Faculty of Management

Introduction

Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier

- **Introduction** for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier
- **Admission Requirements** for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier
- **Academic Regulations** for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier
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Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

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- **Degree Requirements** for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

Master of Management Program

- Program Overview
- Admission Requirements
- Degree Requirements
- Academic Regulations
- Contact Information

Co-operative Education Program

Academic Staff
Introduction

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The Faculty of Management offers community-engaged research and teaching of management knowledge that empowers diverse people to manage and lead economic and social activity through varied organizations in internationally connected, rapidly-changing and fast-developing regions – including non-metropolitan regions.

Students learn to navigate today’s rapidly changing world through intensive collaboration and group work, critical thinking and an appreciation for shared solutions. Learning is enriched with practical challenges in competitions, engagement with local communities and organizations, and experiential learning opportunities. In addition to acquiring core management skills, students are also challenged to develop leadership skills and value community and service.

The Faculty offers a four-year undergraduate program leading to the Bachelor of Management degree. The degree program offers a variety of foundational and advanced courses that cover accounting, entrepreneurial technology, finance, human resources, marketing, sustainability and operations/supply chain management. Experiential learning opportunities prepare graduates for a variety of careers in organizations across a broad range of sectors, from public institutions, non-profit agencies and large corporations, to entrepreneurial start-ups and NGOs.

The Faculty also offers a 25-month, part-time Master of Management (http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,287,1042,0) degree for working professionals. Regionally focused and globally connected, the Master of Management degree program engages with issues directly relevant to students’ work, organizations and regions. Exploring new and nimble ways of leading and managing in a rapidly changing globalized world, the cohort forms a community of leaders and learners. Students expand their abilities to learn and see new opportunities for organizations through an increased understanding of regional and global transformation.

The Faculty offers a unique program of study that will graduate students with the knowledge base, practical skills, and world view needed to seize opportunities, both locally and globally. Graduates leave knowing not only how to read a balance sheet, but how to place that information within the appropriate social, political, environmental, and economic contexts, allowing them to make effective management-level decisions and to solve complex challenges.

Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier

Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier > Introduction for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier
The Faculty of Management offers a four-year undergraduate program leading to the Bachelor of Management (B.Mgt.). The first two years are comprised of courses from other faculties that develop a breadth of knowledge and understanding across disciplines and provide a general foundation for management studies.

The final two years of learning focus on core management studies within various student pathways such as general management, accounting, entrepreneurial technology, finance, human resources/organizational behaviour, marketing and operations/supply chain.

**Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier**

**Entry into First Year**

Applicants from a Secondary School

**Effective 2017/2018, students who enter first year will join a modified B.Mgt. program.**

Information on procedures, policies, and admission requirements are specified in Admissions (http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,0,0,0).

**Entry into Second Year**

Applicants from a College or University

**Effective 2018/2019, transfer students who enter second year will join a modified B.Mgt. program.**

Applicants who have completed a minimum of 27 transferable credits from a recognized post-secondary institution are eligible to be considered for admission to the second year of the B.Mgt. program. These students will be required to complete, or have already completed, ENGL 112¹, ECON 101, MATH 100 or MATH 116, STAT 121 or STAT 124², and PSYO 111³, or their equivalents, with a minimum average of 60%. For information on transfer credit, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

¹ENGL 112 can be replaced with 6 credits of any transferable English course(s). A minimum grade of 60% is required for ENGL 112 or the 6 credits of transferable English.

²STAT 121 or STAT 124 can be replaced with any transferable Statistics course.

³PSYO 111 can be replaced with any transferable introductory Psychology, Anthropology, or Sociology course.

**Transition from UBC Vantage College**

UBC Vantage College students in the Management stream who pass all courses with an average of at least 60% and who achieve at least 60% in WRDS 150 will be eligible for year two of the B.Mgt. degree program.

Students who do not successfully complete the full UBC Vantage College Management stream or who achieve an average lower than 60% in the full program can apply to be reviewed on a case-by-case basis for evidence of academic promise for continued study in Management at UBC.

**Entry into Third Year**

**Effective 2019/2020, transfer students who enter third year will join a modified B.Mgt. program.**

Applicants who have completed a minimum of 54 transferable credits, including all required courses (ENGL 112¹, ECON 101, MATH 100 or MATH 116, STAT 121 or STAT 124², and PSYO 111³, or their equivalents, with a minimum average of 60%) from a recognized post-secondary
institutions are eligible to be considered for admission to the third year of the B.Mgt. program. Students will be exempt from MGMT 100 and will be expected to complete MGMT 200 in their fourth year. For information on transfer credit, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

1 ENGL 112 can be replaced with 6 credits of any transferable English course(s). A minimum grade of 60% is required for ENGL 112 or the 6 credits of transferable English.

2 STAT 121 or STAT 124 can be replaced with any transferable Statistics course.

3 PSY 111 can be replaced with any transferable introductory Psychology, Anthropology, or Sociology course.

Applicants with a Baccalaureate Degree

Effective 2019/2020, students with a prior baccalaureate degree who enter third year will join a modified B.Mgt. program.

Applicants who have completed a baccalaureate degree from a recognized post-secondary institution are eligible to be considered for admission to the third year of the B.Mgt. program. Students applying in this category are required to complete at least one course in each of Economics, Calculus, Statistics, and Psychology within their baccalaureate degree program. Successful applicants will be expected to complete MGMT 200 in their fourth year. For information on transfer credit, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

Applicants with an Associate of Arts or Associate of Science Degree

Effective 2019/2020, students with a prior Associate of Arts or Associate of Science degree who enter third year will join a modified B.Mgt. program.

Applicants who have completed an Associate of Arts or Science degree from a recognized college or university are eligible to be considered for admission to the third year of the B.Mgt. degree program. These students will receive full transfer credit (60 credits) for the work done for their associate degree, and will be exempt from the first- and second-year required courses, excluding MGMT 200. Students applying in this category are required to complete at least one course in each of Economics, Calculus, Statistics, and Psychology within their associate degree program. Successful applicants will be expected to complete MGMT 200 in their fourth year. For information on transfer credit, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier

In addition to the general policies and regulations set out in Policies and Regulations (http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,0,0,0), the academic regulations outlined in this section apply to the Faculty of Management.

Attendance

Regular attendance is expected of students in all their lectures, laboratories, tutorials, and seminars. Students who neglect their academic work and assignments in a course may be excluded from its final examination. Students who are unavoidably absent from scheduled classes because of illness or disability should report to their instructors immediately on their return. Students whose attendance or academic performance is severely affected by medical, emotional, or other problems should apply for special consideration from the office of their Dean or Director (see Academic Concession, below and at Academic Concession (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,48,0,0#11831)).

Change of Registration

In the Winter Session, students can drop one-term courses within two weeks of their commencement and two-term courses within three weeks of commencement. All record of registration in the course(s) will be removed from students’ transcripts. Thereafter, students may withdraw from a one-term course up to the end of the sixth week of classes, and from a two-term course up to the end of the twelfth week of classes. Courses
dropped during this latter period will be indicated by a W on the student's transcript. Students can withdraw from courses using the Student Service Centre (http://ssc.adm.ubc.ca). After these dates, students are not normally permitted to withdraw from courses but can apply for academic concession (see below).

Students who cease to attend or otherwise fail to complete exams, assignments, or other course requirements will receive a grade reflecting requirements completed in the course. (See also Change of Registration (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,51,1005#11096) and Course Drop/Withdrawal Dates (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,51,1006#14282).)

Academic Concession

Please refer to the university policy on Academic Concession (http://www.calendar.ubc.ca/Okanagan/index.cfm?tree=3,48,0,0).

Transfer Credit

Students admitted to the B.Mgt. from a recognized post-secondary institution will have their courses assessed for appropriate transfer credit at the time of admission. For information on transferable courses completed at recognized colleges in British Columbia and in the Yukon, students should refer to the British Columbia Transfer Guide (http://www.bctransferguide.ca). Courses completed at accredited universities and university colleges will be assessed for transfer credit on a course-by-course basis.

Letter of Permission

Students currently registered in the B.Mgt. may not take courses for credit at another institution without specific written permission. Students who wish to interrupt their UBC studies and take courses at another institution for credit toward their degree must obtain, in advance, a letter of permission from the Faculty. The Faculty has no obligation to grant transfer credit unless a letter of permission has been obtained. Students will not normally be permitted to complete the B.Mgt. English requirement at another institution (see also Attendance). See Letter of Permission to Study at Another Institution (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,51,871,1006#14282).

Failed Courses

A student may repeat a failed course only once. Please refer to Advancement Regulations (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,41,93,0#11162) for the official UBC Okanagan policy on repeating failed courses.

Degree Completion

Students must complete their degree requirements within six years of their original admission into the Faculty of Management or otherwise obtain permission from the Dean for an extension.

Dean’s Honour Roll

Student transcripts will receive the notation “Dean's Honour Roll” if an overall average of 80% or better is achieved in a program of 27 credits or more in any Winter Session. Exceptions are made for Co-op or Exchange students, who require at least 15 credits in a non-Co-op or non-Exchange term for this calculation. To qualify, students must pass all courses. Only courses taken at UBC will be used in this calculation.

Degree with Honours

The words “With Honours” will be placed on the transcript of record and the degree certificate of students graduating with the B.Mgt. where the average is 80% or better in all upper-level Management courses. As well, students must be enrolled in a 27-credit course load in at least one of the two final years. To qualify, students must pass all courses. Only courses taken at UBC will be used in this calculation.

Program Approval

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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 the Dean of the Faculty of Management.

**Academic Probation**

Academic Probation will be assigned at the end of the Winter Session (April) based on performance in that session (Sept-April) and will consider all courses taken in the session. A student will be placed on Academic Probation, while not falling under the provisions for Failed Standing below, if the student:

- earned a sessional cumulative average of 50% to less than 60%; or
- passed less than 60% of the credits

A student placed on Academic Probation at the end of the Winter Session will normally be allowed to register in a maximum of 9 credits per term in the following Winter Session. This credit restriction may be waived at the discretion of the Faculty. Upon request by the student to the Faculty, the Academic Probation credit restriction might be restored if, in the next Winter Session, each Term 1 course grade is 60% or higher.

The credit restriction will only be enforced if the student is notified before the subsequent Winter Session begins.

**Failed Standing**

Failed Standing will be assigned at the end of the Winter Session (April) based on performance in that session (Sept-April). The evaluation will consider all courses taken in the session. Failed standing will be assigned to a student who has:

- a sessional cumulative average of less than 50%.

A student placed on Failed Standing for the first time will normally be required to discontinue studies in the Faculty for a period of one academic year (12 months) prior to applying for readmission. Affected students will be issued a letter from the Faculty outlining a decision and next steps. Students who consider applying for readmission the following year must complete further study at another recognized post-secondary institution during the year away. Students are strongly advised to consult the Faculty prior to further academic study.

Students who are readmitted after being required to discontinue study in the Faculty following a failed year will receive credit toward the B.Mgt. only for those university transferable courses in that year away in which they obtained a grade of at least 60%.

A student who already has a Failed Standing on their academic record will be required to withdraw from the University and may only be readmitted under the Advancement Regulations. Readmission to the Faculty of Management after a second failed year is normally not granted.

Courses taken in the Summer Session are not taken into consideration for assigning Failed Standing.

**Advancement Requirements**

Students are expected to register in a full load of courses.

To earn promotion from first to second year, a student must have completed a minimum of 27 credits.

To earn a promotion from second to third year, a student must have completed 54 credits, including the core courses of MGMT 100, MGMT 200, ECON 101, MATH 100 or 116, PSYO 111, STAT 121 or 124, and ENGL 112 (or 6 credits of any ENGL), with a minimum core average of 60%.

A minimum grade of 60% in ENGL 112 (or an average minimum grade of 60% over 6 credits of any ENGL), is also required.

To earn a promotion from third to fourth year, students must complete 78 credits including at least 8 of the following courses: MGMT 301, MGMT 302, MGMT 310, MGMT 320, MGMT 330, MGMT 340, MGMT 350, MGMT 355, MGMT 360, MGMT 380 or MGMT 390.
Bachelor of Management Program for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier > Degree Requirements for students who entered the program as first years in 2016/2017 or earlier; as second years in 2017/2018 or earlier; or as third years in 2018/2019 or earlier

The program leading to the B.Mgt. requires a minimum of 123 credits. The following represents the requirements of the Bachelor of Management program. The proposed Management (MGMT) courses are tentative and subject to change.

**Bachelor of Management**

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 112 or ENGL 114; or ENGL 6 credits any level</td>
<td>3</td>
</tr>
<tr>
<td>One of MATH 100, 116</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 200</td>
<td>3</td>
</tr>
<tr>
<td>PSYO 111</td>
<td>3</td>
</tr>
<tr>
<td>One of STAT 121, 124</td>
<td>3</td>
</tr>
<tr>
<td>Arts, Sciences, Fine Arts</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>30</td>
</tr>
</tbody>
</table>

**Recommended**

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 100</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1XX</td>
<td>3</td>
</tr>
<tr>
<td>MATH 142</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>3</td>
</tr>
<tr>
<td>PSYO 121</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 111</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total First- and Second-Year Credits**

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 301 - Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 302 - Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 310 - Introduction to Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 320 - Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330 - Introduction to Organizational Behaviour</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 340 - Introduction to Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 350 - Introduction to Information Technology Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 355 - Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 360 - Business Conditions Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 380 - Sustainability and Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 390 - Industry Analysis Project</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Third-Year Credits**

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Minors

When choosing elective courses, students should keep in mind that these may contribute to a chosen minor.

Minors are declared via the Student Service Center (SSC).

Minor in Computer Science

To complete a Minor in Computer Science, students must accumulate no fewer than 30 credits in Computer Science. At least 18 of these credits must be numbered 300 or above. This may require students to take additional credits of study.

Minor in Economics

To complete a Minor in Economics, students must accumulate no fewer than 30 credits in Economics. At least 18 of these credits must be numbered 300 or above. This may require students to take additional credits of study.

Minor in Psychology

To complete a Minor in Psychology, students must accumulate no fewer than 30 credits in Psychology as specified below. This may require students to take additional credits of study.

- SOCI 111, 121;
- At least 6 credits of 200-level Sociology (excluding SOCI 202);
- 18 credits of 300- or 400-level Sociology.

For more information on minors, visit Degree Requirements, and visit current Minors for a list that could be completed. Minors are declared via the Student Service Center (SSC).

Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020
or later> Introduction for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

The Faculty of Management offers a 4-year undergraduate program leading to the Bachelor of Management (B.Mgt.).

In the first year, students take eight required Year 1 courses comprising of introductory management, personal and corporate social responsibility, economics, mathematics, statistics, psychology and English, building the pre-requisites for later years.

In the second year, students take seven core Year 2 Management courses in accounting, human resources/organizational behaviour, management communications, marketing, information systems and business conditions analysis.

In the third year, students take four core Year 3 Management courses in sustainable business, finance, operations, and industry analysis, setting the stage for further study.

In the later part of third year and the fourth year, students take a selection of management and non-management elective courses to provide a focus for the student’s career. The Faculty of Management areas of focus are general management, accounting, entrepreneurial technology, finance, human resources/organizational behaviour, marketing and operations/supply chain.

Faculty of Management students are advised to keep in mind that they can take Minors in other Faculties to complement their management learning. For a complete list of current Minors, please visit Degree Requirements

Minors are declared via the Student Service Center (SSC) (http://ssc.adm.ubc.ca/).

Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later> Admission Requirements for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

Admission into First Year

Applicants from a Secondary School

Before 2017/2018, students who enter first year will join a different form of the B.Mgt. program.

Information on procedures, policies, and admission requirements are specified in Admissions (http://www.calendar.ubc.ca/okanagan/index.cfm?tree=2,0,0,0).

Admission into Second Year

Applicants from a College or University

Before 2018/2019, transfer students who enter second year will join a different form of the B.Mgt. program.

Applicants who have completed a minimum of 24 transferable credits from a recognized post-secondary institution with a minimum average of 60% are eligible to be considered for admission to the second year of the B.Mgt. program (with the exception of Vantage College Management Stream students, see below).

To be admissible to Year 2, transfer applicants must complete or have already completed a minimum of 24 credits, including the following courses or their equivalents:

- MGMT 100
MATH 100 or 116
STAT 121 or 124, or any transferable Statistics course
ENGL 112 or ENGL 114, or 6 credits of English

At least two of the following courses or their equivalents are also required for admission to Year 2:

- MGMT 110
- ECON 101
- ECON 102
- PSYO 111 or any transferable introductory Psychology course

Applicants who do not have all four of the core courses listed above and who are admitted to the Year 2 of the program must consult the Faculty for advising to determine whether to take the missing course(s) during the Summer Session and/or during the first term of Year 2.

Applicants must have a minimum average of 60% in all of the core courses completed and a minimum of 60% in ENGL 112 or ENGL 114 (or a minimum average of 60% in the 6 credits of English completed).

For information on transfer credit within BC/Yukon, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

Transition from UBC Vantage College

UBC Vantage College students in the Management Stream who pass all courses with an average of at least 60% and who achieve at least 60% in WRDS 150 will be eligible for Year 2 of the B.Mgt. degree program.

Students who do not successfully complete the full UBC Vantage College Management Stream or who achieve an average lower than 60% in the full program can apply to be reviewed on a case-by-case basis for evidence of academic promise for continued study in Management at UBC.

Note: Vantage College Management Stream students must register in MATH 100 or 116 and STAT 121 or 124 as corequisites for Year 2 Term 1.

Admission into Third Year

Before 2019/2020, transfer students who enter third year will join a different form of the B.Mgt. program.

Applicants who have completed a minimum of 54 transferable credits with a minimum average of 60% from a recognized post-secondary institution are eligible to be considered for admission to the third year of the B.Mgt. program.

To be admissible to Year 3, transfer applicants must complete all of the courses required for admission to Year 2, and at least five of the following courses or their equivalents:

- MGMT 201
- MGMT 202
- MGMT 220
- MGMT 230
- MGMT 240
- MGMT 250
- MGMT 260

Applicants who do not have all seven of the core courses listed above and who are admitted to the Year 3 of the program must enrol in the
missing course(s) in Year 3.

Applicants must have a minimum average of 60% in the core courses completed and a minimum of 60% in ENGL 112 or ENGL 114 (or a minimum average of 60% in the 6 credits of English completed).

For information on transfer credit within BC/Yukon, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

**Applicants with a Baccalaureate Degree**

**Before 2019/2020, students with a prior baccalaureate degree who enter third year will a different form of the B.Mgt. program.**

Applicants who have completed a baccalaureate degree from a recognized post-secondary institution are eligible to be considered for admission to the B.Mgt. program. Applicants must consult the Faculty for advising.

Students applying in this category are required to complete at least one course in each of Calculus, Statistics and Psychology, and at least two courses in Economics. Successful applicants will be expected to register in MGMT 110 during their first term.

For information on transfer credit within BC/Yukon, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

**Applicants with an Associate of Arts or Associate of Science Degree**

**Before 2019/2020, students with a prior Associate of Arts or Associate of Science degree who enter third year will join a different form of the B.Mgt. program.**

Applicants who have completed an Associate of Arts or Science degree from a recognized college or university are eligible to be considered for admission to the second or third year of the B.Mgt. degree program. Applicants must consult the Faculty for advising.

These students will receive full transfer credit (60 credits) for the work done for their associate degree, and will be exempt from the non-MGMT elective courses. Students applying in this category are required to complete at least one course in each of Calculus, Statistics and Psychology, and at least two courses in Economics. Successful applicants will be expected to register MGMT 110 during their first term.

For information on transfer credit within BC/Yukon, consult the BC Transfer Guide (BCCAT) (http://www.bccat.bc.ca).

**Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later**

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Regular attendance is expected of students in all their lectures, laboratories, tutorials, and seminars. Students who neglect their academic work and assignments in a course may be excluded from its final examination. Students who are unavoidably absent from scheduled classes because of illness or disability should report to their instructors immediately on their return. Students whose attendance or academic performance is severely affected by medical, emotional, or other problems should apply for special consideration from the office of their Dean or Director (see Academic Concession, below and at Academic Concession (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,48,0,0#11831)).
**Change of Registration**

In the Winter Session, students can drop one-term courses within two weeks of their commencement and two-term courses within three weeks of commencement. All record of registration in the course(s) will be removed from students’ transcripts. Thereafter, students may withdraw from a one-term course up to the end of the sixth week of classes, and from a two-term course up to the end of the twelfth week of classes. Courses dropped during this latter period will be indicated by a W on the student’s transcript. Students can withdraw from courses using the Student Service Centre (https://cas.id.ubc.ca/ubc-cas/login?TARGET=https%3A%2F%2Fssc.adm.ubc.ca%2Fsscportal%2Fservlets%2FSRVSSCFramework). After these dates, students are not normally permitted to withdraw from courses but can apply for academic concession (see below).

Students who cease to attend or otherwise fail to complete exams, assignments, or other course requirements will receive a grade reflecting requirements completed in the course. (See also and Course Drop/Withdrawal Dates (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,51,1006#14282).)

**Academic Concession**

Please refer to the university policy on Academic Concession (http://www.calendar.ubc.ca/Okanagan/index.cfm?tree=3,48,0,0).

**Transfer Credit**

Students admitted to the B.Mgt. from a recognized post-secondary institution will have their courses assessed for appropriate transfer credit at the time of admission. For information on transferable courses completed at recognized colleges in British Columbia and in the Yukon, students should refer to the British Columbia Transfer Guide (http://www.bctransferguide.ca/). Courses completed at accredited universities and university colleges will be assessed for transfer credit on a course-by-course basis.

**Letter of Permission**

Students currently registered in the B.Mgt. may not take courses for credit at another institution without specific written permission. Students who wish to interrupt their UBC studies and take courses at another institution for credit toward their degree must obtain, in advance, a letter of permission from the Faculty. The Faculty has no obligation to grant transfer credit unless a letter of permission has been obtained. Students will not normally be permitted to complete the B.Mgt. English requirement at another institution (see also Attendance).

**Failed Courses**

A student may repeat a failed course only once. Please refer to Advancement Regulations (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,41,93,0#16325) for the official UBC Okanagan policy on repeating failed courses.

**Degree Completion**

Students must complete their degree requirements within six years of their original admission into the Faculty of Management or otherwise obtain permission from the Dean for an extension.

**Dean's Honour Roll**

Student transcripts will receive the notation “Dean's Honour Roll” if an overall average of 80% or better is achieved in a program of 27 credits or more in any Winter Session. Exceptions are made for Co-op or Exchange students, who require at least 15 credits in a non-Co-op or non-Exchange term for this calculation. To qualify, students must pass all courses. Only courses taken at UBC will be used in this calculation.

**Degree with Honours**

The words "With Honours" will be placed on the transcript of record and the degree certificate of students graduating with the B.Mgt. where the
average is 80% or better in all upper-level Management courses. As well, students must be enrolled in a 27-credit course load in at least one of the two final years. Exceptions are made for Co-op or Exchange students, who require at least 15 credits in a non-Co-op or non-Exchange term for this calculation. To qualify, students must pass all courses. Only courses taken at UBC will be used in this calculation.

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 the Dean of the Faculty of Management.

Academic Probation

Academic Probation will be assigned at the end of the Winter Session (April) based on performance in that session (Sept-April) and will consider all courses taken in the session. A student will be placed on Academic Probation, while not falling under the provisions for Failed Standing below, if the student:

- earned a sessional cumulative average of 50% to less than 60%; or
- passed less than 60% of the credits

A student placed on Academic Probation at the end of the Winter Session will normally be allowed to register in a maximum of 9 credits per term in the following Winter Session. This credit restriction may be waived at the discretion of the Faculty. Upon request by the student to the Faculty, the Academic Probation credit restriction might be restored if, in the next Winter Session, each Term 1 course grade is 60% or higher.

The credit restriction will only be enforced if the student is notified before the subsequent Winter Session begins.

Failed Standing

Failed Standing will be assigned at the end of the Winter Session (April) based on performance in that session (Sept-April). The evaluation will consider all courses taken in the session. Failed standing will be assigned to a student who has:

- a sessional cumulative average of less than 50%.

A student placed on Failed Standing for the first time will normally be required to discontinue studies in the Faculty for a period of one academic year (12 months) prior to applying for readmission. Affected students will be issued a letter from the Faculty outlining a decision and next steps. It is recommended that students who consider applying for readmission the following year complete further study at another recognized post-secondary institution during the year away. Students are strongly advised to consult the Faculty prior to further academic study.

Students who are readmitted after being required to discontinue study in the Faculty following a failed year will receive credit toward the B.Mgt. only for those university transferable courses in that year away in which they obtained a grade of at least 60%.

A student who already has a Failed Standing on their academic record will be required to withdraw from the University and may only be readmitted under the Advancement Regulations. Readmission to the Faculty of Management after a second failed year is normally not granted.

Courses taken in the Summer Session are not taken into consideration for assigning Failed Standing.

Advancement Requirements

Promotion to Second Year

Successful completion of 24 or more credits (with exception of the Vantage College Management Stream, see below), which must include all first-year core courses: MGMT 100, MGMT 110, ECON 101, ECON 102, MATH 100 or 116, PSYO 111, STAT 121 or 124, ENGL 112 (or 6 credits of any ENGL. Note: If 6 credits in any ENGL is used, only 3 credits of ENGL count towards the 24 credits of required Year 1 courses).
A minimum average grade of 60% in the first-year core courses is required. A minimum grade of 60% in ENGL 112 is also required (or an average minimum grade of 60% over 6 credits of any ENGL).

Promotion to Second Year for Vantage College Management Stream

To earn a promotion from first to second year, students must have completed the full Year 1 program with a minimum of 36 credits. A minimum average grade of 60% in the Vantage College Management Stream Year 1 courses is required. A minimum grade of 60% in WORDS 150 is also required.

Note: Vantage College Management Stream students must register in MATH 100 or 116 and STAT 121 or 124 as co-requisites for Year 2 Term 1.

Promotion to Third Year

The seven core Year 2 MGMT courses (21 credits) are: MGMT 201, MGMT 202, MGMT 220, MGMT 230, MGMT 240, MGMT 250 and MGMT 260.

Successful completion of 48 or more credits, including all second-year MGMT core courses: MGMT 201, MGMT 202, MGMT 220, MGMT 230, MGMT 240, MGMT 250 and MGMT 290.

A minimum average grade of 60% in the second-year core MGMT courses is required.

Promotion to Fourth Year

Successful completion of 78 or more credits, including all third-year MGMT core courses: MGMT 310, MGMT 355, MGMT 380 and MGMT 360.

A minimum average grade of 60% in the third-year core MGMT courses is required.

Note: MGMT 490 is required for degree completion. Registration for this course requires fourth year standing.

Bachelor of Management Program for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

Degree Requirements for students entering the program as first years in 2017/2018 or later; as second years in 2018/2019 or later; or as third years in 2019/2020 or later

The program leading to the B.Mgt. requires a minimum of 120 credits with the following requirements to complete the program:

<table>
<thead>
<tr>
<th>Required</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 112 or ENGL 114; or ENGL 6 credits any level*</td>
<td>3</td>
</tr>
<tr>
<td>One of MATH 100, 116</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 100</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 110</td>
<td>3</td>
</tr>
<tr>
<td>PSYO 111</td>
<td>3</td>
</tr>
</tbody>
</table>
One of STAT 121, 124  
Lower-level\(^2\) or Upper-level\(^2\) Non-MGMT Electives\(^3\)  

**Recommended Lower-level Elective choices**

- ANTH 100\(^1\)  
- CULT 100\(^1\)  
- ENGL 1XX\(^1\)  
- MATH 142\(^1\)  
- PHIL 120\(^1\)  
- SOCI 111\(^1\)  
- PSYO 121\(^1\)  

Total First-Year Credits: 30

*Three ENGL credits are required; an additional three ENGL credits can be taken to count towards elective credits.

Second Year

- MGMT 201 - Introduction to Financial Accounting  
- MGMT 202 - Introduction to Managerial Accounting  
- MGMT 220 - Introduction to Marketing  
- MGMT 230 - Introduction to Organizational Behaviour  
- MGMT 240 - Introduction to Management Communications  
- MGMT 250 - Introduction to Information Technology Management  
- MGMT 260 - Business Conditions Analysis  
- Lower-level\(^2\) or Upper-level\(^2\) Non-MGMT Electives\(^3\)  

Total Second-Year Credits: 30

Third Year Term 1

- MGMT 310 - Introduction to Finance  
- MGMT 355 - Operations Management  
- MGMT 380 - Sustainability and Business  
- MGMT 390 - Industry Analysis Project  
- Lower-level\(^2\) or Upper-level\(^2\) Non-MGMT Electives\(^3\)  

Total Third-Year Term 1 Credits: 15

Third Year Term 2 and Fourth Year

- MGMT 490 - Capstone Service Learning and Consulting\(^4\)  
- Upper-level\(^2\) MGMT Electives\(^1\)  
- Upper-level\(^2\) non MGMT Electives\(^3\) or Upper-level\(^2\) MGMT Electives\(^1\)  
- Lower-level\(^2\) or Upper-level\(^2\) Non-MGMT Electives\(^3\)  

Total Third-Year Term 2 and Fourth-Year Credits: 45

Minimum Credits for Degree: 120

1 For current information on MGMT Elective courses, please visit Faculty of Management (http://management.ok.ubc.ca/welcome.html).

2 Upper-level means 300 and 400 level courses. Lower-level means 100 and 200 level courses.

3 Non-MGMT Electives means any non-MGMT course.

4 Registration for MGMT 490 requires fourth-year standing.

**Minors**

When choosing elective courses, students should keep in mind that these may contribute to a chosen minor. Minors are declared via the Student Service Center (SSC) (http://ssc.adm.ubc.ca/).
Minor in Computer Science

To complete a Minor in Computer Science, students must accumulate no fewer than 30 credits in Computer Science. At least 18 of these credits must be numbered 300 or above. This may require students to take additional credits of study.

Minor in Cultural Studies

To complete a Minor in Cultural Studies, students must accumulate no fewer than 30 credits in Cultural Studies as specified below. This may require students to take additional credits of study.

- CULT 100, 101;
- At least 6 credits of 200-level CULT; and
- At least 18 credits of 300- or 400-level courses applicable to the Major in Cultural Studies.

Minor in Economics

To complete a Minor in Economics, students must accumulate no fewer than 30 credits in Economics. At least 18 of these credits must be numbered 300 or above. This may require students to take additional credits of study.

Minor in Psychology

To complete a Minor in Psychology, students must accumulate no fewer than 30 credits in Psychology. At least 18 of these credits must be numbered 300 or above. This may require students to take additional credits of study.

Minor in Sociology

To complete a Minor in Sociology, students must accumulate no fewer than 30 credits in Sociology as specified below. This may require students to take additional credits of study.

- SOCI 111, 121;
- At least 6 credits of 200-level Sociology (excluding SOCI 202);
- 18 credits of 300- or 400-level Sociology.

Master of Management Program

Master of Management Program > Program Overview

Degree offered: M.M.

The Master of Management (M.M.) offered by the Faculty of Management is an opportunity for enterprising, imaginative and adaptive managers in organizations facing rapid change in globally connected regional settings to acquire and apply in-depth knowledge in specific areas of managing and leading that will be applicable in all organizational settings. (Please note: Typically, the Faculty will admit a cohort of students to this 25-month long program on a biennial basis. Please refer to the Faculty website for details on entry years and specific dates for the M.M.).

Master of Management Program > Admission Requirements

The M.M. admissions committee evaluates applications using broad-based admission criteria and applicants will need to submit a detailed portfolio of work, volunteer, international, and extracurricular experience. The selection process is guided by the criteria described below:
1. Academic Achievement
Candidates are recruited from diverse academic backgrounds. A four-year bachelor's degree or equivalent from a UBC-recognized institution is required. Admission requirements include all the minimum admission requirements for the College of Graduate Studies. Candidates must have a solid academic record (a minimum of B+ or equivalent) and normally submit a competitive GMAT or GRE score. College of Graduate Studies English proficiency requirements (http://gradstudies.ok.ubc.ca/prospective/application-admission/admission-requirements/english-proficiency.html) must be met by international applicants whose previously earned degrees were granted by university programs in which English was not the official language of instruction.

2. Experience, Innovation, and Motivation
The Master of Management program will consider applicants with a variety of work and extracurricular experience.

To achieve the mix of participants with various regional, organizational and academic experiences that are essential to the program, applicants will be selected to achieve the dynamic variety of backgrounds required for each cohort. The admissions committee will also use this information to assess an applicant’s leadership potential, maturity, and overall fit for the cohort and program.

Upon accepting an offer of admission to the M.M. program, students are required to pay a non-refundable deposit which is applied to the first instalment of tuition fees.

Master of Management Program > Degree Requirements

The Master of Management program is completed over 25 months of part-time study and requires a minimum of 32 credits. An optional directed studies course is available for 6 additional credits. This course allows participants to focus on areas of particular interest.

Three in-residence modules of two weeks each will be held in July or August on the UBC Okanagan campus or on the campus of partner institutions. Each in-residence module will involve at least 60 hours of instructional time and be allotted 5 credits.

Courses will not be taught in distinct time blocks but will be woven into the in-residence modules and on-line modules allowing instructors to emphasize the benefits of integrating multiple perspectives when addressing adaptive challenges facing organizations.

Upon admission participants will be formed into a cohort and will proceed to take all courses with that cohort in the order that is set out in the program flow diagram available on the program website (http://www.ubc.ca/okanagan/management/prospective-students/mm.html). Registration in the program is normally a requirement for enrolment in any course.

Master of Management Program > Academic Regulations

Academic Progress

The progress of all students working toward the Master of Management degree will be reviewed regularly by the Program Academic Lead and the Dean of the Faculty of Management. A student may be required to withdraw if academic progress has not been satisfactory.

A Pass/Fail grading practice applies to all courses in the M.M program.

- The Faculty of Management will use marking schemes and rubrics with a minimum pass equivalency set at B+ (76%) in UBC’s standard marking system. Evaluation criteria for Pass/Fail status is available online (http://management.ok.ubc.ca/__shared/assets/Pass_Fail_for_MM_201447011.pdf) and upon request from the Faculty of Management Dean's office.
- Students who successfully complete the M.M may request a letter summarizing the Pass/Fail grading practice from the Dean's Office which they may attach to a future application to a graduate studies degree program.

A student must obtain a pass in all courses in order to be considered to be progressing satisfactorily. Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in considering the suitability of a student for promotion or graduation.
The suitability of the students in their professionalism and capacity to meet the responsibilities of leading and managing fast changing organizations will also be considered.

- Where a pass is not obtained in a course, and on the recommendation of the Program Academic Lead and the approval of the Dean of the Faculty of Management, the student may repeat a course for higher standing. If the Program Academic Lead does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Management, the student will be required to withdraw.
- If a course is repeated, both standings will appear on the transcript.

### Attendance and Participation – in-residence modules

The Master of Management in-residence modules are intensive full-time programs. During each Module students must attend all scheduled professional development workshops, interviews, organized events and on-campus sessions.

Students are expected to notify the Program Academic Lead if any circumstances arise which conflict with the requirements of the in-residence modules.

- Vacations and other personal events must not conflict with attendance at in-residence modules.
- Students who do not participate fully in an in-residence Module will normally be asked to withdraw from the program.
- Students who cannot attend or fully participate in in-residence Modules by reason of medical, emotional, or similar circumstances should apply for special consideration (see Academic Concession (Calendar page: [http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,48,0,0#11831])).

### Attendance and Participation – on-line courses and modules

Students must ensure that the minimum technical requirements for the program can be met before the program start date. The requirements can be found at the program website ([http://www.ubc.ca/okanagan/management/prospective-students/mm.html](http://www.ubc.ca/okanagan/management/prospective-students/mm.html)).

Students must participate in simultaneous interactive on-line sessions. Efforts will be made to accommodate students living in time zones outside of British Columbia, but students may be required to participate on-line at other than usual day-time working hours.

- Students will be expected to complete all assigned readings, cases and other preparatory work; to complete and submit in a timely fashion all assigned work and to participate actively in all interactive course components, such as blogs.
- Students who do not participate fully in on-line modules will normally be asked to withdraw from the program.
- Students who cannot participate in an on-line module by reason of medical, emotional, or similar circumstances should apply for special consideration (see Academic Concession (Calendar page: [http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,48,0,0#11831])).

Students must complete degree requirements within five years of original admission into the Faculty of Management. Extensions may be granted under exceptional circumstances with the permission of the Dean of the Faculty of Management.

### Withdrawal, Readmission and Reinstatement

#### UBC Initiated Withdrawal

A candidate may be required to withdraw if progress has not been satisfactory as shown by coursework, progress on the applied project, non-participation in the in-residence modules and on-line courses.

The Faculty of Management also reserves the right to require a student to withdraw from the program if he or she is considered to be unsuited in their professionalism or capacity to meet the responsibilities of leading and managing fast changing organizations.

When a student is required to withdraw, the academic record will indicate “required to withdraw”.

#### Readmission
A student who is required to withdraw will not normally be eligible to apply for readmission to the Master of Management program for at least one year.

A new application form and fee must be submitted to the Master of Management Program Office and students may be readmitted to the program, as a new applicant if all current admission requirements are met.

In exceptional circumstances and at the discretion of the Dean of the Faculty of Management, a student who applies for readmission may have credited to their degree, courses and course modules successfully completed prior to withdrawal from the program, provided the courses were completed no longer than five years before the date of readmission.

If readmission is granted, current registration requirements will determine the course blocks and modules in which the student must enroll.

The Faculty of Management may impose additional requirements to ensure that the student is academically prepared to complete the degree requirements and re-integrate into a cohort in a way that will benefit both the student's and the cohort's learning.

Readmission will not be granted until a time that is suited to meeting the forgoing requirements for re-integration. Students required to withdraw from the program more than once are not thereafter eligible to be considered for admission to the program.

Request to Withdraw for Non-Academic Reasons

Students whose performance and attendance is significantly affected by reason of conflicting responsibilities or unforeseen events may apply for Academic Concession (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=3,48,0,0#11831) by using the Master of Management Request for Withdrawal form and consulting the Program Academic Lead.

- The academic record will indicate "voluntary withdrawal," the date of withdrawal, and a standing of W in all courses not completed on that date, any refund of fees will be in accordance with normal policy (see Refund of Fees).

A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed.

Reinstatement

Students in good academic standing who have been permitted to voluntarily withdraw from the program may apply to the Master of Management Program Office to be re-instated into the program.

- Any delinquent fees or charges including tuition and continuing fees must be paid before reinstatement occurs.
- Documentation from a medical or counseling professional or from the Disability Resource Centre of a nature sufficient to satisfy the University that the student is ready to continue studies may be required before the student will be re-instated.
- If the student is reinstated, courses that have been completed will be credited to the degree, and only outstanding degree requirements must be completed.
- The Faculty of Management may impose additional requirements to ensure that the student is academically prepared to complete the remaining degree requirements and re-integrate into a cohort in a way that will benefit both the student's and the cohort's learning.
- Reinstatement may not be granted until a time that is suited to meeting these requirements for re-integration.
- If a student who has asked to be reinstated does not have enough time left to complete the outstanding degree requirements within five years of original admission to the program an extension of the time limit may be requested from the Dean of the Faculty of Management (see Academic Progress).

A student who is required to withdraw for academic reasons is not eligible for reinstatement.

Master of Management Program > Contact Information

Please visit Master of Management (http://www.management.ok.ubc.ca/prospective-students/mm.html) for more information about the program.
Co-operative Education Program

The Faculty of Management Co-operative Education Program

The Management Co-op program provides interested and qualified students in the B.Mgt. program with paid employment experience relevant to their future careers. The Management Co-op program is an optional, year-round program supplementary to academic programs in the Faculty. Three work placement terms must be completed, including placements in one of Term 1 (September to December) and/or Term 2 (January to April) of a Winter Session.

Students wishing to enrol in the Management Co-op program must apply in the Winter Session, Term 1 of their third year. Students normally enter the Management Co-op program after completing all courses in the B.Mgt. program, up to and including year two, while maintaining an overall GPA of 70%. Academic performance and suitability for the work environment (as assessed by the Co-op Coordinator and the student intake process) will be the selection criteria used for program admission. Total enrolment is subject to the availability of appropriate work term placements. Acceptance into the Management Co-op program does not guarantee a work term placement.

Students admitted into the program will be registered in the appropriate Co-op course for each work term once a suitable work placement is confirmed. Payment of the Co-op program fees is mandatory. This includes a Management Co-op program fee for each work term and a one-time pre-registration workshop fee (see Program and Course Fees (Calendar page: http://appleton.ad.students.ubc.ca/okanagan/index.cfm?tree=14,341,0,0#15360)). Each successfully completed Management Co-op course is assigned 3 credits on a student's academic transcript. In order to graduate with Co-op program designation, a student must complete a minimum of 9 Management Co-op credits (three work terms) in addition to the normal academic requirements of the Faculty (normally 123 academic credits). The Management Co-op program typically necessitates an additional year to complete a bachelor's degree. Faculty Advisors or Co-op Coordinators visit students at their places of work and provide advice on the work term reports that are a requirement of the program.

Students transferring to UBC from accredited co-operative education programs at other institutions may request admission to the Management Co-op program and may receive credit for previously completed work placements to a maximum of 6 Management Co-op course credits (two work terms).

Academic Staff

Professors

M. Chiasson, B.Com (Alta.), Ph.D. (Br. Col.)
P. G. Davies, B.A., M.Sc., Ph.D. (Wat.)
G. DiLabio, B.Sc., M.Sc., Ph.D. (Clarkson)
R. Sugden, B.A. (Sheff.), M.A., Ph.D. (Warw.)

Associate Professor

B. Marcolin, B.Comm (Calg.), Ph.D. (R. Ivey)

Assistant Professors

J. Davis, B.Sc., M.Sc., Ph.D. (Br. Col)
G. Fan, B.A. (Shanghai), M.B.A. (Lond.Bus.), Ph.D. (Imp.)
E. Li, B.A. (HKPU), M.A. (Chinese HK), Ph.D. (York(Can))
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Sessional Instructors

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M. Pratch, B.A. (Dal.), M.B.A., L.L.B. (Alta.)
B. Weischedel, B.A. (Regensburg), M.B.A. (Montana), Ph.D. (Otago)

Adjunct Professors

R. Fields, B.Eng (McG.), M.B.A. (McG.)
T. Halsall, B.Ed. (Red Deer), M.A (R.Roads), CPHR
D. Jenkins, B.Sc. (Nott.)
C. Raddatz, B.Comm (Calg.), MBA (W.Ont.)
G. Ruetz, Bus. (Conestoga Coll.), Acct. (Wat.Luth.)
S. Westwell, B.Sc. (OUC), CPA, CA