



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# **UBC Vancouver**

# **ACADEMIC**

# **CALENDAR**

**2018/19**

[www.calendar.ubc.ca/vancouver](http://www.calendar.ubc.ca/vancouver)



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THE UNIVERSITY OF BRITISH COLUMBIA

Dual Degree Program Option: J.D./M.B.A.

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## Introduction

*Also known as the Sauder School of Business*

### Dean's Office

R. W. Helsley, Dean  
D. Dahl, Senior Associate Dean, Faculty and Director, Robert H. Lee Graduate School  
K. Lo, Senior Associate Dean, Students  
J. Ries, Senior Associate Dean, Research  
M. Chandrashekar, Senior Associate Dean, Strategic Partnerships and Global Initiatives  
K. Li, Senior Associate Dean, Equity and Diversity  
K. MacDonald, Senior Advisor to the Dean and Chief Administrative Officer  
S. Biggers, Associate Dean, Development and Alumni Engagement  
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Faculty of Commerce and Business Administration (<http://www.sauder.ubc.ca>)

The Faculty of Commerce and Business Administration, also known as the Sauder School of Business, offers an undergraduate program leading to the degree of Bachelor of Commerce. Through the Real Estate Division, the Faculty offers a post-diploma degree completion program that leads to the Bachelor of Business in Real Estate. The Faculty also offers a Diploma in Accounting program. At the graduate level, programs leading to the degrees of Master of Business Administration, Executive M.B.A., International M.B.A., Master of Management, Master of Science in Business Administration, and Doctor of Philosophy are offered. For information on research-oriented graduate programs (M.Sc.B. and Ph.D.) see [Business Administration](#), and for professional master's programs see [Professional Master's Degrees](#).

## Bachelor of Commerce

### Bachelor of Commerce > Introduction

The Bachelor of Commerce is a four-year specialized program and is intended for students interested in one of eleven specialized fields in business. The first two years are devoted to building a foundation in the related sciences and humanities and to learning the fundamentals of business issues, principles, and practices.

The professional and specialized aspects of the curriculum are largely concentrated in the last two years. Because of the breadth and variety of topics covered, all students must take a specified "core" of courses and then arrange a series of carefully selected and integrated courses to complete an option. For necessary core courses, see [Degree Requirements](#). Students may contact the Commerce Undergraduate Office for more details concerning each option in the program.

### Bachelor of Commerce > Academic Advising

The Undergraduate Office offers drop-in advising from 12:30 pm to 3:30 pm, Mondays through Fridays, or by appointment 10:00 am to 12:00 pm, Mondays through Fridays. Faculty advisors can assist in program planning, answer admission inquiries, and administer regulations governing the Bachelor of Commerce program. Advisors can also evaluate and approve requests for course changes, withdrawals, and academic concessions, and produce letters of permission for study elsewhere. Students experiencing academic difficulty are encouraged to contact an advisor as soon as possible. To schedule an appointment, call 604.822.8333.



## Bachelor of Commerce > Admission for Students Entering the Program in 2017/18 or Later

The Faculty has a broad-based admission policy that takes into consideration academic performance and evidence of other characteristics and qualities, to select the most competitive students for the Bachelor of Commerce program. As part of this process, all applicants are required to submit the B.Com. Personal Profile.

UBC's procedures, policies, and general admission requirements are specified in Admissions (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,0,0,0>). Admission requirements for all applicants is available from the Faculty ([http://www.sauder.ubc.ca/Programs/Bachelor\\_of\\_Commerce](http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce)). Attainment of the minimum prescribed requirements listed below means only that the applicant is eligible for selection but in no way guarantees admission. As enrolment in the program is limited, the average required for admission is higher than the published University minimum.

### *Secondary School Applicants*

Admission of secondary school students into Year 1 of the B.Com. program is based on academic performance and other competencies. Successful applicants are motivated and focused, actively participate in extracurricular activities, and demonstrate leadership potential and teamwork skills.

Admission based on interim grades is possible for students with strong academic standing in the final year of secondary school. Refer to **Admission Based on Interim Grades (reference not found)**.

### *College/University Transfer Students (including UBC students transferring faculties)*

Students who have completed 24 transferable credits at an accredited post-secondary institution are eligible to be considered for admission to second year of the B.Com. program. Students must have completed the following UBC courses (or their equivalents):

- ENGL 112 (ASTU 150, WRDS 150, WRDS 350, ENGL 100, Arts One or a Coordinated Arts Program satisfying the 3-credit Writing component of the Faculty of Arts Writing and Research requirement is acceptable), with a minimum grade of 60%
- ECON 101 and 102
- MATH 104
- 12-18 credits of electives

Statistics courses will be included in the admission average; however, they will not count toward the B.Com. program. Applicants to the B.Com. program are required to complete all core courses in English, economics, and mathematics, as these are prerequisites to most second year courses. Information about requirements and electives can be obtained from the Faculty ([http://www.sauder.ubc.ca/Programs/Bachelor\\_of\\_Commerce](http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce)).

Admission to Year 2 of the B.Com. program is based on academic performance and other competencies. Successful applicants are motivated and focused, actively participate in extracurricular activities, and demonstrate leadership potential and teamwork skills.

Admission and grade point average requirements are available from the Faculty (<http://sauder.ubc.ca/bcom/admissions/index.cfm>).

### *BC College Commerce Transfer Programs*

For students applying to transfer into Year 3 of the B.Com. Program:

Students who have completed second-year Commerce at a college offering a transfer program to the B.Com. are eligible to be considered for admission to third year. Students must have completed 48 transferable credits, including the following UBC courses:

- all first year requirements, including ENGL 112 (ASTU 150, WRDS 150, WRDS 350, ENGL 100, Arts One or a Coordinated Arts Program satisfying the 3-credit Writing component of the Faculty of Arts Writing and Research requirement is acceptable), with a minimum grade of 60%; ECON 101, 102; MATH 104; and 15-18 credits of electives, and
- all of COMM 290, 291, and 292



- four of the following second-year required core courses: COMM 203, 204, 205, 293, 294, 295, 296, 298

Students transferring more than 60 credits should make note of the [Requirements to Receive a Degree](#).

Statistics courses will be included in the admission average; however, they will not count toward the B.Com. program.

Admission to Year 3 of the B.Com. program will be based on academic performance and other competencies. Successful applicants are motivated and focused, actively participate in extracurricular activities, and demonstrate leadership potential and teamwork skills.

Admission and grade point average requirements are available from the Faculty ([http://www.sauder.ubc.ca/Programs/Bachelor\\_of\\_Commerce](http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce)).

### ***UBC-Langara Aboriginal Transfer Partnership (ATP)***

To be eligible to transfer to UBC through this partnership, Aboriginal students must meet the following requirements:

- Successfully complete the [prerequisite requirements](#) for Year 2 or Year 3 entry.
- Attain an overall final grade point average (GPA) of 2.67 (B-) or higher calculated on the most recent 30 credits, including failed and retaken courses. If in a particular year the competitive admission criterion for overall GPA is lower than 2.67, then the lower criterion applies.
- Attain a core GPA of 2.67 (B-) or higher - for Year 2 entry, this is calculated on all transferable Economics, English, and the required Math (Differential Calculus) courses. All attempts at core courses are used in the calculation of your core average - for Year 3 entry, this is calculated on all transferable Commerce equivalent courses, including failed and retaken courses.
- Submit a BCom Personal Profile.
- Successfully complete the ATP Transition Plan offered by Langara in collaboration with UBC.

### ***Business Programs at Other Universities***

Business students attending other universities and wishing to transfer to the Faculty at UBC will be considered on an individual basis. Students may be admitted with advanced standing as approved by the Undergraduate Office. Transfer credit will be assessed only after a formal application for admission to the program has been made. A grade point average of 2.00 on a 4-point scale is required to be considered for admission. Attainment of the minimum prescribed requirements means only that the applicant is eligible for selection, but does not provide assurance of admission.

Admission will be based on the criteria outlined above, depending on the year level for which the student is eligible. Students who have a Business Degree or a degree with a significant number of business courses are not eligible for admission to the B.Com. program.

A student with unsatisfactory standing from another post-secondary institution will not be admitted.

## **Bachelor of Commerce > Academic Regulations**

The following regulations regarding Commerce courses apply:

1. Students are admitted to the B.Com. program, not to particular fields of concentration (options). Enrolment in required option courses may be limited. Students may select their option in the summer registration period prior to third year, but must make their choice no later than the end of Term 1 of Winter Session of the third year in the program. While it may be possible to change options at the end of Term 1, there may not be sufficient space in all of the required courses. Because registration access is based on GPA, students with lower marks will register later and may be unable to gain admission to the option of their first choice. For this reason students are encouraged to plan for a second and third choice. Changes to options made at the end of Term 1 require the approval of the Undergraduate Office.
2. Each option program assumes that there is a normal sequence of courses, as listed by the Faculty (<http://mybcom.sauder.ubc.ca/>). Students are expected to recognize these normal sequences in planning their program. Any exceptions must be approved by the director or associate director of the undergraduate program.
3. Students may be required to undertake field work in the business community.



4. A charge may be made for material supplied by the Faculty for use in classes.
5. Courses in Commerce generally are reserved for students registered in a degree program in Commerce. However, there are exceptions to this regulation. Special arrangements have been made for students registered in other faculties in programs, as approved by Senate, which specifically require Commerce courses. Non-Commerce students should consult their faculty to see if such arrangements have been made for their program of study.
6. Students who have obtained a First Class average (80% or higher) in their third year may elect to register for up to 6 credits of 500-level courses chosen in consultation with the chair of the division, the instructor, and the director or associate director of the undergraduate program.

### *Dean's Honour Roll*

The words "Dean's Honour Roll" will be placed on a student's transcript if they have achieved an average of 80% or better in a Winter Session. To be eligible, a Winter Session must contain at least 27 percentage-graded credits. Students in a co-operative education program who are registered at UBC for only one term in Winter Session because of a co-op placement must be in a program of 15 credits for that term. Grades obtained by students registered in a study abroad or exchange program during the Winter Session will be considered. To qualify, a student must pass all courses.

### *Degree Completion*

Students must complete their degree requirements within six years of their original admission into the Faculty of Commerce and Business Administration.

### *Degree with Honours*

The words "with Honours" will be placed on the transcript of record and the degree certificate of a student graduating with the Bachelor of Commerce where the average is 80% or better in all upper-level Commerce courses. Grades obtained by students registered in a study abroad and exchange program will be considered. As well, the student must be enrolled in a 27 percentage-graded credit course load in Winter Session in at least one of year 3 or year 4.

### *Program Approval*

Students are responsible for the completeness and accuracy of registration as it relates to the regulations of the program in which they are enrolled. Any variation from a full load must be approved by an academic advisor in the Undergraduate Office.

### *Unsatisfactory Performance*

Students whose performance in the Faculty is unsatisfactory will be required to discontinue study in the Faculty for at least one year. Students who have failed to meet the continuation requirements of the University will be considered to have failed the year and will be required to discontinue study in the University for at least one year. Continuation requirements are listed in the table Summary of Continuation Requirements below and are subject to the following:

1. Student performance is considered unsatisfactory when the average taken in any year, including failed courses, is below 60%.
2. Students who fail the year or are required to discontinue study in the Faculty may apply for readmission only after 12 months.
3. Students at any level of university study who are required for a second time to discontinue studies in the Faculty, whether in repeating a year or in a later year, will be required to withdraw from the University. Readmission to Commerce in such cases is normally not granted.
4. Any students whose academic records, as determined by the tests and examinations of Term 1, are found to be unsatisfactory may be required to discontinue attendance in Commerce for the remainder of the session.

### *Summary of Continuation Requirements*

Year Level	Winter Session Average	Sessional Standing	Continuation Status
1-4	60% or more	Pass	Eligible to continue



1-4                      Less than 60%                      Fail                      Required to discontinue

### **Advancement Requirements**

The B.Com. is a full-time four-year program. Students are expected to register in a full load of courses unless they have been granted advanced standing.

1. To earn a promotion from first to second year, a student must have completed a minimum of 24 credits including all of COMM 101, ECON 101, ECON 102, MATH 104, and two of ENGL 112, COMM 290, COMM 291, COMM 292.
2. To earn a promotion from second to third year, a student must have completed 48 credits including all required courses from first year and at least four of COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298.
3. To earn a promotion from third to fourth year, a student must have completed 72 credits, including all required courses from first and second year, two option core courses, and at least two of COMM 390, COMM 393, COMM 394, COMM 395.

For students in the Combined Major in Business and Computer Science (BUCS) program:

1. To earn a promotion from first to second year, a student must have completed a minimum of 24 credits including all of COMM 101, ECON 101, ECON 102, MATH 104, CPSC 110 and one of ENGL 112, COMM 292, CPSC 121.
2. To earn a promotion from second to third year, a student must have completed a minimum of 50 credits of the first and second year BUCS program including all required courses from first year and COMM 205, COMM 290, CPSC 210.
3. To earn a promotion from third to fourth year, a student must have completed a minimum of 81 credits including all required courses from first and second year; one of CPSC 304, CPSC 310; all of COMM 203, COMM 296; and at least two of COMM 204, COMM 390, COMM 393, COMM 395.

For students in the Global Supply Chain and Logistics Management program:

1. To earn a promotion from first to second year, a student must have completed a minimum of 24 credits including all of COMM 101, ECON 101, ECON 102, MATH 104, and two of ENGL 112, COMM 290, COMM 291, COMM 292.
2. To earn a promotion from second to third year, a student must have completed 48 credits including all required courses from first year and at least four of COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298.
3. To earn a promotion from third to fourth year, a student must have completed 72 credits including all required courses from first and second year and four option core courses.

## **Bachelor of Commerce > Co-op and Minor Options**

### **Co-operative Education Program**

The Commerce Co-operative Education Program (<http://mybcom.sauder.ubc.ca/co-op>) is intended to provide interested and qualified students in the Faculty with paid work experience relevant to their future careers. The Co-operative Education program is an optional, year-round program, supplementary to academic programs in the Faculty. A minimum of three work terms must be completed including at least one term in either Term 1 or Term 2 of the Winter Session. Students must end their degree on an academic term.

Students wishing to enrol in the program must apply in either March of second year or September of third year. Academic performance and workplace suitability (as judged by the Business Co-operative Education Office) will be the selection criteria used for program admission. Total enrolment is subject to the availability of appropriate work placements. Acceptance into the program does not guarantee work placements. Students admitted to the program must register in the appropriate co-operative education course for each work term, once a suitable work experience is confirmed. Payment of the Co-operative Education program fees is mandatory. This includes a Co-operative Education Program Fee for each work term and a one-time Co-operative Education Program Workshop Fee. See Program and Course Fees (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,296,0,0#18094>).

Faculty advisors or co-operative coordinators visit students at their places of work and provide advice on the work term reports that are a requirement of the program.





Each successfully completed co-operative education course is assigned 3 co-op credits on a student's academic transcript (i.e. COMM 380, 381, 480 and 481). In order to graduate in a co-operative education program, a student must complete a minimum of 9 co-op credits in addition to the normal academic requirements to complete a Bachelor of Commerce degree (normally 121 academic credits). Participation in the Co-operative Education Program in Commerce necessitates an additional one or two terms to complete the Bachelor of Commerce degree.

Students transferring to UBC from an accredited co-operative programs at other institutions may request admission to the Commerce Co-operative Education Program and, if accepted, may receive co-op credit for one previously completed work term. For more information, contact the Sauder Co-op Program.

### Minor in Arts

Students may apply to have the completion of the requirements for a minor in the Faculty of Arts noted on their transcript. Students are encouraged to consult a departmental advisor in Arts, and an advisor in the Undergraduate Office in the Sauder School of Business, preferably before taking the necessary courses.

### Minor in Science

Students may, with approval of a departmental advisor in Science, a senior faculty advisor in the Faculty of Science Dean's Office, and an advisor in the Undergraduate Office in the Sauder School of Business, undertake a minor in Science program in conjunction with their degree program. Students are strongly encouraged to consult with advisors in both faculties before taking the necessary courses. Space in science courses is limited. Admission to a science minor does not guarantee access to courses agreed upon for the minor. Once students complete the required courses, they will have the minor recognized on their transcript.

## Bachelor of Commerce > Degree Requirements

Effective September 1, 2014, the following requirements represent the core courses of the Bachelor of Commerce (B.Com.) program. In addition, students in third year must select an option and complete the specific option program requirements set out below. Students who were initially registered in the B.Com. program prior to September 1, 2014, should consult the Undergraduate Office regarding the requirements to complete the program. Students completing the B.Com. with a Combined Major in Business and Computer Science should refer to the degree requirements listed under the Business and Computer Science-Combined Major option.

A student transferring from another university or college may be granted transfer credit for a maximum of 50% of degree requirements. Of the 50% of the degree requirements that are to be completed while registered in the Bachelor of Commerce program, 30 credits must be upper-level commerce courses including commerce core courses and option core courses.

### Bachelor of Commerce

<b>First Year</b>	
ENGL 112 <sup>1</sup>	3
ECON 101/102	6
COMM 101	3
COMM 290	3
COMM 291	3
COMM 292	3
MATH 104 <sup>2</sup>	3
Non-Commerce electives <sup>3</sup>	6
<b>Total Credits</b>	<b>30</b>
<b>Second Year</b>	
COMM 202 <sup>4</sup>	1
COMM 293, 294, 298	9
COMM 295 <sup>4</sup>	3



COMM 203, 204, 205, and 296 <sup>5</sup>	12
Non-Commerce electives <sup>3</sup>	6
Total Credits	31

#### Third Year

COMM 390 <sup>6</sup>	3
COMM 393	3
COMM 394	3
COMM 395 <sup>6</sup>	3
Options Requirements (as specified below)	6
Electives <sup>3</sup>	12
Total Credits	30

#### Fourth Year

One of COMM 491, 492, 497, or 498 <sup>7</sup>	3
Option requirements (as specified below)	9
Electives <sup>3</sup>	18
Total Credits	30

<sup>1</sup> Acceptable alternatives are ASTU 150, WRDS 150, WRDS 350, ENGL 120, ENGL 121, Coordinated Arts Program, or Arts One.

<sup>2</sup> Acceptable alternatives are MATH 184 or 100 or 180 or 102 or 120 or 110. Students planning to specialize in Economics or Computer Science must take MATH 104 and 105 (or equivalents). Students should make themselves aware of elective courses for which MATH 104 and 105 are prerequisites and plan accordingly.

<sup>3</sup> At least 27 credits of the 42 credits of electives in the Bachelor of Commerce program must be non-Commerce with at least 12 credits at the senior level. Additional electives in third and fourth years may be either Commerce or Non-Commerce courses. See Electives for more information.

<sup>4</sup> Students completing a minor in Economics should take ECON 301 and 303 instead of COMM 295. Students planning to take fourth year economics courses should be aware that these courses require ECON 301 (or ECON 304), and for certain courses, ECON 302 (or ECON 305). Students who have COMM 295 and MATH 105 may be admitted to courses requiring ECON 301/304 with permission of the Economics Department.

<sup>5</sup> One or two of these courses may be deferred until third year. Students intending to take the Business Technology Option should complete COMM 205 in second year. Students intending to take the Organizational Behaviour and Human Resources Option should complete COMM 203 in second year.

<sup>6</sup> One or both of these courses may be deferred until fourth year. Please note advancement requirements for promotion to fourth year.

<sup>7</sup> Students must take one course from COMM 491, 492, 497, and 498 as part of the core requirements in the fourth year. The 49X series of courses can only be taken in the fourth year.

### Third and Fourth Year Option Requirements

Students who complete the course of studies in any one of the following options will receive the Bachelor of Commerce: Accounting, Business Technology Management, Entrepreneurship, Finance, General Business Management, International Business (must be combined with another option), Marketing, Organizational Behaviour and Human Resources, Transportation and Logistics, or Real Estate. Option requirements are listed below.

#### Electives

The B.Com. program elective requirements are as outlined below:

Option	Total Required Electives	Requirements
Accounting	42 credits	<ul style="list-style-type: none"> <li>At least 15 credits, whether Commerce or non-Commerce, must be at the 300-level or higher</li> </ul>
Business Technology Management		
Entrepreneurship		<ul style="list-style-type: none"> <li>At least 27 credits must be non-Commerce. 12 or more credits of these electives must be at the 300- or 400-level</li> </ul>
Finance		
Marketing		
Organizational Behaviour and		



Human Resources

Real Estate

General Business Management 45 credits

- At least 18 credits, whether Commerce or non-Commerce, must be at the 300-level or higher

Transportation & Logistics

Operations & Logistics

- At least 27 credits must be non-Commerce. 12 or more credits of these electives must be at the 300- or 400-level

Global Supply Chain and Logistics Management

International Business See above

- International Business students should complete elective requirements of their first declared option as outlined above
- Elective credits are also used to satisfy the option requirements for International Business<sup>1</sup>

<sup>1</sup> See [International Business](#) for more information.

Many senior-level courses require lower-level prerequisites, so students should select lower-level electives carefully. In addition, many electives are not accepted for the B.Com. Program, due to overlap with required Commerce courses. Visit the Faculty (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/elective-requirements>) to verify electives that can be used to fulfill program requirements.

### English and Business Writing Requirements

To qualify for the B.Com., students must satisfy the English and Business Writing requirement of the Faculty. To do this, students must obtain credit for ENGL 112 (Arts One or Coordinated Arts Program is acceptable) and COMM 390 with a minimum grade of 60% in each of these two courses. Satisfactory completion of the [Language Proficiency Index \(LPI\) Examination](#) is prerequisite to all first-year English courses at UBC.

### Prerequisites

The required 200-level Commerce courses generally are prerequisite to 300- and 400-level courses, and in each option it is assumed that the required 300-level courses will be taken prior to the 400-level courses.

Any student not registering for a normal sequence of courses must consult an academic advisor in the Undergraduate Office. Non-Commerce students taking Commerce courses as a part of a program should contact the Undergraduate Office for information.

## Bachelor of Commerce > Commerce Scholars Program

The Commerce Scholars Program is an academically rigorous program designed to provide students the opportunity to learn about the research process first hand and to develop research skills, including the ability to define an interesting and relevant question, formulate and test hypotheses, and develop and execute research plans. The program is well suited for those considering academic careers, post-graduate study, and/or work in the field of consulting.

Ten to twelve third year Sauder students are chosen annually and immersed directly into a rich research environment. Students in the co-op program may begin in their fourth year.

### Course requirements

The following required courses are available only to Commerce Scholars, normally in years three and four. The six credits will count toward the B.Com. Commerce elective requirement.



- COMM 311 (3) Research Theory for Commerce Scholars
- COMM 490 (3) Directed Studies Research Report

### *Scholar/Faculty Mentorship*

Each Scholar is each matched with a distinguished Sauder faculty mentor who will introduce the Scholar to his/her research and to the research process in general. In addition, scholars attend monthly "Research Dinners" where faculty members conduct presentations on their research interests and their career paths into academia.

### *Research Work/Paid Stipend*

Based on a mutual agreement, Scholars will work with their mentors as research assistants during the two academic years they are in the program or in the summer between their third and fourth year. Scholars receive a stipend of \$5,000 for the work they do with their mentors. At the end of the two year program Scholars present their research at a student research conference.

### *Admission Requirements*

To be eligible for admission to the Commerce Scholars program, students normally:

- Are in third year of the B.Com. program (or in fourth year if co-op students);
- Have achieved a First Class average (80%) in Commerce courses completed in the academic year prior to commencing the scholars program;
- Have successfully completed COMM 290, 291, and 295; and
- Have submitted the application and resume to the Undergraduate Office by the posted deadline.

The application asks students to identify and rank their preferred research topic from a posted list or they may propose their own research topic, in conjunction with a Sauder faculty member they have conferred with prior to making an application.

The selection committee, in addition to confirming that students have met the eligibility requirements will assess the prospective candidates' motivation for conducting research and overall potential. The committee will match the selected scholars with research faculty mentors based in part on the applicant's stated preference and on suitability. Conversely, students and mentors may develop an agreement prior to the application process.

Applicants are notified of their acceptance into the program before the deadline for choosing courses.

Upon completion of the Program requirements, students will have the designation 'Commerce Scholar' printed on their transcript.

See the Program (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/specialized-academic-opportunities/commerce-scholars-program>) for more information.

## **Bachelor of Commerce > Accounting**

### *Third Year*

Third year of this option requires that students complete:

- COMM 353, 354

### *Fourth Year*



Fourth year of this option requires that students complete:

- COMM 450
- 3 credits chosen from 452, 454, and 459
- 3 credits of upper level accounting

## Bachelor of Commerce > Business and Computer Science – Combined Major

This combined major provides students with a strong grounding in both business and computer science. Although the degree granted is the B.Com., the program is jointly administered by the Faculty and the Department of Computer Science. Both units will provide student advising.

Year 1	
ENGL 112	3
ECON 101	3
ECON 102	3
MATH 100	3
MATH 101	3
COMM 101	3
COMM 292	3
CPSC 110	4
CPSC 121	4
Electives	3
<b>Total Credits</b>	<b>32</b>
Year 2	
COMM 202	1
COMM 290	3
COMM 291	3
COMM 293	3
COMM 294	3
COMM 295	3
COMM 298	3
COMM 205	3
CPSC 210	4
CPSC 213	4
CPSC 221	4
<b>Total Credits</b>	<b>34</b>
Year 3	
COMM 296	3
COMM 390	3
COMM 203	3
COMM 395	3
COMM 438	3
3 credits from COMM 393, 204	3
CPSC 304	3
CPSC 310	4
CPSC 320	3



One course from CPSC 313, 317, 319, 322, 344	3-4
Total Credits	31-32

**Year 4**

COMM 335 <sup>1</sup>	3
COMM 436	3
3 credits from COMM 393, 204 <sup>2</sup>	3
COMM 394	3
3 credits from COMM 336, 435, 439, 456, or a 400-level Business Technology Management course <sup>3</sup>	3
3 credits from COMM 491, 492, 497, 498	3
3 credits from CPSC 300 or higher	3
6 credits from CPSC 400 or higher	6
Elective	3
Total Credits	30
<i>Total Credits for Degree</i>	127-128

<sup>1</sup> Must be taken in Term 1.

<sup>2</sup> Whichever course not taken in third year.

<sup>3</sup> See B.Com. website (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/program-requirements/combined-major-in-C2%A0business-and-computer-science>) for a list of Business Technology Management courses available to fulfill this requirement.

## Bachelor of Commerce > Business Technology Management

### Third Year

Third year of this option requires that students complete:

- COMM 335
- 3 credits from COMM 436, 437, 438

### Fourth Year

Fourth year of this option requires that students complete:

- COMM 439
- 6 credits from COMM 436, 437, 438<sup>1</sup>

<sup>1</sup> Whichever courses not taken in Year 3.

Recommended non-Commerce electives include: CPSC 110, 121, 210, 213, and 310. Students should take note of the prerequisites required for the above computer science courses.

## Bachelor of Commerce > Entrepreneurship

### Third Year

Third year of this option requires that students complete:

- COMM 382, 387



### *Fourth Year*

Fourth year of this option requires that students complete:

- 9 credits from approved Entrepreneurship courses listed on the B.Com. website (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/options/entrepreneurship>).

## **Bachelor of Commerce > Finance**

### *Third Year*

Third year of this option requires that students complete:

- COMM 370, 371, 374

### *Fourth Year*

Fourth year of this option requires that students complete:

- 6 credits from COMM 377, 471, 472, 474, 475, 477, 478

## **Bachelor of Commerce > General Business Management**

### *Third Year*

Third year of this option requires that students complete:

- COMM 393
- 3 credits from list of Year 3 Analysis Courses<sup>1</sup>

### *Fourth Year*

Fourth year of this option requires that students complete:

- 9 credits from COMM 491, 492, 494, 497, or 498, including at least 3 credits from COMM 497 or 498
- at least 3 credits of 300-/400-level course work built on Analysis course taken in Year 3<sup>1,2</sup>

<sup>1</sup>See B.Com. website (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/options/general-business-management>) for list of courses to fulfill this requirement.

<sup>2</sup>General Business Management students are restricted to taking no more than 9 credits of course work beyond the core in any specific option area.

## **Bachelor of Commerce > Global Supply Chain and Logistics Management**

The Global Supply Chain and Logistics Management option is a specialized joint exchange program between the Faculty of Commerce and Business Administration (also known as the Sauder School of Business), Copenhagen Business School, and Chinese University of Hong Kong in Shenzhen. Option core course requirements are unique to each partner institution and the program is cohort based. Thus, option core course requirements must be completed as scheduled by and at the partner institutions. Students will spend the first term of third year at Copenhagen Business School, the second term at Chinese University of Hong Kong in Shenzhen, and first term of their fourth year at the Sauder School of Business. Students interested in this option must submit an application to the Undergraduate Office and must complete the prerequisite of COMM 204 or COMM 399 prior to starting the option.



For information on the application process, visit the program website  
( <http://mybcom.sauder.ubc.ca/courses-money-enrolment/options/global-supply-chain-and-logistics-management> ).

### *Third Year*

Third year of this option requires that students complete:

- COMM 342<sup>1,3</sup>, 343<sup>1,3</sup>, 344<sup>2,3</sup>, 345<sup>2,3</sup>

### *Fourth Year*

Fourth year of this option requires that students complete:

- COMM 414, 415

Students are encouraged to take COMM 446.

<sup>1</sup>To be completed on exchange at Copenhagen Business School.

<sup>2</sup>To be completed on exchange at Chinese University of Hong Kong in Shenzhen.

<sup>3</sup>Must be completed successfully while on exchange at partner institutions. In the case of one failed option core course requirement at the exchange institutions, a faculty advisor may approve an appropriate substitute in consultation with the Division Chair of Operations and Logistics. Two or more failed option core course requirements at the exchange institutions will result in required withdrawal from the option.

## **Bachelor of Commerce > International Business**

### *Third and Fourth Years Combined*

The IB option is completed as a double option. IB students are required to declare a first option in any other area and complete the required 15-credit option core. Students are required to submit an application form and have an IB study plan approved by an advisor. Applications and study plans must be received by the Commerce Undergraduate Office no later than February 28. Upon approval of your study plan, the Undergraduate Office will add the IB designation to your academic record. By the end of the program students must have completed in addition to their declared option:

- 12 credits of language study (in one language) with a minimum of 6 credits at the 300- or 400-level or 18 credits of 100-200 level language study (in one language)
- 6 credits of approved internationally related courses
- participation in an approved international exchange/study abroad program
- COMM 498

## **Bachelor of Commerce > Marketing**

### *Third Year*

Third year of this option requires that students complete:

- COMM 362, 363, 365<sup>1</sup>

### *Fourth Year*

Fourth year of this option requires that students complete:





- COMM 468
- 3 credits of marketing courses at the 400-level<sup>2</sup>

<sup>1</sup>It is recommended that COMM 365 be taken in third year but it may also be taken in fourth year. COMM 365 is a prerequisite for COMM 468.

<sup>2</sup>See BCom Website (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/options/marketing>) for list of marketing courses available to fulfill this requirement.

## Bachelor of Commerce > Operations and Logistics

### *Third Year*

Third year of this option requires that students complete:

- COMM 443, 449

### *Fourth Year*

Fourth year of this option requires that students complete:

- 6 credits from COMM 414, 415, 444, 445, 446, 447, 448

## Bachelor of Commerce > Organizational Behaviour and Human Resources

### *Third and Fourth Year*

The Organizational Behaviour and Human Resources option requires that students complete 15 credits of COHR courses. Students must complete one of the following two tracks:

- **Organizational Consulting:**

Complete 9 credits from the Organizational Consulting course list, and an additional 6 credits of any COHR courses.

- **Human Resource Management:**

Complete 9 credits from the Human Resource Management course list, and an additional 6 credits of any COHR courses.

The lists of courses in Organizational Consulting and Human Resource Management that are currently offered are available from the Commerce Undergraduate Office, or on the Faculty website (<http://mybcom.sauder.ubc.ca/courses-money-enrolment/options/organizational-behaviour-and-human-resources>).

## Bachelor of Commerce > Real Estate

### *Third Year*

Third year of this option requires that students complete:

- COMM 306, 307

### *Fourth Year*



Fourth year of this option requires that students complete:

- COMM 405, 408
- COMM 407 or 409

Recommended electives: COMM 434, 471, ECON 447 or PLAN 425; one of COMM 376 or ECON 345.

## Bachelor of Commerce > UBC Bachelor of Commerce Dual Degrees with Sciences Po Program Option

[Note: This program is no longer accepting new students. The final cohort of students was accepted to begin studies at Sciences Po in 2017W, and they are expected to complete their fourth year of study, at UBC, at the end of the 2020W session (i.e., spring of 2021). This change does not affect the UBC Arts Dual Degree with Sciences Po Program. The following information remains in place for students already enrolled in the program.]

This distinctive program option offers qualified students the opportunity to earn, in one course of study, a Bachelor of Commerce degree from UBC and a Bachelor of Arts degree from Sciences Po (<http://www.sciencespo.fr/en>) (L'Institut d'études politiques de Paris). Equivalent in number of credits to five years of study, this program option is earned in four years through intensive study and scheduling.

Students in the Dual Degrees program option take their first two years of study in France at one of the Sciences Po regional campuses and their third and fourth years of study at UBC's Vancouver Campus. At the conclusion of their studies students will earn both a Sciences Po Bachelor of Arts and a UBC Bachelor of Commerce.

Individuals interested in pursuing this program option must apply for admission to the UBC Bachelor of Commerce, and where prompted, select the Dual Degrees with Sciences Po option. Acceptance into the program option will be determined by a Sciences Po–Sauder School Dual Degrees Admissions Committee. Applicants to the program option must meet the approved admission requirements in place at each institution and program including evidence of academic achievement and intellectual readiness. An interview may be required. The Dual Degrees program option is not open to students with a previous degree. Fluency in French is not required.

Successful students are admitted simultaneously to the UBC Bachelor of Commerce and the Sciences Po Bachelor of Arts.

Applicants who are unsuccessful in their admission to the Dual Degrees program option will automatically be considered for admission to the UBC Bachelor of Commerce degree program. For consideration to the Sciences Po B.A. program (and not UBC), please contact Sciences Po directly. For more information please see the Dual Degrees program option website (<http://sciencespo.ubc.ca/>).

### *Degree Requirements*

In order to receive both degrees students must ensure the individual program requirements for each institution's specific degree are fulfilled. Each institution manages its own degree requirements.

For the UBC Bachelor of Commerce Dual Degrees with Sciences Po program option students are required to complete a minimum of 151 to 154 credits. These credits comprise two years of coursework [180 ECTS equivalent to 90 UBC credits] completed at Sciences Po and 61 to 64 credits of coursework (depending on the option) administered by UBC.

The 61 to 64 credits administered by UBC include the credits required by the B.Com. core and the credits specified by the program option. To view the complete set of requirements of the UBC Bachelor of Commerce Dual Degrees program option with Sciences Po Bachelor of Arts, please refer to the Dual Degrees program option website (<http://sciencespo.ubc.ca/>).

Students in the Dual Degrees program option will be registered students at both Sciences Po and UBC simultaneously and must fulfill the applicable registration and tuition requirements throughout their program.

Students must meet each institution's continuation requirements. However, only those credits administered by the specific institution will apply towards that institution's continuation policies.



### Graduation

Students will graduate from each institution only when the program requirements from both programs are completed. Students may attend the convocation ceremonies of each institution. The student will receive two parchments:

1. UBC, Bachelor of Commerce; and,
2. Sciences Po, Bachelor of Arts

For further information on the Dual Degrees program option, including information on applying, please see the Dual Degrees program option website (<http://sciencespo.ubc.ca/>).

## Bachelor of Business in Real Estate

The Faculty of Commerce and Business Administration, through its Real Estate Division (RED), offers a post-diploma degree completion program that leads to the Bachelor of Business in Real Estate (B.B.R.E.). The program requires the completion of the [Diploma in Urban Land Economics](#) or equivalent plus additional real estate, general education, and business courses. The real estate courses are delivered by the RED, which is located in the Michael A. Goldberg Centre for Real Estate and Distance Education, while an agreement with Thompson Rivers University will enable students to obtain the required general education and business courses.

The Bachelor of Business in Real Estate is a part-time program, delivered by distance education methods. The program allows industry professionals to continue their careers while simultaneously advancing their formal education beyond the diploma level in order that they may prepare to meet the challenges and opportunities of an increasingly complex and dynamic industry. The curriculum has been developed in consultation with the real estate industry to ensure it meets the accreditation requirements of the various professional associations.

Visit the Real Estate Division (<http://www.realestate.ubc.ca/>) for more information.

### Admission

Admission to the program requires graduation from the [Diploma in Urban Land Economics](#) or equivalent with a grade point average of 2.0 (60%) or greater. Students will also be required to demonstrate proficiency in English skills, through the completion of 6 credits of university English courses, or other standards as outlined in English Language Admission Standard (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=2,19,911,0#18812>). The Faculty, through the RED, reserves the right to select students for the program from those who meet the general admission requirements of the University.

### Academic Regulations

Students are subject to Faculty policies on advancement and examinations as outlined in the Bachelor of Commerce [Academic Regulations](#). At least 50% (60 credits) of the course work must be completed at UBC in order to receive a UBC credential. A passing grade of 60% is required for each course in the Bachelor of Business in Real Estate program.

### Degree Requirements

Requirements for the B.B.R.E. (120 credits) include the following:

#### Bachelor of Business in Real Estate

##### General Education Requirements

First-year English	6
Introductory Probability and Statistics	3
Finite Mathematics	3
Calculus for Business and Management Sciences	3
Introductory Microeconomics or BUSI 100 <sup>1</sup>	3



Introductory Macroeconomics or BUSI 101 <sup>1</sup>	3
Total Credits	21
<b>General Business Courses</b>	
Business and Technical Writing	3
Business/Commercial Law	3
Computer Applications in Business	3
Organizational Behaviour	3
Industrial Relations	3
Introductory Finance	3
Introductory Marketing	3
Introductory Financial Accounting	3
Introductory Managerial Accounting	3
Business Statistics	3
Managerial Economics	3
Business Ethics	3
Business Policy	3
Total Credits	39
<b>Real Estate Courses</b>	
BUSI 111 <sup>1</sup>	3
BUSI 121 <sup>1</sup>	3
BUSI 221 <sup>2</sup>	3
BUSI 300 <sup>1</sup>	3
BUSI 330 <sup>1</sup>	3
BUSI 331 <sup>1</sup>	3
BUSI 400 <sup>2</sup>	3
BUSI 401	3
BUSI 425 <sup>3</sup>	3
Total Credits	27
Plus at least 15 credits from the following specialty courses:	
BUSI 352 <sup>4</sup>	3
BUSI 433 <sup>2</sup>	3
BUSI 441 <sup>2</sup>	3
BUSI 442 <sup>2,4</sup>	3
BUSI 443 <sup>2</sup>	6
BUSI 444 <sup>2</sup>	6
BUSI 445 <sup>2</sup>	3
BUSI 446 <sup>2</sup>	3
BUSI 451 <sup>2</sup>	3
BUSI 452 <sup>2,4</sup>	3
BUSI 460 <sup>2</sup>	3
One of BUSI 398, BUSI 497, or BUSI 499	4 - 6
GEOG 350 or URST 400	3
Total Credits	15
<b>Unspecified Electives</b>	



Plus at least 18 credits of elective courses, which can be General Education, General Business, or Real Estate Specialty/Elective Courses.

Total Credits

18

<sup>1</sup> Required course for the Urban Land Economics Diploma.

<sup>2</sup> Elective course for the Urban Land Economics Diploma.

<sup>3</sup> Under development: an approved substitute, normally an additional Real Estate Specialty/Elective course, may be taken in lieu of BUSI 425 until it is available.

<sup>4</sup> Credit will be granted for only one of BUSI 352 or both BUSI 442, 452.

## Undergraduate Program-Master of Management Dual Degree Program Option

This distinctive dual degree program option offers qualified students the opportunity to earn, in one course of study, an undergraduate degree from UBC and a Master of Management Degree from the Faculty of Commerce and Business Administration (UBC Sauder School of Business). This dual degree program option can be completed in four and one half years through intensive study and scheduling including a summer of full time study after completion of the undergraduate degree. The dual degree program option will also include extensive professional development and career preparation throughout the dual degree program of study, provided by the Business Career Centre in the UBC Sauder School of Business.

For information on the undergraduate programs currently offering the dual degree program option please visit the Undergraduate Program/Master of Management Dual Degree Option website ([http://www.sauder.ubc.ca/Programs/UBC\\_Bachelor\\_and\\_Master\\_of\\_Management\\_Dual\\_Degree](http://www.sauder.ubc.ca/Programs/UBC_Bachelor_and_Master_of_Management_Dual_Degree)).

### Admission

Individuals interested in pursuing the Undergraduate Program/Master of Management Dual Degree Option must first apply to the undergraduate program(s) of their choice following normal application procedures and paying the applicable application fees. Second, they must apply to the UG-MM Dual Degree Option by going to the program website ([http://www.sauder.ubc.ca/Programs/UBC\\_Bachelor\\_and\\_Master\\_of\\_Management\\_Dual\\_Degree/Admissions\\_and\\_Finance/How\\_to\\_Apply](http://www.sauder.ubc.ca/Programs/UBC_Bachelor_and_Master_of_Management_Dual_Degree/Admissions_and_Finance/How_to_Apply)) and completing the Dual Degree Option application and paying the Master of Management application fee. Students applying to the Dual Degree Option for both their first and second choice undergraduate programs will need to complete only one dual degree application for both programs.

Successful applicants will initially be admitted to an undergraduate degree program, with subsequent admission to the Master of Management degree program, upon completion of the continuation requirements outlined below.

Acceptance into the Master of Management Dual Degree Option is granted to a limited number of the top applicants to the Undergraduate Program each year.

Applicants who are not accepted into the Master of Management Dual Degree Option will be considered for admission to the Undergraduate Program without the Dual Degree Option.

If space is available, a limited number of second year students at UBC or at another institution applying to transfer to UBC in year three, may be accepted into the Undergraduate Program/Master of Management Dual Degree Option starting in year three of their Undergraduate Program on a competitive basis. Interested students should apply during Term 2 of their second year by going to the website ([http://www.sauder.ubc.ca/Programs/UBC\\_Bachelor\\_and\\_Master\\_of\\_Management\\_Dual\\_Degree/Admissions\\_and\\_Finance](http://www.sauder.ubc.ca/Programs/UBC_Bachelor_and_Master_of_Management_Dual_Degree/Admissions_and_Finance)) and completing the Dual Degree Option application and paying the Master of Management application fee.

Students in the Undergraduate Program/Master of Management Dual Degree Option are not eligible to complete the Commerce Minor as part of their Undergraduate Program. The Master of Management Dual Degree Option is not open to students in the Bachelor of Commerce Program.

### Continuation Requirements

Students in the Undergraduate Program/Master of Management Dual Degree Option must meet all the continuation requirements for each year



of their Undergraduate Program. In addition, students must meet the following conditions during their Undergraduate Program as follows:

- First Year - Attain an average of at least 65% in each Winter Session (including all courses attempted) until the student completes first year of their Undergraduate Program and advances to second year.
- Second Year to completion of Undergraduate Program - Attain an average of at least 72% in each Winter Session (including all courses attempted) after advancement to second year and until the student completes all requirements for their Undergraduate Program.
- Continuation to graduate portion of Dual Degree - Fulfill the minimum University [requirements for admission to graduate programs](#) in order to continue on to the Master of Management program.
- Course minima - Attain a minimum grade of 68% in any dual degree required commerce undergraduate courses that will be applied toward completion of the Master of Management degree. Students who do not meet the minimum grade of 68% in one commerce course that will be applied to the Master of Management degree may repeat that course once, if allowed by the home faculty, to attempt to meet the 68% minimum grade requirement. Students who do not meet the minimum grade of 68% in a second commerce course that will be applied to the Master of Management will not be allowed to repeat the course to meet the 68% minimum grade requirement.

Students who do not meet the Master of Management Dual Degree Option continuation requirements will be required to discontinue the Dual Degree Option. Students required to discontinue the Dual Degree Option will be allowed to continue in the Undergraduate Program without the Dual Degree Option provided they meet the continuation requirements for the Undergraduate Program.

Students who meet the Dual Degree Option continuation requirements through completion of their Undergraduate Program degree requirements and are eligible to graduate will be admitted to the Master of Management program. Students who have completed the Undergraduate Program degree requirements and advanced to the Master of Management program must meet the Master of Management continuation requirements to progress in the program, and satisfy all the Master of Management degree requirements to graduate with the Master of Management Degree.

### *Degree Requirements*

In order to receive both degrees students must complete the degree requirements for both the undergraduate program and the Master of Management. During their undergraduate program students must complete 3 credits of Commerce courses in each of the four years of their program. These will count as elective credits toward completion of the undergraduate program. The 3 credits of 300- and 400-level Commerce courses completed in each of years three and four of the undergraduate program (6 credits in total) will also be applied toward completion of the Master of Management degree requirements.

Students enrolled in the Undergraduate Program/Master of Management Dual Degree Program Option are required to complete the following commerce courses as part of their undergraduate program:

#### **Year One**

COMM 120 (3) Business Immersion

#### **Year Two**

COMM 220 (3) Business Communications and Ethics

#### **Year Three**

COMM 320 (1.5) Financial Accounting  
COMM 321 (1.5) Organizational Behaviour

#### **Year Four**

COMM 420 (1.5) Marketing  
COMM 421 (1.5) Corporate Finance

Students entering the Dual Degree Program Option in year three of their undergraduate program would generally complete the required commerce courses as electives in their undergraduate degree program as follows:



**Year Three**

COMM 120, 320, and 321

**Year Four**

COMM 220, 420, and 421

**Graduation**

Students will graduate from each program when the requirements for that program have been completed. Students may attend the UBC convocation ceremonies to receive their undergraduate program degree while they are completing the Master of Management degree requirements. The Master of Management degree will be awarded at the next convocation ceremony following completion of the degree requirements.

Students enrolled in the Dual Degree Program Option pay a portion of the Master of Management tuition while completing their undergraduate degree program. For further information on the Dual Degree Program Option, including detailed information on applying, fees, and course requirements please visit the Undergraduate Program/Master of Management Dual Degree Option website ([http://www.sauder.ubc.ca/Programs/UBC\\_Bachelor\\_and\\_Master\\_of\\_Management\\_Dual\\_Degree](http://www.sauder.ubc.ca/Programs/UBC_Bachelor_and_Master_of_Management_Dual_Degree)).

**Professional Master's Degrees**

**Professional Master's Degrees > Introduction**

The Faculty of Commerce and Business Administration (also known as the Sauder School of Business) offers Professional Graduate Degree Programs (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,0>) (M.B.A., I.M.B.A., E.M.B.A., M.B.A./J.D., and M.M.) through the Robert H. Lee Graduate School, as well as *research-based programs* (M.Sc.B. and Ph.D.).

**Professional Master's Degrees > Academic Regulations**

Professional Master's Degrees at the Sauder School of Business follow the policies of UBC and the Faculty of Graduate and Postdoctoral Studies, with the exception of those listed below.

1. Academic Standing & Grading Practices
2. Auditing Courses
3. Credits Earned Outside of the Degree Program
4. Examinations
5. Overloading
6. Professionalism, Attendance & Behaviour
7. Transferring between Professional Master's Degrees in Business
8. Withdrawals, Reinstatement & Readmission

These policies do not apply to research-based programs such as the Master of Science in Business Administration.

**1. Academic Standing & Grading Practices**

**1.1 Grading**

PERCENTAGE (%)	LETTER GRADE
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90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+ (Minimal pass)
60-63	C (Minimal pass)
0-59	F (Fail)

### 1.2 Passing Grade (60% and above)

A minimum grade of 60% must be achieved in a course in order to receive credit towards a master's degree. This minimum applies to both required and elective courses.

### 1.3 Minimal Pass Grade (60 – 67%)

A grade of C or C+ (between 60 and 67%, inclusive) is a minimal pass in a course. A maximum of 6 credits of minimal pass grades can be counted towards a master's degree.

### 1.4 Failing Grade (Below 60%)

(a) Any grade below 60% is a Fail (F). If a required course is failed, it must be repeated (it cannot be replaced with a substitute course). A failed elective course may be replaced with a substitute course. Students with a failed course should review their program requirements and speak with a Program Manager/Advisor to determine how to make up for a failed course.

(b) Students who receive a failed or minimal pass grade will receive a letter from the Robert H. Lee Graduate School cautioning that they are at academic risk and outlining requirements for continuation in the program. A meeting with a Robert H. Lee Graduate School Program Manager/Advisor will also be required to discuss program requirements and to determine any needed actions.

### 1.5 Academic Standing - Required to Withdraw & Academic Performance Evaluations

(a) A student will be required to withdraw from the program under the following circumstances:

- failed in more than 3 credits of courses, or
- failed in 3 credits of courses and earned more than 3 credits of minimal pass, or
- failed in 1.5 credits of courses and earned more than 4.5 credits of minimal pass, or
- more than 6 credits with grades of minimal pass.

Students will be required to withdraw from the program for any of the following conditions:

Below 60%	60-67% Range
>3.0 credits	
OR 3 credits plus	>3.0 credits
OR 1.5 credits plus	>4.5 credits
OR	>6.0 credits





(b) The Robert H. Lee Graduate School will conduct academic performance evaluations of students who are classified as full-time students at the end of each academic period as defined by the program schedule. (See dates for academic periods here (<http://www.calendar.ubc.ca/vancouver/academicyear.cfm>)). If a student does not meet the requirement to continue in the program, the student will be required to withdraw at that time.

(c) Academic performance evaluations for students who are classified as part-time students will be conducted after the completion of each course. If a student does not meet the requirement to continue in the program, the student will be required to withdraw at that time.

(d) A student who is required to withdraw will not be permitted to attend classes during any appeal processes.

## 2. Auditing Courses

2.1 Auditing courses in professional masters programs is not permitted.

2.2 Subject the procedures below, students may be permitted to review BAXX courses without a formal record on the official academic transcript.

2.3 Procedure to informally review a course:

(a) The ability to review a course is at the instructor's discretion, and only allowed when registration numbers have not exceeded the maximum class size. Students must obtain instructor permission prior to the start of the course.

(b) Students must inform a Program Manager/Advisor at the Robert H. Lee Graduate School of the course name and number to be reviewed.

2.4 If permitted to review, students may be obliged to fully participate in all group work. The instructor determines required participation levels. Students wishing to review a course should carefully consider the additional time commitment required and the effect it might have on academic performance in other courses. This additional time commitment would not be considered as an extenuating circumstance in an appeal of academic standing.

2.5 If permitted to review a course, students are expected to attend all classes and abide by the [Professionalism, Attendance and Behaviour Policy](#).

2.6 Students may be required to purchase learning materials when reviewing a course.

2.7 Students reviewing a course may have access to the online learning management system with the instructor's approval.

## 3. Credits Earned Outside of the Degree Program

3.1 Advanced Transfer Credits (credits earned prior to entering the professional master's program) are not permitted in professional master's programs in the Robert H. Lee Graduate School.

3.2 After completion of a substantial portion of their program, students may complete up to 35% of their program credits through:

- an official Robert H. Lee Graduate school exchange or study abroad program
- approved UBC courses outside of the designated program
- an approved program of study at another comparable institution

Students should consult with a Program Manager/Advisor to determine when they become eligible for these alternatives.

3.3 A maximum of 6 credits may be taken at the undergraduate 300/400 level; the remaining credits must be taken at the graduate level 500+



(UBC equivalent). All courses must be part of a recognized degree program; executive education, professional development or continuing education courses are not eligible.

3.4 Any courses outside of the student's graduate program must be approved by the Robert H. Lee Graduate School prior to registering. Students can contact a Program Manager/Advisor to discuss any options. To gain permission, students must provide a course outline for the desired course as well as information about career goals and how the course would enhance the academic program.

3.5 Students are responsible for any additional course or registration fees associated with courses outside the professional master's program.

#### 4. Examinations

4.1 Exams are administered by the Robert H. Lee Graduate School. The Graduate School will issue the exam schedule.

4.2 For the purposes of this policy, all other final assignments and deliverables due during the exam period, such as presentations and projects, are considered examinations.

4.3 All exams must be undertaken at the time stated in the exam schedule. Exams will not be re-arranged to accommodate students' extracurricular activities or personal circumstances such as:

- Vacation
- Personal travel
- Weddings and special occasion events

Refer to UBC's policy on Academic Concession (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0#255>) for valid reasons for requests for alternate exam scheduling.

4.4 Students must not approach instructors to request exam concessions or alternate exam sittings; all exam issues are to be discussed with the respective Program Manager/Advisor.

4.5 Students must notify the Robert H. Lee Graduate School prior to the start of the exam if they are too ill to write. A doctor's note must be provided prior to the scheduling of a new exam date. Exams will be deferred until the student has returned to good health. A new exam date will be set by the Graduate School.

4.6 Students with examination hardship or clashes, as defined by UBC policy (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,91,0#19881>), must contact the Program Manager/Advisor by the communicated deadline to organize alternate exam sittings.

4.7 Supplemental and retake exams are not permitted in the Robert H. Lee Graduate School.

4.8 UBC Academic Regulations on student conduct during examinations (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,90,0#199>) state that no candidate shall be permitted to enter the exam room after the expiration of one-half hour from the scheduled starting time, or to leave during the first half hour of the exam. No additional time will be given to students who arrive late, but within the first half hour of the exam.

4.9 Grades are normally submitted to the Faculty/Student Service Centre within seven working days following the date of the final exam, and grades for exams held in the last two days of the exam period are due within five working days.

4.10 Instructors must keep all completed exams on file for a period of one year.

**4.11 Additional Policies for Full-time Programs (Full-time Master of Business Administration, Master of Business Analytics and Master of Management):**



(a) Exams, papers, and assignments must be completed by the end of the exam period for the enrolled program. The Robert H. Lee Graduate School will set the exam schedule in consultation with instructors and students to avoid examination hardship. The Robert H. Lee Graduate School will endeavour to schedule all exams between Monday and Friday, but due to conflicts and classroom availability, some exams may be scheduled on Saturday. Students must keep the Saturday of the exam period free.

(b) Any student with Examination Hardship defined as THREE or more exams within a 24-hour period should report this to the Robert H. Lee Graduate School by the communicated deadline. Failure to notify the School of 3 exams within 24 hours by the deadline given may result in students not being able to have an alternate exam sitting.

**4.12 Additional Policies for Part-time Programs (Part-time Master of Business Administration and International Master of Business Administration):**

(a) All examinations, papers and assignments must be completed by the date scheduled on the respective program calendar. For PT MBA, this is usually a Saturday or Sunday. For the IMBA, this is usually a Friday. The exam date is set by the Robert H. Lee Graduate School and published to students in advance of the beginning of each module.

(b) Essential business travel is the only legitimate reason to be permitted an alternate exam sitting. Requests for alternate sittings are to be sent directly to the Program Manager/Advisor; instructors do not approve alternate sittings. A note from the student's employer detailing the essential business travel (dates/times/location), and proof of travel is required. When approved, alternate sittings will be offered before the official exam date/time.

## 5. Overloading

**5.1** The term "overloading" refers to taking additional courses beyond the standard credit value of the courses associated with a program.

**5.2** An overload will be permitted under the following conditions:

- (a) The student attained an overall academic average of at least 80% to-date, including all attempted courses.
- (b) There are seats available in the requested overload course.

Additional restrictions for each program are listed below.

**5.3** Overloading is not acceptable as an extenuating circumstance in an appeal on academic standing.

**5.4 Full-Time Master of Business Administration Students:**

(a) Overloading is only permitted in Periods 4, 6, and 7 to a maximum of 1.5 credits per period. (See dates for academic periods here (<http://www.calendar.ubc.ca/vancouver/academicyear.cfm>)).

(b) Overloading of courses prior to going on exchange does not exempt students from taking a full course load at their exchange partner school. Our exchange agreements are predicated upon students participating and contributing fully at their exchange partner school, and this includes taking a full course load.

(c) For timelines and application to overload, refer to the Full-time Master of Business Administration program site.

**5.5 Part-Time Master of Business Administration & International Master Business Administration:**

- (a) Overloading is only permitted after program Year 1.
- (b) A maximum overload of 1.5 credits will be permitted per winter term or summer session.



(c) For timelines and application to overload, refer to the Part-time MBA or IMBA program site.

#### 5.6 Master of Management:

Overloading is generally not permitted. In exceptional circumstances, overloading may be permitted with the approval of the Assistant Dean.

#### 5.7 Master of Business Analytics:

Overloading is generally not permitted. In exceptional circumstances, overloading may be permitted with the approval of the Assistant Dean.

### 6. Professionalism, Attendance & Behaviour

#### 6.1 General Expectations & Scope

(a) The Robert H. Lee Graduate School admits candidates who demonstrate the potential to become both business leaders and ambassadors of UBC and the Sauder School of Business. In accepting our offer of admission to a graduate program at the Sauder School, students commit to upholding the highest standard of professional behaviour and integrity. This Section describes the required behaviour towards and during classes and activities organized or supported by the Robert H. Lee Graduate School, and the conduct expected during interactions with faculty, staff, and fellow students, regardless of the medium or occasion.

(b) These standards of professionalism apply also to students outside of the Robert H. Lee Graduate School who enroll in BAXX courses. This policy is provided to all such students at the start of each course.

(c) As members of the UBC community, students are expected to familiarize themselves with UBC's standards for Academic Integrity (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,286,0,0#15620>) and uphold those standards throughout their program.

#### 6.2 Attendance

(a) Excepting extenuating circumstances (e.g. documented illness, documented family emergency) per UBC's policy on Academic Concession (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0#255>), students are expected to attend 100% of their scheduled class hours. Absent students limit their own academic potential, and that of their classmates, and cause unnecessary disruption to the learning environment.

(b) In cases of absence without academic concession being granted by the Robert H. Lee Graduate School, due dates for assignments remain unchanged and instructors may deduct participation points for missed classes.

(c) Examinations for courses in full-time programs will not be rescheduled for professional, personal, or co-curricular conflicts.

(d) Provided certain conditions are met, examinations for courses in part-time programs may be rescheduled due to essential business travel required by the student's employer. Students should refer to the policy on [Examinations](#) for further details.

(e) Students who miss a class due to illness must inform their instructors at the earliest opportunity. If the illness is likely to cause absence from more than one class, students must contact the Program Manager/Advisor, who will be able to provide advice and support. A medical note from a licensed, local doctor is required if more than 20% of the scheduled class hours for a course are missed, or if assessments need to be rescheduled due to illness.

(f) Students requesting an academic concession for extenuating circumstances must meet with a Program Manager/Advisor, who will determine the eligibility of the request and any needed documentation. The instructor will work with the Program Manager/Advisor to identify the best course of action.

(g) Students missing more than 20% of the total scheduled class hours for a course (including classes held during the add/drop period) without having received an academic concession will be withdrawn from that course. Such a withdrawal results in a "W" if it occurs within the



withdrawal with "W" period (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,45,100,0#24498>). If this course withdrawal is after the withdrawal with "W" period, the student will receive up to 50% and an "F" standing for the course on the transcript.

(i) It should be noted that 'signing in' for another student at a scheduled class is considered academic misconduct, and such cases will be investigated in accordance with UBC's procedures for Academic Misconduct. (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959#10894>)

### 6.3 Impact of Non-Attendance on Program Completion

(a) Students who are withdrawn from a course due to non-attendance will be advised on the alternatives available to complete the necessary credits. Depending on the program, the nature of the course(s), and the time of year, these alternatives may be limited and graduation may be delayed.

(b) Students will not normally be able to replace credits with courses from outside of the degree for which they are registered. Exceptions may be made at the discretion of the Assistant Dean based on the appropriateness of the proposed alternative.

### 6.4 Tardiness

(a) As with any professional environment, students are expected to arrive for classes and activities on time and fully prepared to engage. Students who are late for a class or activity may be refused entry at the discretion of the instructor or activity lead. In such cases, the student will be treated as absent for that class and fall under the provisions for attendance stated above.

(b) Students arriving later than halfway through a scheduled class will be treated as absent for that class and fall under the provisions for attendance stated above, even if the instructor allows them to continue in the classroom.

### 6.5 Use of Electronic Devices in Class

(a) Research shows that students' use of laptops in class has negative implications for the learning environment, including reducing their own grades and the grades of those sitting around them. As a result, the Robert H. Lee Graduate School has a 'lids down' default in all its classes. This means that students should only open their laptops when asked to by the instructor in order to undertake a specific activity.

(b) Similarly, cell phones, tablets, and other personal technology must be turned off during class and stowed away.

(c) Students who do not follow the School's policy in this regard may be required to leave the room for the remainder of the class, so that they do not distract others. In such cases, students will be treated as absent for that class and fall under the provisions for attendance stated above.

### 6.6 Behaviour towards faculty, staff and fellow students

(a) As with any professional environment, students are expected to demonstrate respect for their colleagues at all times, including faculty, staff, and fellow students. The Robert H. Lee Graduate School expects all its students, as future business leaders, to meet their obligations, conduct themselves professionally, and communicate courteously.

(b) Students should also be aware of the University's Code of Conduct (Calendar page: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,750,0#19688>) and the related discipline measures. Any conduct on the part of a student that has an adverse effect on the integrity of the School or the University, or cause harm to its members or the general public, will be subject to the principles set out in the Code of Conduct.

## 7. Transferring between Professional Master's Degrees in Business

7.1 Should a student wish to change degree programs within the Robert H. Lee Graduate School, the following process must be followed:

(a) The student must complete the full application package and process for the desired program.



(b) If admitted, a maximum of 12 credits or up to 40% of the total number of degree credits of previously completed coursework may be applied toward the new degree requirements, provided the courses were completed no earlier than five years from the date of readmission and the courses are applicable to the new degree.

(c) Courses eligible for transfer must have been awarded a grade of at least B (74%).

(d) The student must voluntarily withdraw from the current program before beginning the new program.

(e) Normal program requirements apply to the new program, as does the standard time allowed for degree completion.

## 8. Withdrawals, Reinstatement & Readmission

### 8.1 Voluntary Withdrawal

(a) A student wishing to withdraw from the University must notify the Robert H. Lee Graduate School in writing. The withdrawal becomes effective once officially approved in writing by the School. The academic record will indicate "Voluntary Withdrawal." The academic record will show the date of withdrawal and a standing of "W" in all courses not completed on the approval date. Any refund of tuition and fees will follow the University's refund policy. Fees will continue to be assessed until the School grants written approval for the voluntary withdraw.

(b) A student who voluntarily withdraws may return to the program through readmission, as outlined in the Faculty of Graduate and Postdoctoral Studies policies (<http://www.grad.ubc.ca/current-students/managing-your-program/readmission-reinstatement>). The Robert H. Lee Graduate School does not permit reinstatements.

### 8.2 Mandatory Withdrawal (Required to Withdraw)

(a) A student who is required to withdraw will not be permitted to attend classes during an appeal process.

(b) A student who is required to withdraw will not be reinstated or readmitted to the program.

(c) A student who is required to withdraw may appeal to the Dean of the Faculty, and if unsuccessful, may finally appeal to the Senate's Committee on Appeals on Academic Standing.

## Professional Master's Degrees > Master of Business Administration

For students that started the Program from September 2013 through August 2014, please see the Academic Calendar Archive (<http://www.calendar.ubc.ca/archive/vancouver/1314/index3dc5.html?tree=12,199,506,1267>).

For students that started the Program from September 2014 through August 2015, please see the Academic Calendar Archive (<http://www.calendar.ubc.ca/archive/vancouver/1415/index3dc5.html>).

For students that started the Program from September 2015 through August 2017, please see the Academic Calendar Archive (<http://www.calendar.ubc.ca/archive/vancouver/1516/index3dc5.html?tree=12,199,506,1267>).

### *Master of Business Administration (for students starting the Program September 2017 or later)*

The Master of Business Administration (M.B.A.) provides an integrated course of study designed to prepare graduates to analyze problems, make decisions, and to manage, motivate, and lead people and organizations. Principal program components include a foundation in business, integration, and career development components throughout the program, a choice of career track, and elective courses. A pre-program Sauder Preparation provides fundamentals for students who lack adequate academic preparation for the Program.



The Program is delivered over 16 months of full-time study.

Visit the Program's website (<http://www.sauder.ubc.ca/mba>) for more information on admissions requirements and current program details.

Upon accepting an offer of admission to the M.B.A. Program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

#### Sauder Preparation

Students with limited management background or who lack adequate preparation in prerequisite courses will be required to participate in the Program Preparation courses. The online Program Preparation provides non-credit basic business education and should be completed prior to program orientation. Topics include economics, quantitative methods, and business statistics. Since backgrounds vary, the extent of a student's required participation should be determined in consultation with an M.B.A. program advisor.

#### Integrated Professional Development

The integration of the various business disciplines and professional development are key features of the Program. This integrated professional development includes several components offered throughout the program, including Foundation, Global, Experiential Learning, and Capstone.

#### Career Tracks

Each student in the M.B.A. Program may choose one of the offered career tracks or opt to do a "customized" program of study. Requirements vary between career tracks; however, each consists of a set of required modules. A list of current career tracks and requirements may be obtained from the Robert H. Lee Graduate School.

#### Study Abroad and Exchange

Study abroad and exchange programs are available at several international partner universities. Students who are selected to participate in this program will be enrolled in BA 530 by the Robert H. Lee Graduate School. See International Exchange ([http://www.sauder.ubc.ca/Programs/MBA/MBA\\_Full\\_Time/Program\\_Overview/International\\_Exchange\\_Program](http://www.sauder.ubc.ca/Programs/MBA/MBA_Full_Time/Program_Overview/International_Exchange_Program)) for further details.

## Professional Master's Degrees > International Master of Business Administration

The International Master of Business Administration (I.M.B.A.) is an international delivery of a modified M.B.A. degree. The program may be delivered primarily or entirely outside of Canada, and is intended for international students residing in the host country. The curriculum includes Foundation Modules that cover the fundamental areas of business, Advanced Modules with more advanced study in business, and may include a Global Immersion project. The delivery may be on a part-time schedule suitable to accommodate students working during the program and the custom and culture of the host country.

Visit the Faculty (<http://www.sauder.ubc.ca>) for more information.

## Professional Master's Degrees > Executive Master of Business Administration

The Executive Master of Business Administration (E.M.B.A.) is intended for mature students with prior management work experience.

#### Summary of program details:

- The program includes a minimum of 30 credits.
- The curriculum includes courses that cover the fundamental areas of business, more advanced courses, and may include applied projects.
- Applicants must have successfully completed an undergraduate degree or equivalent, and must have a minimum of eight years of full-time work experience, including three years of management work experience.
- Applicants must be interviewed prior to acceptance.
- International applicants must have a minimum TOEFL of 550 (paper) or 213 (computer) or equivalent.



- GMAT test scores are not required for admission; however, applicants may submit GMAT test scores to support their application.
- Students may apply for prior learning assessment and recognition to obtain up to 6 credits toward the degree.

### Concentration

The E.M.B.A. is offered with a concentration in Strategic Mine Management, intended for working professionals in the global mining industry. The S.M.M. concentration is delivered in blended format including online coursework and face-to-face residential sessions.

Visit the Faculty (<http://www.sauder.ubc.ca>) for more information.

## Professional Master's Degrees > Professional Master of Business Administration

The Professional Master of Business Administration (PMBA) is intended for students who expect to continue their professional employment during the completion of the program. The PMBA is designed to prepare graduates to analyze problems, to make decisions, and to manage, motivate, and lead people and organizations. Year one of the program provides students with a broad understanding of the business context in the following disciplines: accounting, economics, finance, marketing, organizational behaviour, supply chain, statistics, and strategy, so that students can immediately start to relate cross-functional perspectives to their current professional roles. In year two, students will deepen their understanding in an array of business disciplines by exploring core business skills through a series of advanced modules. Students will continue to apply cutting edge knowledge and business skills to real life business problems in both their classroom and workplace settings.

Students with limited management background or who lack adequate background preparation will be recommended to participate in Sauder Program Preparation courses--online non-credit courses on basic business education, completed prior to the formal PMBA program. Topics include economics, quantitative methods, and business statistics. Since backgrounds vary, the extent of a student's required participation should be determined in consultation with a program advisor.

### Admission Requirements

Admission to the Professional MBA Program is competitive and takes into consideration a variety of criteria: previous academic performance, GMAT/GRE test scores, professional experience, maturity, and fit. Enrolment is limited; admission to the program is competitive and generally requires an academic standing higher than the published minimum.

To be considered, applicants must hold an undergraduate degree with a minimum overall B+ average or 76% or recognized equivalent from an accredited institution. If the applicant has sufficient professional experience or presents sufficiently high GMAT/GRE scores, a lower average may be accepted, subject to approval of the Director of the Robert H. Lee Graduate School.

Normally, applicants must hold the equivalent of a four-year bachelor's degree. Three-year bachelor's degrees are accepted from Australia, New Zealand, the U.K. and Europe. Additional details on acceptable international credentials are available here (<http://www.grad.ubc.ca/prospective-students/application-admission/minimum-academic-requirements-international-credentials>).

Applicants must present minimum GMAT or GRE score:

- 550 GMAT with at least a 50th percentile in the quantitative and verbal sections of the test; or
- 150 GRE score on each of the verbal and quantitative sections.

Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of English language proficiency prior to being extended an offer of admission. Tests must have been taken within the last 24 months at the time of submission of your application. Acceptable English language proficiency tests for the PMBA are:

- TOEFL (Test of English as a Foreign Language): 100 (Internet version)
- IELTS (International English Language Testing Service): minimum overall band score of 7.0 with no other component score less than 6.0
- MELAB (Michigan English Language Assessment Battery): minimum overall score of 84
- PTE (Pearson Test of English - Academic): minimum overall score of 70





Applicants must present a minimum of 2 years of full-time work experience gained after graduation from the bachelor's degree.

An applicant's suitability for the program will also be assessed through essay questions, resume, professional references and interview. A list of required application documents and further information on admission criteria is available on the program website.

Upon accepting an offer of admission to the Professional MBA Program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

### *Program Requirements*

The Professional M.B.A has 42 credits of course work which is completed in 24 months. The program can be broken down into the following types of modules:

Professional Residencies – Three 8-day residencies, each valued at 5 credits, are required:

- BA 501: Professional Residency I
- BA 502: Professional Residency II
- BA 503: Professional Residency III

Foundational Modules – Professional MBA students are required to complete the following foundational modules, each for 1.5 credits:

- BAAC 550: Foundations in Accounting
- BABS 540: Data Utilization
- BAFI 500: Introductory Finance
- BAFI 511: Investment Theory and Asset Pricing
- BAHR 560: Building High Performance Teams and Organizations
- BAMA 550: Marketing Fundamentals
- BAPA 560: Foundations of Managerial and Business Economics
- BASC 550: Operations and Logistics

Advanced Modules – The following advanced 1.5 credit modules are offered in the Professional MBA Program. Students may opt to replace any of these with modules from the Full-time MBA or the International MBA.

- BAAC 500: Financial Reporting
- BAAC 510: Cost Analysis for Decision Making
- BAFI 502: Advanced Corporate Finance
- BAFI 532: International Financial Management
- BAIT 510: Project Management in Delivering Business Solutions
- BAIT 511: Managing Information Technology
- BAMA 508: Market Research
- BASC 500: Process Fundamentals
- BASC 525: Supply Chain Strategy and Analytics
- BASM 514: Strategy in Organizations

### *Study Abroad Options*

A variety of short study abroad and term exchange options are available.

### *Academic Policies*



Refer to the Academic Calendar for academic policies.

### Contact Information

Please see the MBA website (<http://www.sauder.ubc.ca/mba>) for further program and contact information

## Professional Master's Degrees > Master of Business Analytics

The Master of Business Analytics (M.B.An.) provides a professional course of study designed to prepare graduates with the skills to apply advanced analytical tools and methods to address management challenges in today's big data business environment. The program includes 30 credits of required courses. Students may apply to complete an optional 6-credit Analytics Consulting Internship following the completion of the required 30 credits.

The program is available for full-time study. The program will generally be completed within 12 months of full-time study.

### Admission Requirements

Applicants must meet the [general admission requirements](#) for master's degree programs set by the Faculty of Graduate and Postdoctoral Studies. In addition to meeting these minimum requirements:

- all applicants must submit their official GMAT or GRE score, and
- applicants from a university outside Canada in which English is not the primary language of instruction must present a minimum score of 100 on the TOEFL iBT (or a score deemed equivalent to this on another English Language Proficiency Test accepted by UBC).

Visit the Faculty (<http://www.sauder.ubc.ca>) for more information on admissions requirements. Upon accepting an offer of admission to the program, students will be required to pay a non-refundable deposit, which is applied to the first instalment of tuition fees.

### Program Requirements

The program consists of the following 20 required courses of 1.5 credits each:

BA 520	BAMA 516
BABS 502	BAMA 517
BABS 506	BAMS 503
BABS 507	BAMS 504
BABS 508	BAMS 506
BAIT 507	BAMS 508
BAIT 508	BAMS 517
BAIT 509	BAMS 521
BAMA 509	BASC 500
BAMA 511	BASC 523

## Professional Master's Degrees > Master of Management

The Master of Management (M.M.) provides a professional course of study designed to prepare graduates with applied knowledge focused in business. The program includes a minimum of 30 credits of coursework that may include an applied project. The course work consists of at least 24 credits at the 500-level or above, and no more than 6 credits at the 300- or 400-levels.



The program will generally be completed within 12-16 months of full-time study. Admission requirements include all the minimum admission requirements for the Faculty of Graduate and Postdoctoral Studies, plus GMAT or GRE is generally required, and a minimum of TOEFL score of 600 (or equivalent) for international students. More specific, higher admissions requirements may be established for some areas of specialization in the M.M. program. Upon accepting an offer of admission to the M.M. program, students will be required to pay a non-refundable deposit, which is applied to the first installment of tuition fees.

The Master of Management is offered as:

1. a general management program with no specialization; and
2. with a specialization in Operations Research.

### General Management

The Master of Management general management (with no specialization) is offered as:

1. A full time program requiring a bachelors degree in an area other than business.

#### International Business Stream

The International Business Stream is available to any student in the full time Master of Management - general management program. Students are required to take part in an international study experience, either an exchange program or a study tour, and pass two 1.5 credit international business modules. Details of International Business streams are available from the Faculty's Robert H. Lee Graduate School.

2. An Undergraduate Program-Master of Management Dual Degree Option. See the [UG-MM Dual Degree Option](#) entry for details.

### Operations Research Specialization

The Master of Management (M.M.) in Operations Research requires specialized coursework in business models, statistics and decisions, optimization, stochastic systems and consulting practices, as well as electives. Students are generally required to complete an industry project.

Visit the Faculty (<http://www.sauder.ubc.ca>) for more information.

## Professional Master's Degrees > Dual Degree Program Option: J.D./M.B.A.

All the requirements of the J.D. and M.B.A. programs apply to students in the dual degree program option, except that 6 credits of Law courses are included as elective credits toward the completion of the M.B.A. program, and 6 credits of M.B.A. courses are included as elective credits towards completion of the J.D. program. Consequently, a student in the dual degree program option completes all J.D. requirements, less 6 credits, and all M.B.A requirements, less 6 credits.

Students in the dual degree program option follow a program of study as outlined below:

Year 1	<b>First Year J.D. Curriculum (reference not found)</b>
Year 2	First Year M.B.A. Curriculum
Years 3 and 4	Remaining J.D. and M.B.A. courses as required by each program (less 6 credits for each)

The total minimum credits to be taken is 130.

A student's program of courses must be approved by the Assistant Dean, Students, in the Allard School of Law, and by the Assistant Dean, Robert H. Lee Graduate School, Sauder School of Business.

### Special Requirements

1. Six J.D. credits are counted as the maximum of non-M.B.A. senior undergraduate courses normally permitted under the M.B.A. course requirements. Six M.B.A credits are counted as the maximum non-J.D. courses permitted under the J.D. course requirements. Accordingly,



students will not be permitted to apply to their degrees non-M.B.A. and non-J.D. credits beyond those six J.D. and six M.B.A. credits.

2. Law 407 (Taxation) must be taken. If the student has already received credit for COMM 355 (Income Taxation) or its equivalent, another 4 credits of J.D. courses must be taken in substitution for Law 407. COMM 355 will be deemed equivalent to LAW 407 for prerequisite purposes.

3. A minimum of 20 credits of elective law courses must be chosen from a set of courses in the corporate, commercial, or taxation areas approved from year to year by the Assistant Dean, Students.

A student's program of courses must be approved by the Assistant Dean, Students, in the Allard School of Law, and by the Assistant Dean, Robert H. Lee Graduate School, Sauder School of Business.

### *Special Arrangements*

Subject to the approval of the Assistant Dean, Robert H. Lee Graduate School, Sauder School of Business, and the Assistant Dean, Students, Law, the first years of the J.D. and M.B.A. program may be exchanged upon petition.

### *Promotion Requirements*

Continuance in the J.D./M.B.A. dual degree program option is conditional upon achieving a high standard of performance as determined in an annual review by the Assistant Dean, Robert H. Lee Graduate School, Sauder School of Business, and the Assistant Dean, Students, Law. A student may be permitted to complete either an M.B.A. or J.D. alone.

### *Conferring of Degrees*

The M.B.A. and J.D. will be conferred at the completion of the dual degree program option after all requirements for both degrees have been met. Students who choose to receive either the M.B.A. or the J.D. prior to completion of the dual degree program option may apply for one of the degrees provided all requirements for that degree have been satisfied. Students selecting this option must simultaneously withdraw from the dual degree program option.

## **Professional Master's Degrees > Dual Degree Program Option: UBC M.B.A./Yale M.A.M.**

This distinctive dual degree program option offers qualified students the opportunity to earn, in less than two years, a Master of Business Administration (M.B.A.) degree from UBC and a Master of Advanced Management (M.A.M.) degree from Yale University. Taken separately, both degrees would take two years and nine months to complete. The dual degree program option makes it possible to earn both degrees in one year and nine months of study by allowing students to be enrolled continuously through this period and by allowing students to earn 13 credits towards both degrees simultaneously. The Yale M.A.M. is a nine-month degree program, open only to graduates of business schools that are members of the Global Network for Advanced Management.

In order to receive both degrees students must fulfill the individual program requirements for each institution's degree. Students in the dual degree program option are first admitted into the UBC M.B.A. For the UBC M.B.A., students are required to complete 50 credits, of which the first 37 credits are earned prior to the student beginning the Yale M.A.M. and the final 13 credits (final semester) are completed at Yale as part of the M.A.M. program. Students will complete the full nine months of the Yale M.A.M. degree-in-residence at Yale beginning approximately 12 months following the start of the UBC M.B.A.

Students will apply to each program separately. The M.B.A. program application will be administered by UBC, and the M.A.M. program application will be administered by Yale University. Applicants to the program must meet the approved admission requirements in place at each institution and program, including evidence of academic achievement and intellectual readiness.

Enrolment is possible through one of two routes:

Route 1: Candidates may be admitted to the M.B.A. at UBC's Faculty of Commerce and Business Administration (also known as the Sauder School of Business) and to the Yale M.A.M. component, prior to starting the M.B.A. component. Upon meeting UBC's continuation requirements during the first year of the M.B.A. program, students are eligible to join the M.A.M. component in year 2.



Route 2: UBC M.B.A. students, who apply to the Yale M.A.M. during the first year of study in the M.B.A., may be admitted into the Yale M.A.M. component in year 2 upon meeting UBC's continuation requirements during the first year of the M.B.A. program.

### *Degree Requirements*

For the M.B.A. and M.A.M. dual degree program option with Yale, students are required to complete a minimum of 50 credits to qualify for the M.B.A. component and 40 Yale credits for the M.A.M. component. The 50 credits required for the M.B.A. component comprise one year of coursework (37 UBC credits) completed at the Sauder School of Business and 13 credits completed at Yale University. The 40 credits required to qualify for the M.A.M. component comprise nine months of coursework at Yale University; 13 of these 40 credits are also counted toward the UBC M.B.A.

Each institution manages its own degree requirements.

Students must meet each institution's admission and continuation requirements; however, only those credits administered by the specific institution will apply towards that institution's continuation policies.

### *Graduation*

Students will graduate from each institution when they complete the program requirements of that institution. Students may attend the convocation ceremonies of both institutions. The student will receive two parchments:

1. UBC, Master of Business Administration; and
2. Yale, Master of Advanced Management

For further information on the UBC M.B.A. and Yale M.A.M., including information on applying, please see the UBC M.B.A. ([http://www.sauder.ubc.ca/Programs/MBA/MBA\\_Full\\_Time](http://www.sauder.ubc.ca/Programs/MBA/MBA_Full_Time)) and Yale M.A.M. (<http://som.yale.edu/programs/mam>) websites.

## **Professional Master's Degrees > Dual Degree Program Option: UBC M.M./Yale M.M.S.**

UBC Master of Management Dual Degree with Yale Master of Management Studies in Global Business and Society Program Option.

This distinctive program option offers qualified students the opportunity to earn, in 2 years, a Master of Management (MM) degree from UBC and a Master of Management Studies in Global Business and Society (MMS) degree from Yale University. The Yale MMS is a nine-month degree program, open only to MM program (or equivalent) graduates of business schools that are members of the Global Network for Advanced Management.

### *Admissions*

Students may apply to the UBC Sauder MM program and the Yale SOM MMS program either concurrently for students applying to both institutions at the same time to enter the Dual Degree Option, or through a sequential admission process for students already enrolled in or recently graduated from the UBC Sauder MM program. Applicants to the program must meet the admission requirements of each institution and program, including evidence of academic achievement and intellectual readiness.

Each school will evaluate and admit candidates for its respective degree program.

For students applying for concurrent admission to the Dual Degree Option, UBC will announce final decisions on admission to the Dual Degree Option before entry into the first academic year of the MM program. For students applying for sequential admissions, UBC and Yale will announce admission decisions separately.

Students in UBC's Undergraduate + Master of Management Dual Degree Option (UG+MM) are eligible to apply for this UBC MM + Yale MMS Dual Degree Option when they progress to the graduate portion of the UG+MM program using the sequential admission process.



### *Degree Requirements*

Students in the Dual Degree Option are required to complete the full UBC MM program requirements to qualify for the MM component and full Yale MMS program requirements to qualify for the MMS component.

Each institution manages its own degree requirements.

### *Graduation*

Students will graduate from each institution when they complete the program requirements of that institution. Students may attend the convocation ceremonies of both institutions. The student will receive two parchments:

- 1.UBC, Master of Management; and,
- 2.Yale, Master of Management Studies in Global Business and Society

For further information on the UBC MM and Yale MMS, including information on applying, please see the UBC MM ([http://www.sauder.ubc.ca/Programs/Master\\_of\\_Management](http://www.sauder.ubc.ca/Programs/Master_of_Management)) and Yale MMS (<http://som.yale.edu/programs/mms-gbs>) websites.

## **Professional Master's Degrees > Contact Information**

Robert H. Lee Graduate School, Sauder School of Business  
Faculty of Commerce and Business Administration  
137-2053 Main Mall  
Vancouver, BC, V6T 1Z2  
Tel: 604.822.4040  
Fax: 604.822.9030  
Web: [www.sauder.ubc.ca](http://www.sauder.ubc.ca) (<http://www.sauder.ubc.ca>)

## **Diploma in Accounting**

Professional accounting is a respected career path that offers stimulating work, generous compensation and opportunity for growth and advancement. The UBC Diploma in Accounting Program (DAP) bridges the gap and equips degree graduates aspiring to a professional accounting designation, but lacking the prerequisite courses, to transition to a new career.

The post-baccalaureate Diploma in Accounting allows students to obtain the theoretical and practical foundation needed to succeed in the new Chartered Professional Accountant (CPA) program, created through the recent merger of the Chartered Accountant (CA), Certified General Accountant (CGA), and Certified Management Accountant (CMA) designations. By combining the Diploma in Accounting with the broad perspective gained through undergraduate studies, graduates can create a leverageable career advantage.

Visit DAP (<http://www.sauder.ubc.ca/dap>) or contact the DAP Office by email ([dap@sauder.ubc.ca](mailto:dap@sauder.ubc.ca)) or phone at 604.822.8412.

### *Admission*

Applicants must have completed a four-year undergraduate degree with a minimum overall average of 65% in the last two years (60 credits) of study through a recognized university program.

All applicants must demonstrate proficiency in English language skills at the university level by either successful completion of two university-level English courses (6 credits), or satisfactory results from a recognized test of English that meets the English Language Admission Standard. See DAP ([http://www.sauder.ubc.ca/Programs/Diploma\\_in\\_Accounting/Admissions\\_and\\_Finances/Admission\\_Requirements](http://www.sauder.ubc.ca/Programs/Diploma_in_Accounting/Admissions_and_Finances/Admission_Requirements)) for more information.

The DAP program accepts new students three times a year, in January, May and September.



Program Start Date	Application Deadlines
January	November 1
May	March 1
September	July 1

### Diploma Requirements

The DAP curriculum consists of 11 required courses, 33 credits in total, which together lay the theoretical and practical foundation for a career in the accounting profession. In addition, the program emphasizes critical thinking, analytical, and communication skills necessary to be effective in an accounting role. The program's intense, challenging curriculum is equivalent in workload, academic rigour, and student assessment to the Accounting option of Sauder's prestigious BCom program. By combining evening classes, online classes, or a hybrid of both, students can complete the program within 10 to 24 months while continuing to work. Each 3-credit course provides for 39 hours of classroom instruction.

Students can enroll in a maximum of 5 courses per winter term and 3 courses per summer term. Optional elective courses allow students to satisfy the specific requirements of the professional accounting designation programs.

### Diploma in Accounting

DAP Courses	Credits
BUSI 293	3
BUSI 294	3
BUSI 335	3
BUSI 353 <sup>1</sup>	3
BUSI 354 <sup>1</sup>	3
BUSI 355 <sup>1</sup>	3
BUSI 370	3
BUSI 393	3
BUSI 450 <sup>1</sup>	3
BUSI 453 <sup>1</sup>	3
BUSI 455 <sup>1</sup>	3
Total Credits	33

<sup>1</sup> Must be completed through D.A.P. with a minimum overall average of 60% to fulfill graduation requirements.

### The Quantitative Methods (QM) Preparation Course

The demanding nature of the Program requires that students have an adequate understanding of business statistics, quantitative decision-making methods, time value of money concepts, economic issues and decision-making, and business computing. For individuals who have not completed prior economic and statistics coursework, participation in the QM Preparation Course is recommended. It is also an option for individuals wanting to brush up on their skills and improve the ability to perform in an accounting or business decision-making context.

## Professional and Diploma Courses

The Faculty operates a number of programs in the professional and managerial fields. Most programs require detailed study over a period of several years on a part-time or distance-education basis. Completion of assignments and examinations is required in most subjects.

Admission requirements vary from program to program. In some cases, registration is limited to residents of BC. For additional information, please call 604.822.8314.



- The Certified General Accountants of British Columbia (CGA-BC). A six-level evening lecture and distance education program designed to meet the academic requirements of CGA-BC (see CGA-BC (<http://www.cga-online.org/bc>)).
- Sales and Marketing Management Program. A three-year, evening lecture program sponsored by the Sales and Marketing Executives of Vancouver, leading to a diploma in Marketing and Sales Management (see SMEI (<http://www.smeivancouver.com>)).

### Real Estate Courses and Programs

For more information, see the Real Estate Division (<http://www.realestate.ubc.ca>) or telephone 604.822.8444.

- Real Estate Trading Services Licensing Course. A distance education course meeting the academic requirements for licensing as a real estate representative (salesperson) in BC.
- Rental Property Management Licensing Course. A distance education course meeting the academic requirements for licensing as a rental property manager in BC.
- Broker's Business Planning and Financial Management Course. A distance education course meeting the educational requirements for licensing as a real estate brokerage, managing broker, or associate broker in BC.
- Mortgages Brokerage in B.C. A distance education course meeting the requirements for registration under the BC *Mortgage Brokers Act*.
- The Diploma Program in Urban Land Economics. An eleven-course distance education program in advanced real estate studies.
- Certificate Program in Real Property Assessment. A four-course distance education program dealing with assessment-specific topics with a focus on computer-assisted mass appraisal techniques.
- Appraisal Institute of Canada Education Program. Distance education courses leading to both the CRA and AACI designations.
- UBC/AIC Post-Graduate Certificate in Real Property Valuation. A six-course distance education program developed for business degree graduates working toward attaining AIC's AACI designation.
- Certificate in Residential Valuation. A six-course distance education program leading towards the Appraisal Institute of Canada's CRA designation.
- Bachelor of Business in Real Estate. A distance education post-diploma degree completion program.

## Executive Education

*Forward-thinking programs for forward-looking organizations*

Sauder Executive Education offers a comprehensive range of open enrolment and customized corporate programs, from shorter courses for the broader business community to immersive week-long residential courses for senior leaders. Our programs are designed to have an immediate, positive impact on performance and minimize time away from the office. Ranked as one of the world's top executive education providers by the Financial Times, Sauder provides you and your organization with the strategic and practical tools you need to succeed in today's global business economy.

- Open Enrollment Business Courses. Two- to six-day programs for those who wish to expand their managerial skills and add relevant, applied knowledge to their business experience. Most courses are held at the Robson Square campus or other downtown Vancouver locations.
- Custom Programs. Management development programs customized to an organization's specific needs, delivered at a time and location of the organization's choosing.
- Certificates. A selection of non-credit certificates that focus on developing specific managerial competencies.
- Executive MBAs. Part-Time, Blended Learning Degree programs designed for working professionals in the Health Care and Mining Industries.

Visit Executive Education ([http://www.sauder.ubc.ca/exec\\_ed](http://www.sauder.ubc.ca/exec_ed)), or call 1.800.618.3932.

## Chartered Professional Accountants of BC

The Chartered Professional Accountants of British Columbia (CPABC) is the only professional accounting body recognized in the province of British Columbia. CPA members are part of a national profession with more than 200,000 members across the country and around the world. Among its duties, CPABC is responsible for the training and certification of CPA students.





### *Academic Requirements*

Graduates of the B.Com. program and the Diploma in Accounting program will be granted exemptions from the CPA Professional Education Program (CPA PEP) pre-requisite requirements to the extent that comparable courses have been completed at the University.

Graduates, other than those mentioned above, are required to complete the pre-requisite courses before being admitted to CPA PEP. These pre-requisite courses are available through the Diploma in Accounting program for candidates.

### *Practical Experience Requirements*

A minimum period of 30 months of practical experience is required to qualify as a registered CPA member. This requirement is generally gained concurrent to completion of CPA PEP.

See CPA BC (<http://www.gocpabc.ca>) for more information.

## Real Estate Institute of BC

Graduates of the B.Com. Real Estate option and the diploma program in Urban Land Economics will have satisfied the educational requirements for membership in the Real Estate Institute of BC. Full membership in the Institute will require a minimum of three of the previous four years' employment experience in a real estate-related activity. Acceptance into the Institute entitles members to use the distinguishing letters "R.I." after their names.

All students enrolled in the B.Com. Real Estate option and the diploma program in Urban Land Economics are entitled to apply for student membership in the Real Estate Institute of BC. Enquiries may be directed to the Executive Officer.

See REIBC (<http://www.reibc.org>) for more information.

## Academic Staff

### Professors

**K. Aquino**, B.Sc. (Urbana-Champaign), M.Sc., Ph.D. (Northwestern), Richard Poon Professor of Organizations and Society  
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A. Saunders, A.B. (Prin.), Ph.D. (M.I.T.)  
M Silver Sweeney, B.F.A., J.D. (Br. Col.), M.S. (Col.)  
S. Sinclair, B.Com. Hons., C.A. (Br.Col.)  
A. Stone, B.A. (Hope.Coll.), M.B.A. (Mich.)  
B. Sutherland, B.Sc., M.A. (Br.Col.)  
Z. Svedic, M.B.A., Ph.D. (S.Fraser)  
G. Werker, B.Sc., M.Eng. (Cornell), Ph.D. (Br.Col.)

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**Law and Business Communications:** K. Lo (Chair), E. Bowker, B. Cox, F. Fajardo, E. McIntosh, C. Morrell, E. Salzburg, M. Silver Sweeney, B. Sutherland

**Faculty-wide Appointments:** M. Quayle, D. Silver, J. Tansey