating Co-op program, OR
2. Completion of the UVic Co-op curriculum, through either their originating Co-op program or the Business Co-op and Career Centre

Further to the above criteria, eligible Business Minor students applying for Co-op positions through the Business Co-op and Career Centre must sign and agree to abide by the "Terms and Conditions" of the Business Co-op program, for their business work term.

### ACADEMIC ADVICE

Information about admission to the Gustavson School of Business is available through UVic Admission Services and the Business Student Services Office. Students with questions about undergraduate programs and courses within the faculty should inquire at the Business Student Services Office, Room 283, Business and Economics Building.

Students can contact the program by email: [bcom@uvic.ca](mailto:bcom@uvic.ca), or by phone: 250-472-4728

Students transferring to UVic from other institutions may wish to contact Gustavson for informal assistance and recommendations.

## Faculty Admissions

The Gustavson School of Business Bachelor of Commerce program admits students into the first, second and third year. Each admission point has specific admission criteria that applicants must meet; see entry under "Admission Categories and Deadlines". Because of the international nature of the program, a portion of the available positions is intended for international students. Gustavson recognizes the unique needs of international students and offers many services and program enhancements to address those needs.

Entry to the Bachelor of Commerce program is in September only for each year. The program commences with the BCom program core, a full-time, cohort-based set of required courses in the third year. Normally, about 300 students are admitted to the BCom program core every year.

The structure of the program requires that students have completed 30 units of pre-commerce course work, including the required courses listed below, to standards as outlined below before they will be registered in the Bachelor of Commerce program core courses.

Students should be aware that they will be required to complete a total of 60 units of course work to obtain a UVic degree, including 30 units of

pre-commerce course work. Any outstanding pre-commerce course work must be completed as a condition for entering the BCom program core.

Graduates of Hospitality Management diploma programs should refer to the admissions requirements described under "Admission Requirements for Graduates of Hospitality Management Programs" (page 325).

### ADMISSION TO UVIC FROM HIGH SCHOOL

Applicants from High School must be admissible to UVic. (See "Undergraduate Admission", page 31). Applicants from High School must follow the admission procedures as outlined in the Admission Categories and Deadlines section.

### ADMISSION TO UVIC FROM BC COMMUNITY COLLEGES AND OTHER UNIVERSITIES

Applicants from BC community colleges and universities must first be admitted to UVic. Students must have a minimum of 12 units of transferable credit to be considered for admission to UVic and the BCom program. Transfer credit should address the admission requirements as described under the admission section entitled Year 2 Entry (First Year College or University Students) or the section entitled Year 3 (Direct Entry) Admission.

Transfer credit will be limited to 4.5 units of Commerce credit for the purposes of calculating the cumulative pre-commerce grade point average and calculating the applicant's pre-commerce course units. Students transferring from BC community colleges or university colleges should consult the BC Transfer Credit Guide at [www.bccat.bc.ca](http://www.bccat.bc.ca) for assistance in determining the transferability of courses.

Additional information regarding areas of study and program updates is available through the Gustavson School of Business website at [www.uvic.ca/gustavson](http://www.uvic.ca/gustavson).

Students attending any business, commerce, or business administration diploma or degree program will be considered along with all other applicants and must have completed the requirements for admission as outlined below.

### CURRENT AND RETURNING UVIC STUDENTS

Current and returning UVic students who apply but are not admitted to the Gustavson BCom program will normally, if eligible, be authorized for study in their previous faculty. New applicants to UVic who are not admitted to the program and who wish to be considered for any other faculty should contact Admissions or Undergraduate Records.

### ADMISSION REQUIREMENTS

#### Pre-Commerce Courses Including Required Courses

All students entering the BCom program must complete the required courses shown in the table below prior to entry into the BCom program core. All students are encouraged to consult the University Calendar to meet the prerequisites for the required courses.

#### Co-op Work Term Requirements for Admission

Gustavson requires that students complete three Co-op work terms to meet the Bachelor of Commerce program requirements.

Students are normally required to complete one Co-op work term (pre-commerce Co-op) prior to commencing the BCom program core and two more Co-op work terms as part of their academic and work term sequencing as prescribed by the area of specialization.

- Students can complete the pre-commerce Co-op work term prior to entering the BCom program core. This option is only open to those students who are admitted to the BCom program through the Year 1 or Year 2 admission category and have completed COM 204.
- Students may challenge one Co-op work term if they have sufficient relevant work experience. See details regarding criteria and

regulations for Co-op challenges under the "Business Co-op Program" (page 329) section or consult the Business Co-op and Career Centre.

- Students can transfer in a successfully completed work term through an accredited Co-op program and receive credit for one of the BCom Co-op work terms.

Credit for only the first work term will be permitted through transfer or challenge. Students must register in and complete at least two work terms through the Business Co-op and Career Centre as part of their BCom program. Students who do not complete a pre-commerce Co-op work term will be expected to complete this requirement following the BCom program core, which will normally extend the time needed to complete their program. Normally, students must complete their programs on an academic term.

## ADMISSION CATEGORIES AND DEADLINES

### Year 1, Year 2 and Year 3 Admission

The Gustavson School of Business will offer Year 1 admission to high school students and Year 2 and Year 3 admission to UVic students and college/university transfer students who demonstrate a high level of academic achievement and other qualitative considerations such as leadership, school and community involvement, participation in extra-curricular activities, and work experience and career aspirations.

Admission from high school or first year to Gustavson guarantees access to the BCom program if the student maintains the level of academic and Co-op performance prescribed in any conditions set out by the BCom Program Director and BCom Admissions Officer as part of the admissions process. Students admitted into Year 1 or 2 will normally register in their pre-commerce Co-op work term during the summer term immediately prior to starting the BCom program core. High school and first year admission students who are not registering in a pre-commerce Co-op during that summer term are not permitted to register in any courses that are considered part of the BCom degree program.

### Year 1 Admission – from High School (Grade 12)

#### Application Deadline: February 28

Students applying to Year 1 are required to submit the following documents by February 28:

- university application for admission
- Bachelor of Commerce supplemental application form
- in addition, applicants must ensure that the following documentation is submitted by March 15:
  - official copies of interim high school transcript, if not eligible to self-report - minimum 80% GPA

Upon receipt of grades from Undergraduate Admissions (as reported in BC and the Yukon by the BC Ministry of Education or as an interim high school transcript elsewhere), conditional offers will be made. Upon receipt of final grades, conditional offers will be confirmed.

**Evaluation:** Students who wish to be considered for admission must have a minimum GPA of 80% on required high school courses. Meeting the minimum GPA requirement does not guarantee admission to the BCom program. Admission is based on academic performance (60%) and on the applicant's other attributes (40%) derived from the assessment of the other submitted material.

Conditions for entry into the BCom program core courses:

- Students must meet UVic admission requirements for Business. See "Undergraduate Admission" (page 31).
- Students must complete required and pre-commerce courses at UVic (Year 1 and Year 2). Students are required to complete at least 2 of the required courses in Year 1.
- Students must obtain a minimum GPA of 4.0 (B-, 70%) on their required courses, with a minimum grade of C+ (65%) in each of them.

- Students must have an overall GPA of 5.0 (73%) on their most recent 30 units.
- Students may undertake the pre-commerce Co-op work term prior to entry into the BCom program core.

### Year 2 Admission – First-year College or University Students

#### Application Deadline: February 28

Students applying to Year 2 are required to submit the following documents by February 28:

- University of Victoria application (non-UVic students, current UVic students and returning UVic students) through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>
- Bachelor of Commerce supplemental application through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>

In addition, applicants must ensure that the following documentation is submitted by March 15:

- two official copies of secondary and post-secondary education transcripts directly from issuing institution

**Evaluation:** Applicants will be assessed on their most recent course work, on their performance in required courses and on an assessment of the applicant's attributes as derived from the submission material. Students must have completed a minimum of 6.0 units and at least two of the required courses with minimum grades of C+ and a GPA of 4.0 for these courses by the application deadline. Applicants with more than 12.0 units of course work will be assessed on their most recent 12.0 units of course work.

#### Conditions for entry into the BCom program core courses:

- Students must meet UVic entrance requirements.
- Students must complete the remainder of their pre-commerce course work at UVic (Year 2).
- Students must obtain a minimum GPA of 4.0 (B-, 70%) on their required courses, with a minimum grade of C+ (65%) in each of them.
- Students must complete all required and elective courses (30 units) by the end of the Spring (January-April) term of their Year 2 prior to commencement of BCom program core.
- Students must achieve a GPA of at least 5.0 (73%) on their most recent 30 units to be eligible for entry into the BCom program core.
- Students may undertake their first Co-op work term prior to entry into the BCom program core.

### Year 3 (Direct Entry) Admission – Second-year College or University Students

#### Application Deadline: February 28

Students applying for direct entry into the Year 3 BCom program core are required to submit the following documents by February 28:

- University of Victoria application (non-UVic students, current UVic students and returning UVic students) through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>
- Bachelor of Commerce supplemental application through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>

In addition, applicants must ensure that the following documentation is submitted by March 15:

- two official copies of secondary and post-secondary education transcripts directly from issuing institution

**Evaluation:** Applicants will be assessed on their most recent 12 units of course work. As well, students must have completed at least three of the required courses with minimum GPA 4.0 among these courses, with a minimum grade of C+ in each of them, by the application deadline.

Admission is based 60% on quantitative (GPA) and 40% on qualitative considerations assessed from the submitted supplemental material.

#### Conditions for entry into the BCom program core courses:

- Students must complete 30 units of pre-commerce course work, including all required courses, by the end of the Winter Session prior to commencement of the BCom program.
- Students must achieve an overall most-recent 30-unit GPA of 5.0 (B, 73%) to be eligible to enter the BCom core program.

### Admission Requirements for Graduates of Hospitality Management Programs

#### Application Deadline: February 28

Students applying from Hospitality Management diploma programs are required to submit the following documents by February 28:

- University of Victoria application through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>
- Bachelor of Commerce supplemental application through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>

In addition, applicants must ensure that the following documentation is received by March 15:

- two official copies of secondary and post-secondary education transcripts directly from issuing institution

Applicants from two-year Hospitality Management/Hotel and Restaurant Administration diploma programs may be eligible for entry to the BCom program if they meet the following criteria:

1. The diploma is completed with a minimum average GPA of 5.0 (B) as determined by Undergraduate Admissions and Records. The average as calculated by Undergraduate Admissions is a cumulative GPA, which includes all course attempts.
2. The diploma is granted by August 31 of the year for which the student is applying for admission. Final official documentation will be required.
3. The diploma is awarded by a college that offers the BC Provincial Hospitality Management Diploma program, or its equivalent.
4. Completion of a microeconomics course (equivalent to UVic ECON 103), an acceptable math course (equivalent to MATH 151) and an acceptable statistics course (equivalent to STAT 252). Students must complete these courses with a minimum grades of C+ in each of them and a GPA of 4.0 for the three courses.
5. Completion of the Academic Writing Requirement.

#### BC Institutions Currently Delivering the BC Provincial Hospitality Management Diploma Program

- Camosun College
- College of New Caledonia
- Douglas College
- North Island College
- Selkirk College
- Thompson Rivers University
- Vancouver Community College
- Vancouver Island University

#### Alberta and other Institutions

- Southern Alberta Institute of Technology (Calgary)

Students who have completed two or three year of recognized Hospitality diploma programs may also be eligible. Please contact the Gustavson School of Business for eligibility information on other programs.

### Admission Criteria for Graduates of Hospitality Management Programs

Admission decisions for the Bachelor of Commerce program will be made based on the GPA achieved in the diploma program (60% weight) and on an evaluation of the applicant's Supplemental Application Form (40% weight). See description of Quantitative and Qualitative considerations below.

Please note that applicants must be admissible to the University of Victoria to be considered for the Bachelor of Commerce program. Students who have completed additional credit courses after their diploma programs should contact Admissions Services to determine how these courses may affect their admissibility to the University.

If the diploma has not been granted by the documentation deadline, the student must still submit an official transcript outlining completed courses and courses that are still in progress. Students should also provide letters from their institutions that indicate that they are expected to have been granted their diplomas by August 31 of the year for which they are applying for admission. Two official copies of the final transcript indicating the granting of the diploma will be required by Undergraduate Admissions.

### ADMISSIONS PROCESS FOR ALL ADMISSION CATEGORIES

#### Minimum GPA

Applicants other than those to Year 1 must have a GPA of at least 4.0 (B-) on the UVic 9-point scale, or equivalent as calculated by Undergraduate Admissions and Records, in their most recent course work to be considered for admission to the Gustavson School of Business. Applicants to Year 2 admission must have a minimum of 6.0 units completed by the application deadline. Applicants with more than 12.0 units will be calculated on their most recent 12.0 units of course work.

#### Quantitative Considerations

For applicants in each admission category, the GPA evaluation will form 60% of the admission decision. Applicants to Year 2 and Year 3 who meet the minimum requirements will be rated within their applicant groups on this criterion based on weighting equally their most recent 12-unit GPA as calculated by Gustavson with their GPA in pre-commerce required course work.

#### Qualitative Considerations

An evaluation of qualitative considerations will form 40% of the admission decision. Gustavson recognizes that many different factors contribute to a person's chances of success in business. Applicants are therefore required to submit information on their application/resumé forms outlining experiences and attributes which they feel indicate their suitability for the Bachelor of Commerce program.

#### Assessment for Admission

Admission decisions within each admission category will be based on applicants' overall rankings based on scores that proportionately combine their quantitative and qualitative assessments. Admission to the Bachelor of Commerce program is subject to limited enrolment. The calculated score required for admission can fluctuate, depending upon the number and quality of the applications received in a given year.

Successful applicants will be admitted on the condition they complete 30 units of course work, including all required and elective pre-commerce course work, and will normally have satisfied the pre-commerce Co-op requirement before commencing the BCom program core courses.

In certain cases, applicants will be considered for admission with no fewer than 27 units of credit. Students should be aware, however, that they will be required to complete a total of 30 units of pre-commerce courses to be eligible to enter the BCom program core (Year 3). All

applicants must complete the pre-commerce required courses by the end of the Winter Session prior to commencement of the BCom program core (Year 3).

Final acceptances and scholarships will be based on the complete pre-commerce 30-unit (or more) student record after the Spring term (May 30).

### Limitation of Commerce Credit and Course Waivers

Applicants are required to take courses in other disciplines as part of their 30 units of pre-commerce coursework. Students intending to transfer to the BCom program from other institutions should be aware that a maximum of 4.5 units of Commerce courses may be used as part of the 30 units of pre-commerce courses.

All students will be expected to complete all of their Commerce courses within the BCom program. Students will not be granted waivers from any courses in the BCom program based on any previous credit.

### APPLICATION MATERIALS

All forms are available from:

BCom Program Office  
Bachelor of Commerce Program  
University of Victoria  
PO Box 1700 STN CSC  
Victoria BC, Canada V8W 2Y2  
Phone: 250-472-4728  
Email: bcom@uvic.ca

The Bachelor of Commerce Supplemental Application Form can also be obtained from the Gustavson website at: <[www.uvic.ca/gustavson/undergraduate](http://www.uvic.ca/gustavson/undergraduate)>.

University of Victoria undergraduate application is completed through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>.

In addition to the university application, a Bachelor of Commerce Supplemental Application is required. It is to be uploaded through My UVic application: <[www.uvic.ca/application](http://www.uvic.ca/application)>.

### Admission Decisions for Entry in September

Students who are admitted to the BCom program will receive written information regarding registration in appropriate course work for the following academic year.

## Faculty Academic Regulations

### STUDENT RESPONSIBILITY

Students are responsible for ensuring that their courses have been chosen in conformity with the requirements of the BCom program. The Gustavson School of Business and the Business Co-operative Education (Co-op) program will consider the sessional address given to UVic Undergraduate Records as the proper contact address.

Students are directed to the University regulations with respect to "Undergraduate Co-operative Education" (page 63).

Students are advised to review the University of Victoria "Undergraduate Academic Regulations" (page 42).

The faculty, students and staff of Gustavson work together to promote professionalism and integrity. These are attributes that prepare our students for real leadership roles and create an environment of professionalism in the faculty. The faculty has developed two documents: a general guide, Principles of Professional Behaviour, and a more detailed guide, Standards for Professional Behaviour. All students are subject to the provisions of these documents. Students who are found not to meet

these standards may be withdrawn from the program. Copies are available from the Business Student Services Office (BEC 283).

### LETTERS OF PERMISSION

Students in Gustavson who are planning to take a course at another institution are required to contact the Business Student Services Office for letters of permission before enrolling in the course. If permission is granted by the School of Business, a minimum grade of C in Commerce courses is required for transfer credit. Students may take a maximum of two 1.5 unit open commerce elective courses by letter of permission for credit in the Bachelor of Commerce degree program.

### COURSE REGISTRATION AND PROGRAM SEQUENCE

Students are admitted to the BCom program, not to particular areas of specialization. Space may be limited in specific areas of specialization. Students will be required to declare their specialization by the end of the first academic term in the BCom core. Academic and co-op work term sequencing (a student's program sequence) is determined by specialization. Students are required to follow the program sequences specified by their BCom Program adviser. Students wishing to change their specialization and/or program sequence must apply for a change through their BCom Program adviser. Some specialization and program sequence changes may result in limitations to course selection. Students are solely responsible for any difficulties or limitations resulting from a specialization or program sequence change.

Students are expected to have met all prerequisites for Commerce courses. A passing grade is acceptable for prerequisite purposes, unless a higher grade is called for in the course description. It is expected that students will complete a full course load each academic term (7.5 units). It is intended that students will progress through the BCom program core in a designated cohort group.

Students who withdraw from or receive a failing grade of F in a course listed within the Commerce core or a course required for their chosen specialization must repeat that course during the next academic term in which it is offered. Students who receive a failing grade of E in a core course may apply for a supplemental exam (see Supplemental Exam regulations under the appropriate section below). Students who do not apply for a supplemental exam by the published deadline will be considered to have failed the course, the opportunity to apply for a supplemental is rescinded, and the student must repeat the course in the next academic term that the course is offered.

### SUPPLEMENTAL EXAMS

Supplemental examination privileges in Bachelor of Commerce core courses are granted to students who have a satisfactory standing in the program. Satisfactory standing for the purpose of supplemental examinations is defined as achieving the minimum academic standard of 3.0 in their most recent academic term. The maximum number of units of supplemental examinations allowed for any one student is normally three during their Bachelor of Commerce degree program. In addition, students may not apply for more than ONE supplemental examination during a given academic term.

Students must apply in writing for permission to write a supplemental examination. Students are eligible to take the supplemental examination in a course only if they have completed all the course work, written the final examination and received a grade of E in the course. Supplemental examinations cover only the course work covered by the written final examinations - they will not compensate for, or replace, project or assignment grades. If there was no written final examination in the course, or if a student did not have a passing grade on the course elements exclusive of the final exam, the student will not be eligible for the supplemental examination.

A passing grade obtained on a supplemental examination will be shown on the student's academic record with a grade point value of 1, corresponding to a D, and will be included as such in the calculation of



the GPA for review of academic performance at the University and in determining the student's graduating average and standing at graduation. However, for the purpose of academic review and standing within the faculty, the actual grade received on the supplemental examination, together with the E grade that gave rise to the supplemental examination, will be used. A student who fails to pass a specific course after a supplemental examination must repeat the course or replace it with an alternative course approved by the Director of the Bachelor of Commerce program.

The fee for each supplemental examination is \$45.00. In certain unique situations, students may apply for an off-campus supplemental examination. The testing locations for off-campus supplemental examinations outside British Columbia are restricted to universities and colleges, and the fee for an off-campus supplemental examination is \$55.00. The Bachelor of Commerce program office must receive applications for supplemental examinations, accompanied by the necessary fees, by the following dates:

- for courses taken during the September-December term: **January 15**
- for courses taken during the January-April term: **May 15**
- for courses taken during the May-August term: **September 15**

No applications for supplemental exams will be accepted past these deadlines. Students will normally be notified of whether their application has been accepted or refused within approximately three weeks of the appropriate application deadline. Fee payments will normally be returned to students only in the case of rejected applications. The Gustavson School of Business schedules supplemental examinations.

## WAITLISTING

Normally, students have the option of being added to a waitlist for a class if the course enrolment is at its maximum; however, some exceptions do apply. Gustavson will accommodate students from a waitlist as spaces in the class become available, and the registration system will notify students via their UVic email address.

Students must drop themselves from waitlisted classes where the class is no longer wanted or needed during that term. Students waitlisted for courses are responsible for monitoring their registration status through the registration system ("My page"). Students should check their course registration on the last day of the 100% fee reduction period in each term to avoid being assessed unnecessary tuition fees.

The school reserves the right to establish its own criteria for priority registration in courses and sections.

## COURSE CHALLENGES

The Gustavson School of Business does not accept course challenges.

## REVIEW OF ACADEMIC PERFORMANCE

Students who have failed a work term required in the mandatory Business Co-op program, or have a GPA below 3.0 (65%) in any academic session, will be ranked as unsatisfactory and may be required to withdraw for at least one calendar year. Gustavson is under no obligation to re-admit students who have been required to withdraw, regardless of the cut-off GPA in the year in which they re-apply.

Students must complete all BCom program third-year core plus COM 205 or have permission of program director to enrol in fourth-year elective or specialization courses.

## EXAMINATIONS

The final exam period for each academic term is available online. Students are advised to consult the online exam schedules before making arrangements for their personal schedules. It is the responsibility of all students to be present for the exam period for both midterms and finals. Gustavson is not responsible for conflicts between the final exam schedule and personal schedules of students. Requests to write an exam

on a day other than the date designated by the official exam schedule will not be entertained. For academic regulations regarding deferred exams, please see "Examinations" (page 50).

Commerce courses with more than one section may have a common midterm exam scheduled by Gustavson. Students will be advised of the times and dates of the exams by Gustavson and may be expected to attend midterm exams outside the regular class schedule which may include Saturdays.

## WITHDRAWAL FROM THE BCOM PROGRAM

A student who does not register for any courses during the first academic term after admission, or during any subsequent academic terms while not on a Co-op work term or a leave of absence, will be considered to have withdrawn. Any student who is considered withdrawn must re-apply for admission and will be considered in competition with all other applicants. A student who has started the BCom program core and subsequently registers for courses applicable only to another department during an academic term must have the written permission of the Gustavson School of Business.

Students who voluntarily withdraw from the BCom program and later re-apply for admission must do so by the standard deadlines and will be considered in competition with all other applicants. Gustavson is under no obligation to re-admit any student who has withdrawn.

## LEAVE OF ABSENCE

Students must apply in writing to their academic adviser for a leave of absence. Unless given written permission by Gustavson to take a leave of absence, students who do not re-register will be considered to have withdrawn. Students on leave of absence are considered outside the program and will not be granted work term credit or academic course credit for experience gained during the leave.

## GRADUATION REQUIREMENTS

The minimum requirements for graduation are:

1. completion of 30 units of required and elective pre-commerce course work
2. completion of 18 units of BCom program core as well as COM 204, 205 and 405
3. completion of 12 units of specialization courses and open Commerce electives, normally completed within the BCom program. Note that students who have entered the BCom program with Hospitality Management Diploma block transfers are required to complete 3.0 units of non-business electives and 9.0 units of specialization and open Commerce electives.
4. satisfactory academic performance as outlined above
5. satisfactory completion of three Co-op work terms within the regulations of the Gustavson School of Business and including any challenges or transfers granted

## Program Requirements

The Bachelor of Commerce program combines learning in the classroom with work experience, an internationally diverse cohort group, and the opportunity for international work and study. Students start the BCom program core in the Fall term upon completion of their pre-commerce course work (30 units). Students are expected to follow the schedule of academic and work term sequencing outlined for each area of specialization to complete the remaining two years of study (30 units) in the Bachelor of Commerce program.

## REQUIRED COMMERCE COURSES (18 UNITS)

COM 204 (0) Introduction to Professional Practice

|               |  |
|---------------|--|
| COM 205 (0)   | Professional Skills Development                |
| COM 315 (1.5) | Financial Accounting                           |
| COM 316 (1.5) | Management Accounting                          |
| COM 321 (1.5) | Leading People and Organizations I             |
| COM 322 (1.5) | Leading People and Organizations II            |
| COM 331 (1.5) | Introduction to Management Information Systems |
| COM 341 (1.5) | Operations Management                          |
| COM 351 (1.5) | Marketing Principles and Management            |
| COM 361 (1.5) | International Business                         |
| COM 362 (1.5) | Business and Sustainability                    |
| COM 371 (1.5) | Management Finance                             |
| COM 400 (1.5) | Strategic Management                           |
| COM 402 (1.5) | Legal Issues in Management                     |
| COM 405 (0)   | Career Preparation Across Borders              |

COM 204 may be completed in Year 2. The BCom program core, consisting of the above-listed 300-level COM courses plus 205, must be taken during the Fall and Spring term of Year 3. COM 400, 402 and 405 are completed during fourth year. COM 400 and 405 should normally be taken in the final academic term. COM 402 can be taken at any point during fourth year, usually in the elective term.

## SPECIALIZATIONS

There are three specializations:

- International Business Management
- Entrepreneurship
- Service Management

### International Business

For students interested in specializing in International Business, 3.0 units of a foreign language, or equivalent competence are strongly recommended within their pre-Commerce course work.

The International Business specialization requires that students have direct international experience outside North America. This requirement may be satisfied by participating in the international exchange program or in an international work study (IB 418) in the Fall term (at an additional cost). The requirement will be waived for international students and those who have completed at least one year of high school or university studies in a country in which English is not the primary language.

International Business is a three-course specialization.

|              |                           |
|--------------|---------------------------|
| IB 415 (1.5) | Cross-national Management |
| IB 416 (1.5) | International Marketing   |
| IB 417 (1.5) | International Finance     |

### Entrepreneurship

Entrepreneurship is a five-course specialization, including COM 400.

|               |                                     |
|---------------|-------------------------------------|
| ENT 410 (1.5) | Venture Marketing Expertise         |
| ENT 411 (1.5) | Venture Planning/Finance Expertise  |
| ENT 412 (1.5) | Acquiring Expert Venture Cognitions |
| ENT 413 (1.5) | Portfolio Practicum                 |

Plus

|               |                      |
|---------------|----------------------|
| COM 400 (1.5) | Strategic Management |
|---------------|----------------------|

### Service Management

Service Management is a three-course specialization.

|                |   |
|----------------|---|
| SMGT 415 (1.5) | Customer Experience Management            |
| SMGT 416 (1.5) | Service Operations and Quality Management |
| SMGT 417 (1.5) | Service Human Resource Management         |

## Open Commerce Electives

Please note that in addition to the 18 units of core courses and the required courses within the chosen specialization (4.5-6.0 units), students are required to complete an additional 6.0-7.5 units of open Commerce electives (prerequisites and corequisites still apply). Note that students who have entered the BCom program with a Hospitality Management Diploma block transfer are required to complete 3.0 units of non-business electives and 3.0 to 4.5 units of open Commerce electives.

## NON-SPECIALIZED

Students may elect not to complete a specialization.

In addition to the 18 units of program core courses, students can select courses of interest from the specialization and open Commerce elective courses to make a total of 12 units (prerequisites/corequisites still apply). Priority registration in specialization courses goes to students in that specialization.

## INTERNATIONAL EXCHANGE PROGRAM

The International Exchange Program (INTEP) provides the opportunity for eligible Commerce students, regardless of their specialization, to spend approximately four months studying at an overseas institution and receive full course credits for one term. Normally, studies overseas are conducted in the English language; however, some exceptions do apply. Participation in INTEP is equivalent to 7.5 units:

COM 460 (1.5)

COM 480 (2 x 1.5)

COM 499 (1.5)

and normally

COM 470 (1.5)

## INTEP Requirements

To be eligible for international academic placements, student must meet the following requirements:

1. Completion of 300-level BCom program core.
2. A minimum GPA of 4.0 in all academic terms following entry to the BCom program core.
3. 3.0 units of a foreign language are strongly recommended. Note that students who have completed the language requirement will have priority in exchange placements.
4. Evidence the student has actively participated in international activities and events.
5. Permission of the Associate Director, International Programs and the Director, BCom Program.

Contact the International Programs Office for more details.

## BUSINESS MINOR PROGRAM

Students following a Minor program in Business must complete the Business Minor core, consisting of COM 202, 220, 240, 250, and 317 with a minimum grade of C+ (65%) in each course, plus a least 1.5 units of 300- or 400-level COM, ENT or IB courses.

Required courses at the 200-level or higher in the Business Minor program cannot form part of the requirements towards other programs or options.

## BUSINESS CO-OP PROGRAM

The University regulations with respect to "Undergraduate Co-operative Education" (page 63) are applicable to the Business Co-op Program except to the extent that they are modified by regulations adopted by the Gustavson School of Business.

### Admission to the Business Co-op Program

Co-operative education is mandatory in the Bachelor of Commerce program and forms an integral part of the academic requirements of the BCom degree. As such, admission to the Bachelor of Commerce program automatically results in admission to the Business Co-op program.

### Business Co-op General Regulations

The following regulations apply to the Business Co-op program. General regulations found in the Co-operative Education Program section of the Calendar also apply to the Business Co-op program. Where Gustavson regulations differ from those of the Co-operative Education Program, Gustavson regulations will apply.

Co-operative Education work terms are four months of full-time paid work. The work placement must be related to the student's learning objectives and career goals. The placement must be supervised, and the employer willing to conduct a mid-term and final evaluation of the student in consultation with a Co-operative Education Program Coordinator (known hereafter as a Coordinator).

Students must receive credit for three Co-op work terms. As per the general regulations for Co-op, 4.5 units of academic credit are awarded for each approved work term successfully completed. These work term credits may not be applied towards the graduation requirements for any degree or program except in fulfillment of the Co-op work term requirement. Students are required to complete at least two of these work terms through the University of Victoria Business Co-op Program as part of their degree program. Students may be granted credit for the first of these three work terms as follows:

- Through the Work Term Challenge process, following the guidelines outlined in the "Work Term Credit By Challenge" (page 64) section in "Undergraduate Co-operative Education" (page 63), credit will be granted where work experience is considered satisfactory and the requirements for a challenge are complete.
- A student with a recognized Co-op work term from another accredited post-secondary institution may apply for transfer credit. Students must apply in writing for work term transfer credit within the first 60 days of their initial academic term within the BCom program, identifying the program and work term for which they would like credit. *A transcript may be required.*
- Business students may be admitted into the Business Co-operative Education Program in their second year and complete their first Co-op work term before commencing third year Commerce courses.

Students registered for work terms are considered to be enrolled in a full-time course of studies and may not take university level credit courses while on a work term. Under extraordinary circumstances, students may submit, in writing to the BCom Director, Undergraduate Programs, a request to register in a maximum of 1.5 units of university level course credit. If a student is on probation then no units of credit will be allowed during the work term. Students are reminded of their responsibility to maintain the minimum academic performance required by Gustavson. See "Review of Academic Performance" (page 327). Students with a GPA below 3.0 in an academic term will not be eligible to participate in the next scheduled Co-op work term.

Students should not expect to complete all their work terms in the summer months, nor should they expect to complete their BCom program on a work term or series of work terms. In certain cases, a student will be permitted to end the program on a Co-op work-term to satisfy the BCom Co-op work term requirements if the program scheduling would otherwise unduly prolong a student's program

completion. All decisions regarding the eligibility of a student to complete their program on a Co-op term will be made at the discretion of the Gustavson School of Business.

Students must sign a current Terms and Conditions document as provided by the Business Co-op Program in order to be eligible to participate in the placement process.

Introduction to Professional Practice is a mandatory requirement for business students. This program is a corequisite for students participating in the placement process prior to their first work term.

Students will be provided more information regarding Introduction to Professional Practice, its curriculum, and the requirements for completion upon admission to the BCom program.

Students are expected to participate fully in the placement process. While every attempt will be made to ensure that all eligible students are placed, Gustavson is under no obligation to guarantee placement. Students should be prepared to spend at least one work term outside the greater Victoria area.

The Business Co-op Program reserves the right to approve any employer that provides placements for students and to withdraw a student from any placement. The student, however, has the right to be informed in writing of the reasons for any withdrawal and can follow the student appeal procedures as outlined in "Student Appeal Procedures" (page 67). Students may not withdraw from a placement without approval from a Coordinator. Failure to obtain permission will result in the student receiving a grade of N/X on the work term.

Students must be officially registered for the work term and provide any required documentation before the end of the first month of the semester in which the work term occurs. Students not registered by that time may not receive credit for that work term. A Co-op Program Fee, which is non-refundable, is due in the first month of each term for six (6) terms and is subject to the University's general fee regulations in "General Regulations: Undergraduate Co-op" (page 64).

Note: students admitted to BCom program prior to September 2012 will be assessed a work term fee upon registration in each work term as per tuition regulations in "General Regulations: Undergraduate Co-op" (page 64).

While on Co-operative Education work terms students are subject to the provisions of the Principles of Professional Behaviour and the Standards for Professional Behaviour documents developed for Gustavson students.

### Academic and Work Term Sequencing

Work terms are normally of four months duration and should be integrated within the student's academic program such that they alternate with academic terms, as designated by their area of specialization, until graduation.

The Gustavson School of Business may make amendments to a student's academic and work term sequencing during the course of the program.

Students are expected to remain in the prescribed academic and work term sequencing. Priority will be given to placing students who are scheduled to go on a work term, as defined by their area of specialization. Students not scheduled to go on a work term will not be eligible to participate in the placement process.

### Assessment of Work Term Performance

The requirements for a pass grade in a Co-op Work Term include the satisfactory completion of the following items:

- the student's Learning Objectives
- work site visit by the Co-op Coordinator
- the student's Final Competency Assessment and a work term report (or alternative) as assessed by the Coordinator and submitted by the deadlines specified below:

- **Fall Work Term Report:** due December 15 (unless it falls on a holiday or weekend, in which case the report will be due the next business day)
- **Spring Work Term Report:** due April 15 (unless it falls on a holiday or weekend, in which case the report will be due the next business day)
- **Summer Work Term Report:** due August 15 (unless it falls on a holiday or weekend, in which case the report will be due the next business day)

Late work term reports will only be accepted (in the event of illness, accident or family affliction) with legitimate substantiation for academic concession. Otherwise, late reports will result in remedial requirements.

A grade of COM, F/X, or N/X will be assigned to students at the completion of each work term. Students who are assigned a grade of F/X or N/X for a work term that carries 4.5 units will have a 0 grade point assigned for that work term. Students who fail a work term or who have not completed a work term by the end of four academic terms may be required to withdraw from the faculty.