

# FACULTY OF BUSINESS ADMINISTRATION

---

## General Inquiries

Faculty of Business Administration  
Education Building Room 517,  
University of Regina  
Regina, SK S4S 0A2  
Tel: 306-585-4724

E-mail: [hill.undergrad@uregina.ca](mailto:hill.undergrad@uregina.ca)

Faculty and Staff: [www.uregina.ca/business/faculty-staff/index.html](http://www.uregina.ca/business/faculty-staff/index.html)

Business Students' Society: Tel: 306-585-5414

## Undergraduate Programs

The Faculty of Business Administration offers programs of study leading to the Bachelor of Business Administration degree (BBA); the Diploma of Business Administration (DipBA); and the Ideation, Creativity, and Entrepreneurship Certificate (ICE Certificate). In addition, the Bachelor of Administration degree (BAdmin) and the Diploma of Administration (DipAdmin) are offered through the School of Indigenous Business & Public Administration, First Nations University of Canada.

Our programs are designed to prepare students for effective careers in the private, public, and not-for-profit sectors and for contributing to society as a whole. The programs focus on developing conceptual, technical and interpersonal knowledge and skills.

## CAREER PLANNING

---

### Careers in Accounting

Accounting careers can be found in all sectors of the economy and can take a variety of forms. For students who are interested in pursuing a Chartered Professional Accountant (CPA) designation, all university-level required CPA courses are available at the University of Regina. By completing an **Accounting Major** and choosing the appropriate additional electives within their BBA program, students can complete the necessary courses for entry to the CPA program. Students should contact CPA Saskatchewan [www.cpask.ca](http://www.cpask.ca) for further information.

### Careers as Entrepreneurs

Entrepreneurial ventures remain the single most significant influence in the business sector of the economy. Our **Ideation, Creativity, and Entrepreneurship Certificate (ICE Certificate)** will help prepare students to design and launch a small enterprise. Other career opportunities include: Small Enterprise Manager, Business Advisor/Consultant, Business/Management Analyst, Financer, Banker, Economic Developer, or others who work closely with start-up and operating enterprises and their owners.

### Careers in Finance

A **Finance Major** is available for students interested in careers in finance. Students should also consider choosing their arts and science electives from the areas of economics, computer science, and statistics. Students interested in learning more about becoming a Certified Financial Planner or Chartered Financial Analyst, should contact the following: The Canadian Institute of Financial Planning: [www.cifps.ca](http://www.cifps.ca) (1-866-933-0233). The Chartered Financial Analyst: [www.cfainstitute.org/](http://www.cfainstitute.org/) (1-800-247-8132).

### Careers in Human Resource Management and Industrial Relations

A **Human Resource Management Major** is available for students interested in careers in human resource management and industrial relations. Students should also consider taking their elective arts and science courses from the social sciences.

Students interested in becoming human resource managers and practitioners might wish to consider courses leading to the Certified Human Resource Professional (CHRP) designation. The Faculty of Business Administration offers the courses that prepare students to qualify for this designation. A number of other specialties and designations in this field also exist in areas such as training and

development, employee benefits management, and recruitment, for example.

### Careers in International Business

A number of courses relevant to international business are available at the University of Regina. Students may apply to have the institutional honour, International, added to their degree if they successfully complete the international business course and at least one approved international experience (see section on Institutional Honours: International for more information). Students interested in learning more about becoming a Certified International Trade Professional (CITP), should contact the following: Forum for International Trade and Training (FITT): [www.fitt.ca](http://www.fitt.ca) (613- 230-3553 or 1-800-561-3488).

### Careers in Marketing

A **Marketing Major** is available for students interested in careers in marketing. The major will prepare students to pursue a range of careers within the exceptionally diverse marketing field. Students should consider choosing arts and science electives from the areas of psychology, sociology and statistics.

## ADMISSION, RE-ADMISSION, AND TRANSFER

---

Refer to the [Admissions](#) section of this Calendar.

### High School Excellence Students

Excellence Students are those who have been conditionally accepted to the BBA program with a Canadian high school average of 85% or higher. Excellence Students receive a \$1,000 entrance scholarship.

### Faculty of Business Administration Admission Average

Please refer to the [Admissions](#) section of this Calendar

### Re-admission Policy

Students applying for re-admission to the Faculty of Business Administration must meet the current admission requirements in place at the time of the application for re-admission. This policy applies to all Faculty of Business Administration undergraduate programs.

### Transferring to the Faculty of Business Administration

Applicants who have attempted 15 credit hours or more of approved post-secondary courses with a minimum UGPA of 65.00% on those courses will be eligible for undergraduate admission to the Faculty of Business Administration.

### Program of Study

Students follow the program that is in effect at the time of their most recent date of admission, transfer or re-admission, but may choose to follow changes occurring after that date.

## RESIDENCY AND TRANSFER CREDIT

---

### Residency Requirements

A maximum of 60 hours of transfer credit, including a maximum of 30 credit hours of business courses, can be accepted towards the BBA degree.

A maximum of 30 hours of transfer credit, including a maximum of 15 credit hours of business courses, can be accepted towards the diploma of business administration.

### Transfer Credits

Refer to [Transfer Credit](#) in the Admissions section.

Students in the Faculty of Business Administration may complete courses at other institutions; however, prior permission must be granted. Permission will normally be given for three reasons:

1. The University of Regina does not offer the course.

2. The student is unable to attend an on-campus University of Regina course that term.
3. The student is applying to take a course at a participating Saskatchewan post-secondary education member institution that fits into their program.

Faculty of Business Administration students wishing to take courses at other institutions are required to be in good standing (academically and financially) and must request permission to take the course(s), provide a course description(s) to the faculty for evaluation, and should not register for the course until written permission has been provided.

Students are required to achieve a minimum grade of 10 grade points above the institution's passing grade in a course in order to be eligible to receive transfer credit.

It is the student's responsibility to request transcripts from other institutions to be sent directly to the appropriate Enrolment Services office.

#### **Transfer Credit Agreements**

The Faculty of Business Administration has transfer credit agreements with selected post-secondary institutions. See our website for more information.

---

### ACADEMIC ADVISING AND REGISTRATION

---

#### **Academic Advising**

Students are responsible for ensuring that their program requirements are met.

Pre-registration group counselling sessions are available to all Faculty of Business Administration students. Individual counselling sessions are available for those students who attend the group counselling sessions (during registration periods) and are available during non-registration periods to all students.

Any student interested in Faculty of Business Administration programs may contact the program advisor(s) for personal assistance or attend a group counselling session.

In selecting their business electives, arts and science electives, and open electives, students may seek the advice of an advisor even though they might not have any specific career objectives in mind. Advisors can provide students with insight and understanding into the nature of elective courses and the benefits that students might derive from taking a particular group of electives.

Please note that program records for all students are maintained. Working copies that are used for administrative reference may be changed at any time without prior consultation or notification to the student.

#### **Registration**

Registration (class add/drop) is available to students through [UR Self-Service](#). Information supporting registration and course selection will be posted on the faculty website and at: [www.uregina.ca/student/registrar/registration-withdrawal/index.html](http://www.uregina.ca/student/registrar/registration-withdrawal/index.html)

See the [Class Registration and Withdrawal section](#) for the policy governing the assignment of a day and time when students are eligible to register (time ticket).

Students should consult [the Faculty of Business Administration website](#) for more information.

#### **Prerequisites**

Students may take only courses for which they have the required prerequisite(s). Obtaining the necessary prerequisites for business (or other) courses is the student's responsibility. Students who fail a course that is a prerequisite for one in which they are already registered must make appropriate changes to their registration. A student may be withdrawn from a course at any time for not having the proper prerequisites and may be subject to tuition and/or registration penalties.

#### **Deferred Examinations**

Please refer to the University regulations regarding deferred examinations in the [Academic Regulations](#) section

Deferred examinations in the Faculty of Business Administration will be granted for only two reasons:

1. The student is ill and/or hospitalized during the final examination; or
2. Compassionate reasons.

For BUS courses, if a deferred examination is granted, the examination will be written on a date determined by the Faculty.

All deferred final exams will be scheduled in the first month following the end of the term except for special circumstances described in the [Academic Regulations](#) section.

**Note:** Arrangements with individual instructors may be made for mid-terms and assignment deferrals, however, deferrals for final examinations rest with the Associate Dean or designate.

#### **Registration Overload**

The normal maximum course load for the fall and winter terms is 15 credit hours and for the spring/summer term is 12 credit hours. Students who have successfully completed at least 30 credit hours and have a PGPA over 75.00% can request permission from the Associate Dean to register in up to 3 additional credit hours.

Students with special circumstances may be granted permission to take 15 credit hours in the spring/summer term regardless of PGPA.

#### **Registration Guidelines for Students in Other Faculties**

Students who are in non-business programs that require specific, named business courses may register for these courses during their assigned registration time.

Students who wish to enroll in 200-level business courses may do so only after time-ticketed registration is complete, if course restrictions have been removed and if space is available. Students not enrolled in the Faculty of Business Administration will be allowed to complete no more than 30 credit hours of Business/Administration courses.

Students may register only for courses for which they have the prerequisite.

For further information, please contact the [Faculty of Business Administration general office](#).

---

### EVALUATION OF ACADEMIC PERFORMANCE

---

#### **Dean's Honours List**

The Dean's Honours List is compiled each term. This honour appears on the student's official transcript.

The Dean's list has two components, one for full-time students and the other for part-time students. The full-time list includes students who achieve a term GPA of at least 85.00% on a minimum of 12 credit hours of numerically graded University of Regina courses. Students will be included on the part-time list if they took at least three but less than 12 credit hours of numerically-graded University of Regina courses in the current term and achieved a GPA of at least 85.00% across all of the most recent terms needed to complete a minimum of 12 credit hours of numerically-graded University of Regina courses since the term in which they were last on the dean's honours list (or in the case of students who have never previously been on the dean's honours list, since they were admitted to the University of Regina).

### Probation and Discontinuance

Refer to the [Academic Regulations](#) and the [Student Code of Conduct and Right to Appeal](#) sections of this Calendar for University regulations that govern all students.

Students in the Faculty of Business Administration who fail a required course in their program once receive a letter of warning (this action is not recorded on the official transcript). Students who fail a required course in their program for a second time are required to discontinue from the faculty.

### Academic Non-performance

The Faculty of Business Administration will review the performance of all full-time business students with term GPAs of less than 65.00% at the end of the previous term. If a student has a term GPA less than 65.00%, the following will occur:

1. The faculty will place an academic hold on the student's account restricting them from future registration.
2. The student must schedule and attend a mandatory counseling session with a program advisor.

The student must complete a probationary contract during the counseling session with the program advisor. The probationary contract may include, but is not limited to, restricting the number of courses for which the student can register, creating a study/academic plan, and attending on-going counseling throughout the student's program.

Students who fail to adhere to the probationary contract, or do not attend the mandatory counseling, will be required to discontinue from the faculty for two consecutive terms (eight months). Students must petition for re-admission into the faculty and the decision will be at the discretion of the dean or designate.

### Academic Misconduct

Students enrolled in business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity.

Plagiarism or other forms of cheating on examinations or assignments is a serious offence that may result in a zero grade on the examination/assignment, a zero or XF in the course, or expulsion or suspension from the University. For more information on this matter, please consult the [Student Code of Conduct and Right to Appeal](#) section of this Calendar.

## GRADUATION REQUIREMENTS

---

Students follow the program that is in effect at the time of their most recent date of admission, transfer or re-admission, but may choose to follow changes occurring after that date.

### Program Grade Point Averages (PGPA)

A minimum PGPA of 65.00% is required for graduation.

A minimum PGPA of 80.00% is required for graduation with distinction.

A minimum PGPA of 85.00% is required for graduation with great distinction.

Students who wish to have their degree conferred as soon as possible after completing their requirements should apply while in their final term of courses.

### Graduation Application Deadlines

Please refer to the University of Regina webpage "Applying to Graduate" <https://www.uregina.ca/student/registrar/graduation-convocation/graduation/steps.html> for information on how and when to apply for graduation.

### Institutional Honours: International

Students may apply to have Institutional Honours: International, added to their Bachelor of Business Administration OR Bachelor of Administration degree if they successfully complete BUS 308 and at least one of the following international experiences:

- a minimum of three credit hours of pre-approved coursework taken at an out-of-country post-secondary institution as part of an approved International Exchange Program;
- a minimum of three credit hours of pre-approved coursework taken at an out-of-country post-secondary institution as part of an approved Study Abroad Trip;
- a minimum of three credit hours of pre-approved coursework taken at an out-of-country post-secondary via a Letter of Permission from the University of Regina; or
- a minimum three credit hour course offered by the U of R that includes a required minimum one-week out-of-country experience.

Other international experiences may be considered on a case-by-case basis. Students should meet with the Undergraduate Program Coordinator to determine if an international experience meets the criteria for Institutional Honours: International.

## OTHER FACULTY REGULATIONS

---

### Concurrent programs

1. Business administration students may take a secondary program in other faculties (with some limitations).
2. Students in other faculties cannot take the BBA or BAdmin program as a secondary program.
3. Students in other faculties may take the DipBA or DipAdmin as a secondary program.
4. Business administration students and students in other faculties may take the Ideation, Creativity, and Entrepreneurship Certificate as a secondary program.

### Faculty Appeal Procedures

If a student chooses to appeal a faculty decision, a formal request in writing must be submitted to the Associate Dean (Undergraduate) in the Faculty of Business Administration for consideration.

## ACADEMIC PROGRAMS

### Bachelor of Business Administration Degree

The BBA consists of 120 credit hours of courses distributed as follows:

- 60 credit hours of business courses;
- 39 credit hours of humanities/social sciences, mathematics/statistics and computer science courses; and
- 21 credit hours of open electives.

Credit hours	Bachelor of Business Administration Required Courses
0.0	BUS 007
3.0	BUS 100
3.0	BUS 205
3.0	BUS 210
3.0	BUS 250
3.0	BUS 260
3.0	BUS 275
3.0	BUS 285
3.0	BUS 288
3.0	BUS 290
3.0	BUS 306
3.0	BUS 307
3.0	BUS 375
3.0	BUS 400
21.0	Seven BUS/ADMN electives
3.0	CS 100 or 110
3.0	ECON 201
3.0	ECON 202
3.0	ENGL 100
3.0	MATH 103 or 110
3.0	STAT 100 or 160
9.0	Three introductory courses selected from Humanities/Social Sciences (see list below)
12.0	Four courses beyond the introductory level in Computer Science, Mathematics and Statistics, and/or Humanities/Social Sciences (see list below)
21.0	Seven open electives
<b>120.0</b>	<b>Total</b>

#### List of Humanities/Social Sciences Subjects (offered by the Faculty of Arts):

- Anthropology
- Catholic Studies
- Classical Studies
- Economics
- English
- Geography
- Environmental Studies
- Health Studies
- History
- Humanities
- Indigenous Studies
- Indigenous Health Studies
- Intercultural Leadership
- Interdisciplinary Studies
- International Studies

- Justice Studies
- Languages (multiple language options are available, consult your Academic Advisor for details).
- Linguistics
- Nonprofit Sector Leadership and Innovation
- Philosophy
- Philosophy, Politics, and Economics
- Political Science
- Psychology
- Religious Studies
- Science and Technology Studies
- Sociology
- Social Studies
- Women's and Gender Studies

### MAJOR REQUIREMENTS

Students graduating with the Bachelor of Business Administration may declare one major upon completion of the requirements of the Bachelor of Business Administration degree. Students not declaring a major will be awarded the Bachelor of Business Administration with no major declared. Courses in these majors typically have prerequisite courses and/or credit hour requirements. Students are required to plan their programs to allow room for prerequisites. Consult [UR Self-Service](#), or your advisor to ascertain prerequisites and course sequencing requirements.

#### Major in Accounting

Credit hours	Accounting Major Required Courses
3.0	BUS 384
3.0	BUS 385
3.0	BUS 386
3.0	BUS 387
3.0	BUS 388
6.0	Two of: BUS 471AA-ZZ, 480, 484, 485, 487, 488, 489
21.0	Subtotal

#### Major in Entrepreneurship

Credit hours	Entrepreneurship Major Required Courses
3.0	BUS 302
3.0	BUS 304
3.0	BUS 402 or BUS 403
6.0	Two of: BUS 301, 303, 314,335 AB, 376 AA-ZZ, 394, 476 AA-ZZ, BUS 402 or 403 (if not already used as required) one approved Entrepreneurship-related course (must be approved by the Associate Dean-Undergrad)
15.0	Subtotal

#### Major in Finance

Credit hours	Finance Major Required Courses
3.0	BUS 395
3.0	BUS 494
3.0	BUS 495
3.0	BUS 497
3.0	One of: BUS 491, BUS 498
3.0	One of: BUS 390-399, BUS 472 AA-ZZ, BUS 490-499
<b>18.0</b>	<b>Subtotal</b>

Major in Human Resource Management

Credit hours	Human Resource Management Major Required Courses
3.0	BUS 453
9.0	Three of BUS 301, BUS 350-369
3.0	One of BUS 450-469, BUS 473 AA-ZZ
<b>15.0</b>	<b>Subtotal</b>

Major in International Business

Credit hours	International Business Major Required Courses
3.0	BUS 308
6.0	Must include at least two of: <ul style="list-style-type: none"> <li>BUS 309, BUS 364, BUS 415, BUS 491, ECON 342</li> </ul> <b>Note:</b> Only ONE OF BUS 491 OR ECON 342 can be used within the major.
3.0	Other International Business Courses: <ul style="list-style-type: none"> <li>Only one of: ECON 211, PSCI 240, SOC 201, an approved Language course (not the student's first language). A language course is encouraged.</li> <li>ECON 311</li> <li>ECON 341</li> <li>IS course numbered IS 300 or higher</li> <li>PSCI 340</li> <li>PSCI 343</li> <li>PSCI 344</li> </ul> Only one course completed as part of an International Study Abroad Trip, or an approved International Student Exchange Program. This includes but is not limited to BUS 408AA-ZZ and BUS 474AA. Other international trips such as SEP xxx and ISEP xxx are included. Students should consult with the Program Coordinator to confirm that the trip is approved and ensure that transfer credits taken as part of the study trip have been evaluated.
3.0	One approved International course (must be approved by Associate Dean, Undergraduate)
<b>15.0</b>	<b>Subtotal</b>

Major in Marketing

Credit hours	Marketing Major Required Courses
3.0	BUS 310
3.0	BUS 312
3.0	BUS 413
6.0	Two of: BUS 311, BUS 313, BUS 315-319, BUS 374AA-ZZ, BUS 410-419, BUS 474AA-ZZ
<b>15.0</b>	<b>Subtotal</b>

Major in Management

Five BUS courses beyond the core requirements of the BBA degree.

Diploma of Business Administration

The Diploma of Business Administration program (DipBA) consists of 60 credit hours of courses distributed as follows:

- 30 credit hours of business courses;
- 15 credit hours of humanities/social sciences, mathematics/statistics and computer science courses; and
- 15 credit hours of open electives.

Credit hours	Diploma of Business Administration Required Courses
3.0	BUS 100
3.0	BUS 210
3.0	BUS 250
3.0	BUS 260
3.0	BUS 285
6.0	Two of: BUS 205, BUS 275, BUS 288, BUS 290, BUS 307
9.0	Three BUS/ADMN electives
3.0	ECON 201
3.0	ENGL 100
3.0	One of: MATH 103 or MATH 110 or STAT 100 or 160
6.0	Two of: CS 100 (or 110), ECON 202, Introductory courses selected from Humanities/Social Sciences (see list under the BBA template)
15.0	Five open electives
<b>60.0</b>	<b>Total</b>

Ideation, Creativity, and Entrepreneurship Certificate

Credit Hours	Ideation, Creativity, and Entrepreneurship Certificate Required Courses
<b>Core Requirements</b>	
3.0	BUS 201
3.0	BUS 302* *Note: BUS 302 has a prerequisite of the completion of 30 credit hours
<b>Elective Requirements</b>	
3.0	Choose one of: BUS 303, 376, 394, 402, or 403
6.0	<b>(Some of these courses are listed above also. However, they cannot be double counted.)</b> Choose two of: BUS 100, 210, 285, 250, 301, 303, 376, 394, 402, 403; ADMN 225; ARTS 301; MAP 400AC, 208, 102; CTCH 213, 214; NSLI 300, 260; PHIL 282; PPE 200
<b>15.0</b>	<b>Total</b>

Joint BBA/BSRS-SRMI Joint Program

The description of the Bachelor of Business Administration and Bachelor of Sport and Recreation Studies Internship (Sport and Recreation Management Internship major) joint program can be found in the [Faculty of Kinesiology and Health Studies section](#) of the Calendar.



### Combined Business Administration and Law Program

Students may combine programs of study in business and law to obtain the BBA and LLB degrees in less time than if the two programs were taken separately. The combined program in business and law normally requires a minimum of six years. Students wishing to enter this program should consult the Associate Dean's office after they have been admitted to the Faculty of Business Administration.

Students enrolled in the business-law program will seek admission to an approved college of law and will enter that college following successful completion three years in the BBA program. During this initial three-year period at the University of Regina, the student completes 30 courses (90 credit hours) distributed as follows:

BUS 007 and 12 other required Business Courses
Six additional Business courses of the student's choice (Excluding BUS 307).
Six required courses from Arts and Sciences
Three introductory courses from Humanities/Social Sciences ( <a href="#">see list under BBA Program template</a> )
Two courses beyond the introductory level in Humanities/Social Sciences ( <a href="#">see list under BBA Program template</a> ), Mathematics and Statistics, and/or Computer Science
One open Elective

### Bachelor of Administration Degree (FNUniv)

The Bachelor of Administration (BAdmin) degree program consists of 120 credit hours of courses distributed as follows:

- 63 credit hours of administration courses;
- 42 credit hours of humanities/social sciences, mathematics/statistics and computer science courses; and
- 15 credit hours of open electives.

Credit hours	Bachelor of Administration Required Courses
0.0	ADMN 007
3.0	ADMN 100
3.0	ADMN 210
3.0	ADMN 225
3.0	ADMN 228
3.0	ADMN 250
3.0	ADMN 260
3.0	ADMN 261
3.0	ADMN 275
3.0	ADMN 285
3.0	ADMN 288
3.0	ADMN 290
3.0	ADMN 307
3.0	ADMN 375
3.0	ADMN 400
21.0	Seven ADMN/BUS electives
3.0	CS 100 or 110
3.0	ECON 201
3.0	ECON 202
3.0	ENGL 100
3.0	INDG 100
3.0	MATH 103 or 110
3.0	STAT 100 or 160
6.0	Two introductory courses selected from Humanities/Social Sciences ( <a href="#">see list under BBA Program template</a> )
9.0	Three courses beyond the introductory level in Computer Science, Mathematics and Statistics, and/or Humanities/Social Sciences ( <a href="#">see list under BBA Program template</a> )
6.0	Two Indigenous Studies courses beyond INDG 100
15.0	Five open electives
<b>120.0</b>	<b>Total</b>

### Major Requirements (FNUniv)

Students graduating with the Bachelor of Administration degree may declare one major upon completion of the degree requirements. Students can select one of the following majors: Accounting, Entrepreneurship, Finance, Human Resource Management, International Business, Marketing, or Management. Students not declaring a major will be awarded the Bachelor of Administration with no major declared. Some courses require additional pre-requisites and students are required to plan their programs to allow room for pre-requisites. Consult [UR Self-Service](#), or your advisor to ascertain pre-requisites and course sequencing requirements.

Please refer to the [major requirement templates](#) in the Bachelor of Business Administration above.

## Diploma of Administration (FNUUniv)

The Diploma of Administration program consists of 60 credit hours of courses distributed as follows:

- 30 credit hours of administration courses
- 15 credit hours of humanities/social sciences courses
- 15 credit hours of open electives

Credit hours	Diploma of Administration Required Courses
3.0	ADMN 100
3.0	ADMN 210
3.0	ADMN 250
3.0	ADMN 260
3.0	ADMN 285
6.0	Two of: ADMN 288, ADMN 290, ADMN 307, ADMN 340, ADMN 341
6.0	Two of: ADMN 225, 228, 261
3.0	One ADMN/BUS electives
3.0	ECON 201
3.0	ENGL 100
3.0	INDG 100
3.0	One of: MATH 103 or MATH 110 or STAT 100 or 160
6.0	Two of: CS 100 (or 110), ECON 202, Introductory courses selected from Humanities/Social Sciences (see list under BBA Program template)
12.0	Four open electives
<b>60.0</b>	<b>Total</b>

## CO-OPERATIVE EDUCATION PROGRAM IN BUSINESS ADMINISTRATION

The faculty offers a program in co-operative University education whereby students spend alternate four-month periods taking University courses and obtaining business-oriented experience in organizations. Students in this program will normally take an additional eight months to complete the BBA degree requirements. This is compensated for by greater earning potential and greater job opportunities while attending University and after graduation.

Experience has shown that such an arrangement tends to improve students' motivation and academic performance. The practical experience aids students in choosing the area of studies best suited to their talents.

The program also helps those students who are financially unable to study for the normal eight-month academic year. The criteria for entrance into the Co-operative Education Program for Business Administration students are:

1. Students must apply in the term they will be completing between 54-81 credit hours in the BBA program (including the credit hours in the term of application to the Co-op Program).
2. Application must be made to the Co-op office during the first week of a term.
3. Students must have a passing grade in ENGL 100, BUS 007, BUS 260, and BUS 285.
4. Students must have an entrance and maintenance PGPA of at least 67.50%.
5. Students must be in good standing.

For students to earn the co-operative education designation through the Faculty of Business Administration, three (3) work terms are required. Students will have the option of completing a fourth work term; however, the student must submit in writing a request for a fourth work term supported by special circumstances. Permission must be granted by the

faculty office. Business co-op students are allowed to take a maximum of two summer work terms and must end their degree on an academic term.

Students must maintain full-time status (12 credit hours) in the four-year degree program.

**Note:** During the spring/summer term, 9 credit hours is considered full-time and will fulfill the co-op requirement. The co-op program is not available to diploma, certificate, or part-time students. Refer to the General Information for Students section of this Calendar for the general regulations governing co-op programs.

Students are permitted to take a maximum of 3 credit hours while on a work term. If a student wishes to take more than 3 credit hours, written permission from the student's employer must be provided as well as approval by the program advisor.

## CO-OPERATIVE EDUCATION PROGRAM IN ADMINISTRATION (FNUUNIV)

The FNUUniv Administration Co-operative Education Program parallels the Business Administration Co-operative Education Program; however, the student evaluation process is designed for students to develop their own management style and approach that is consistent with their values and beliefs. The Co-operative Education Program in Administration is designed to:

- closely parallel human resources practices;
- assess and develop the knowledge, skills, and personal attributes that are deemed critical for aboriginal students to become successful in the workplace;
- incorporate culturally relevant methods of evaluating students' knowledge, skills, and attributes;
- provide students with the opportunity to work in First Nations and non-First Nations public and private sector organizations;
- ensure students understand the non-First Nations system but retain First Nations values.

Students will:

- spend alternate four-month periods taking University courses and working in fully-salaried jobs with participating employers related to their discipline;
- complete a minimum of 3 four-month work terms in addition to their course work. They have the option to complete a fourth work term; and
- spend their final term in academic study.

### Entrance Criteria

Students must:

1. Complete at least 54 credit hours and no more than 81 credit hours;
2. Maintain a GPA of 67.5%;
3. Be registered in a minimum of 9 credit hours;
4. Have completed ENGL 100, ADMN 260, ADMN 285, and ADMN 007; and
5. Be in good standing to apply for the program.

### Registration in the Co-op Program

Students participate in the First Nations University of Canada Co-operative Education Program under the direction of the FNUUniv co-op coordinator. New students will register in and complete their first work term (ADMN 001-S01), which is graded on pass/fail basis. Upon successful completion of their first work term, students will continue to spend alternate four-month period taking University courses and working in full-salaried jobs with participating employers, related to their discipline. For each additional work term, students must respectively enroll in ADMN 002-S01 (second work term), ADMN 003-S01 (third work term), and ADMN 004-S01 (optional fourth work term).

**Evaluation**

Grading is on a Pass-Fail basis. A successful work term requires an acceptable work term report submitted by the student and an acceptable employer evaluation. A school of business and public administration designate will evaluate the work term report.

**Academic Performance**

Upon graduation, students who meet the requirements of the School of Indigenous Business and Public Administration for the First Nations University of Canada Co-operative Education Program will receive an appropriate designation on their parchment and transcript.

Students must comply with rules stated in the First Nations University of Canada Co-operative Education Program Student Information handbook and be in good standing. Failure to comply with either will result in an automatic failure for the work term.

Students who receive one "F" for work term reports will be required to withdraw from the FNUniv Administration Co-operative Education Program.

Appeals will be handled by the First Nations University of Canada Co-operative Education Program Appeal Committee.

The FNUniv Co-operative Education Program coordinator and the School of Business and Public Administration program coordinator will resolve problems associated with the Co-operative Education Program.