

## 10. FACULTY OF BUSINESS ADMINISTRATION

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### 10.1 GENERAL INFORMATION

#### 10.1.1 INQUIRIES

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

#### 10.1.2 UNDERGRADUATE PROGRAMS

The Faculty of Business Administration offers programs of study leading to the Bachelor of Business Administration (BBA) and the Diploma of Business Administration (DipBA).

The BBA program is designed to educate students for effective careers in the management of either business firms or non-profit-seeking organizations. The program focuses on developing conceptual, technical and interpersonal knowledge and skills.

To accomplish this objective, the program consists of a selection of Business courses, a selection of arts and science courses, and open electives. In the case of both the Business course requirements and arts and science course requirements, some courses are specified, while others are to be selected from a broad range of choices. The purpose of the specified courses is to increase the students' overall understanding of society, to ensure that every Business graduate has sufficient knowledge of the several areas of Business to consider intelligently the problems and opportunities of those areas, and to understand the advice of functional and institutional specialists.

For the remainder of their programs, students may select a range of courses to tailor the program to their own needs and interests. Open electives allow for either greater breadth of knowledge or depth of specialization, as the student chooses.

The BBA is a general business degree, preparing students for all aspects of business. The Faculty of Business Administration offers optional majors in Accounting, Entrepreneurship, Finance, Human Resource Management, International Business, Management and Marketing.

#### 10.1.3 CAREER PLANNING/MAJORS

Some required courses in the majors require students to complete additional pre-requisite courses that are not specifically listed as requirements of the BBA or the major. Students are, however, expected to plan their programs to allow room for all pre-requisites. Consult the *UR Self-Service*, \$24 or your advisor prior to registration to ascertain pre-requisites and appropriate course sequencing.

##### 10.1.3.1 Careers in Accounting

An **Accounting Major** is available for students interested in accounting careers. Students are encouraged to take additional accounting courses beyond the requirements for the major in preparation for professional examinations. Students wishing to pursue a professional accounting designation - Chartered Professional Accountant (CPA) – should be aware that meeting the minimum requirements of the accounting major will not necessarily ensure that the entry requirements for the CPA program have been met. Students should seek advice during the BBA program from CPA Saskatchewan – [www.cpask.ca](http://www.cpask.ca) for further information.

##### 10.1.3.2 Careers as Entrepreneurs

An **Entrepreneurship Major** will be available for students interested in careers as entrepreneurs.

##### 10.1.3.3 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)

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### 10.1.3.4 Careers in Human Resources Management and Industrial Relations

A **Human Resources Management Major** is available for students interested in careers in Human Resources 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 a number of 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.

Students interested in pursuing a career in industrial relations might consider the CHRP as a starting point, or may wish to consider specialized negotiation, mediation and arbitration training which would result in additional professional designations. Several courses offered in the Faculty provide the basis for a career in this field. Employment opportunities exist in labour unions and in HR/IR departments of a variety of organizations in the public and private sectors, as well as in management consulting.

### 10.1.3.5 Careers in International Business

An **International Business Major** is available for students interested in careers in international business. 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)

### 10.1.3.6 Careers in Marketing

A **Marketing Major** is available for students interested in careers in marketing. Students should consider choosing arts and science electives from the areas of **psychology, sociology and statistics**.

### 10.1.3.7 Careers in Management

A **Management Major** is available for students interested in careers in General Management.

## 10.2 ADMISSION, RE-ADMISSION, AND TRANSFER

Refer to §2 of this Calendar.

### 10.2.1 HIGH SCHOOL EXCELLENCE PROGRAM

The Excellence Program enables students who have been conditionally accepted to the University of Regina with a Canadian high school average of 85% or higher to directly enter the Bachelor of Business Administration (BBA) degree program. International students will be considered on an individual basis.

Students receive a \$1,000 entrance scholarship for being part of the Excellence Program.

### 10.2.2 DEGREE/DIPLOMA ADMISSION AVERAGE

In order to be eligible for admission to degree and diploma programs in the Faculty of Business Administration, students must complete the admission requirements of the diploma or degree qualifying program as outlined in this calendar. Final selection for admission is based on the students weighted percentage program average (PGPA) for all classes which can be applied to the BBA program.

The current PGPA admission average for the DAA is 65%, DipBA is 65%, BAdmin is 65%, and, BBA is 67%.

Program admission averages are reviewed and set annually by the Faculty of Business Administration. Faculty of Business Administration program admission averages will be set no later than January 31 for the following spring term's admissions.

### 10.2.3 RE-ADMISSION POLICY

Students applying for readmission to the Faculty of Business Administration must meet the current admission requirements in place at the time of the application for readmission.

All students re-admitted to the Faculty of Business Administration will be readmitted initially to the **Qualifying Program** by the Admissions Office. The Faculty of Business Administration will move students to the appropriate program as necessary.

This policy applies to all programs, including the diploma and the First Nations University of Canada programs.

## 10.2.4 TRANSFER TO THE FACULTY OF BUSINESS ADMINISTRATION

If students do not qualify for the High School Excellence Program, they may enter the Faculty of Business Administration as Qualifying Program students.

The first 30 credit hours of the BBA/BAdmin (FNUniv) and the first 15 credit hours of the DipBA/DipAdmin (FNUniv) can be completed in the Faculty of Business Administration "Qualifying Programs", Faculty of Arts, the Faculty of Science or through the Centre for Continuing Education. A minimum UGPA of 65% is currently required for transfer to the Faculty. The Faculty reserves the right to require a higher UGPA for admission for any future semester.

## 10.2.5 PROGRAMS OF STUDY

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

## 10.3 RESIDENCY AND TRANSFER CREDIT

### 10.3.1 RESIDENCE REQUIREMENTS

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

A maximum of 30 hours of transfer credit, including a maximum of 15 credit hours of Business courses, will be accepted towards the Diploma of Business Administration.

### 10.3.2 TRANSFER CREDITS

Refer to §2.8.

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 semester; and/or,
3. The student is applying to take a course at a participating Saskatchewan Post-Secondary Education member institution that fits into his/her 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 receive transfer credit.

It is the student's responsibility to request transcripts from other institutions to be sent directly to the Admissions Office.

### 10.3.3 SASKATCHEWAN POLYTECHNIC TRANSFER CREDIT AGREEMENT

The Faculty of Business Administration has negotiated transfer credit agreements for students who have graduated on or after January 1, 2008, with a minimum PGPA of 72%, from the following Saskatchewan Polytechnic programs:

- Saskatchewan Polytechnic Business Certificate
- Saskatchewan Polytechnic Business Accountancy Diploma
- Saskatchewan Polytechnic Business Administration Diploma

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- Saskatchewan Polytechnic Business Financial Services Specialty Diploma
- Saskatchewan Polytechnic Business Human Resources Diploma
- Saskatchewan Polytechnic Business Information Systems Diploma
- Saskatchewan Polytechnic Business Insurance Diploma
- Saskatchewan Polytechnic Business Marketing Diploma

Students who have graduated from the above programs on or after January 1, 2008, with a minimum PGPA of 72% will be admissible to the Bachelor of Business Administration Qualifying program using their Saskatchewan Polytechnic program as the basis for admission.

Palliser Campus graduates of the above programs will receive transfer credit for specific University of Regina courses, for a total of 30 credit hours in the case of the Business Certificate Program and 60 credit hours for all Diploma Programs. For more information about Faculty of Business Administration program requirements, contact the Faculty of Business Administration General Office.

For students who have completed partial programs, students with lower PGPA's, and/or students who completed similar programs prior to 2008, basis of admission and transfer credit evaluations will be assessed on a case-by-case, course-by-course basis.

### 10.4 ACADEMIC ADVISING AND REGISTRATION

#### 10.4.1 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. Program cards will be distributed at the counselling sessions. 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 the 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 better 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 the Faculty of Business Administration maintains program cards for all students. Program cards are working copies for administrative reference and may be changed at any time without prior consultation or notification to the student.

#### 10.4.2 TIME-TICKETING

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/time-tickets.html](http://www.uregina.ca/student/registrar/registration/time-tickets.html). See §3.3 for the policy governing the assignment of a day and time when students are eligible to register. Students should consult the Faculty of Business Administration website for more information.

#### 10.4.3 PREREQUISITE WAIVERS

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.

Prerequisite waivers for Business courses may be requested from the Associate Dean or designate. If the prerequisite course is required for

the student's program, but had been waived for an upper level course, the prerequisite still must be taken.

#### 10.4.4 DEFERRED EXAMINATIONS

Please refer to the University regulations regarding Deferred Examinations, §5.7.

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 semester except for special circumstances described in §5.7.7.

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.

#### 10.4.5 REGISTRATION OVERLOAD

The normal maximum course load for the Fall and Winter semesters is 15 credit hours and for the Spring/Summer semester is 12 credit hours. Students who have successfully completed at least 30 credit hours and have a PGPA over 75% 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 semester regardless of PGPA.

#### 10.4.6 REGISTRATION GUIDELINES FOR STUDENTS IN OTHER FACULTIES

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

Students who wish to enroll in 200-level BUS 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 a **maximum** of 30 credit hours of Business/Administration courses.

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

For further information, please contact the Faculty of Business Administration General Office.

### 10.5 EVALUATION OF ACADEMIC PERFORMANCE

#### 10.5.1 DEAN'S HONOURS LIST

The Dean's Honours List is compiled each semester. The list has two parts, 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% 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 3 but less than 12 credit hours of numerically-graded University of Regina courses in the current semester and achieved a GPA of at least 85% across all of the most recent semesters needed to complete a minimum of 12 credit hours of numerically-graded University of Regina courses since the semester 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).

This honour appears on the student's official transcript.

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### 10.5.2 PROBATION AND DISCONTINUANCE

Refer to §5.12 for University regulations that govern all students.

Students in the BBA, DipBA, and qualifying programs 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 a second time are required to discontinue from the Faculty for two semesters and must petition for re-admission.

Students who are readmitted and allowed a third attempt at a required course, but fail it a third time, are required to discontinue from the Faculty indefinitely.

### 10.5.3 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% at the end of the previous semester. If a student has a term GPA less than 65%, 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.
3. 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 (8 months). Students must petition for readmission into the Faculty and the decision will be at the discretion of the Dean or designate.

### 10.5.4 ACADEMIC MISCONDUCT

Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person's work is presented as one's own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, or expulsion from the University. For more information on this matter, please consult §5.13.

### 10.6 GRADUATION REQUIREMENTS

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

A minimum PGPA of 65% is required for graduation.

A minimum PGPA of 80% is required for graduation with distinction.

A minimum PGPA of 85% 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 semester of courses.

Students who will be finishing in December need to apply by October in order to have their degree conferred in February. Students who will be finishing in April need to apply by February in order to have their degree conferred in May. Students who will be finished during Spring/Summer session need to apply by July in order to have their degree conferred in September.

No fewer than 25 days are required to process applications for students who complete in mid-semester and those who apply after completing requirements. They will be considered at the next scheduled meetings of the Faculty and of Executive of Council.

### 10.7 OTHER FACULTY REGULATIONS

A student who chooses to graduate with the DipBA may choose to complete the BBA, however if the BBA prerequisites are not met, the student may be required to transfer out of the faculty, or into the qualifying program, to complete these requirements.

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 DAA as a secondary program.

### 10.8 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 Programs in the Faculty of Business Administration for consideration.

### 10.9 ACADEMIC PROGRAMS

#### 10.9.1 BACHELOR OF BUSINESS ADMINISTRATION QUALIFYING PROGRAM

The following courses constitute the first year (30 credit hours) of the BBA qualifying program and are required for transfer to the Faculty's BBA program. Refer to §10.2.

Credit hours	BBA Qualifying, required courses	Student's record of courses completed
3.0	BUS 100	
3.0	CS 100 or 110	
3.0	ECON 201	
3.0	ENGL 100	
3.0	MATH 103 or 110	
3.0	STAT 100	
3.0	4 of:	
3.0	ECON 202	
3.0	3 introductory courses from Humanities/Social Sciences (see note below)	
3.0	4 courses beyond the introductory level in Computer Science, Mathematics & Statistics, and/or Humanities/Social Sciences see note below	
3.0	1 open elective	
<b>30.0</b>	<b>Subtotal</b>	

**NOTE:** List of Humanities/Social Sciences: Anthropology, Catholic Studies, Classical Studies, Economics, English, Environmental Studies, Geography, Health Studies, History, Humanities, Indigenous Studies, Indigenous Health Studies, Intercultural Leadership, Interdisciplinary Studies, International Studies, Languages, Linguistics, Prairie Studies, Philosophy, Philosophy Politics & Economics, Political Science, Psychology, Religious Studies, Science and Technology Studies, Sociology, Social Studies, and Women's and Gender Studies.

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### 10.9.2 BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The BBA consists of 120 credit hours of courses, including the qualifying year, distributed as follows:

1. 60 credit hours of Business courses
2. 39 credit hours of Humanities/Social Sciences, Mathematics/Statistics and Computer Science courses
3. 21 credit hours of open electives.

Credit hours	Bachelor of Business Administration, required courses	Student's record of courses completed
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	
3.0		
3.0		
3.0		
3.0	Seven BUS/ADMN electives	
3.0		
3.0		
3.0		
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	
3.0		
3.0	3 introductory courses selected from Humanities/Social Sciences (see note under §10.9.1)	
3.0		
3.0		
3.0	4 courses beyond the introductory level in Computer Science, Mathematics & Statistics, and/or Humanities/Social Sciences (see note under §10.9.1)	
3.0		
3.0		
3.0		
3.0		
3.0	Seven open electives	
3.0		
3.0		
3.0		
3.0		
3.0		
120.0	<b>TOTAL</b>	

#### 10.9.2.1 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. Some courses require additional pre-requisites and students are required to plan their programs to allow room for pre-requisites. Consult *UR Self-Service*, §24 or your advisor to ascertain pre-requisites and course sequencing requirements.

#### 10.9.2.2 Major in Accounting

Credit hours	Accounting Major, required courses	Student's record of courses completed
3.0	BUS 384	
3.0	BUS 385	
3.0	BUS 386	
3.0	BUS 387	
3.0	BUS 388	
3.0	Two of:	
3.0	BUS 471AA-ZZ, 484, 485, 487, 488, 489	
21.0	<b>Subtotal</b>	

#### 10.9.2.3 Major in Entrepreneurship

Credit hours	Entrepreneurship Major, required courses	Student's record of courses completed
3.0	BUS 302	
3.0	BUS 304	
3.0	BUS 402	
3.0	Two of:	
3.0	BUS 301, 314, 394, 476AA-ZZ	
15.0	<b>Subtotal</b>	

#### 10.9.2.4 Major in Finance

Credit hours	Finance Major, required courses	Student's record of courses completed
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	
18.0	<b>Subtotal</b>	

#### 10.9.2.5 Major in Human Resources Management

Credit hours	Human Resource Management Major, required courses	Student's record of courses completed
3.0	BUS 453	
3.0		
3.0	Three of BUS 301, BUS 350-369	
3.0		
3.0	One of BUS 450-469, BUS 473 AA-ZZ	
15.0	<b>Subtotal</b>	

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### 10.9.2.6 Major in International Business

Credit hours	International Business, required courses	Student's record of courses completed
3.0	BUS 308	
3.0	Four of:	
3.0	BUS 309, BUS 364, BUS 415,	
3.0	BUS 491, BUS 408AA-ZZ or	
3.0	474AA, ECON 341	
3.0	Note: Students can obtain credit toward the IB major for <u>only one</u> of BUS 408AA-ZZ or BUS 474AA.	
3.0	One of: ECON 211, ECON 235, ECON 342, PSCI 240, SOC 201, an approved university level language course in a language other than the student's first language	
	Note: Students cannot obtain credit toward the IB major for both ECON 342 and BUS 491	
<b>18.0</b>		

### 10.9.2.7 Major in Marketing

Credit hours	Marketing Major, required courses	Student's record of courses completed
3.0	BUS 310	
3.0	BUS 312	
3.0	BUS 413	
3.0	Two of:	
3.0	BUS 311, BUS 313, BUS 315-319, BUS 374AA-ZZ, BUS 410-419, BUS 474AA-ZZ	
<b>15.0</b>	<b>Subtotal</b>	

### 10.9.2.8 Major in Management

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

### 10.9.3 DIPLOMA OF BUSINESS ADMINISTRATION QUALIFYING PROGRAM

The following courses constitute the first semester (15 credit hours) of the Diploma of Business Administration are required for transfer to the Faculty's DipBA program. Refer to §10.2.

Credit hours	DipBA Qualifying Required Courses:	Student's record of courses completed
3.0	ECON 201	
3.0	ENGL 100	
3.0	One of MATH 103, MATH 110, or STAT 100	
3.0	Two of: CS 100 (or 110) ECON 202	
3.0	Introductory courses selected from Humanities/Social Sciences (see note under §10.9.1)	
<b>15.0</b>	<b>Subtotal</b>	

### 10.9.4 DIPLOMA OF BUSINESS ADMINISTRATION

The Diploma program (DipBA) consists of 60 credit hours of courses, including the qualifying semester, distributed as follows:

- 30 credit hours of Business courses
- 15 credit hours of Humanities/Social Sciences, Mathematics/Statistics and Computer Science courses
- 15 credit hours of open electives

Credit hours	Diploma of Business Administration: Required Courses	Student's record of courses completed
3.0	BUS 100	
3.0	BUS 210	
3.0	BUS 250	
3.0	BUS 260	
3.0	BUS 285	
3.0	Two of: BUS 205, BUS 275, BUS 288, BUS 290, BUS 307	
3.0	Three BUS/ADMN elective	
3.0		
3.0		
3.0	ECON 201	
3.0	ENGL 100	
3.0	One of: MATH 103 or MATH 110 or STAT 100	
3.0	Two of: CS 100 (or 110) ECON 202	
3.0	Introductory courses selected from Humanities/Social Sciences see note under §10.9.1)	
3.0	Five open electives	
3.0		
3.0		
3.0		
3.0		
<b>60.0</b>	<b>TOTAL</b>	

### 10.9.5 COMBINED BUSINESS ADMINISTRATION-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 of one year in qualifying program and two years in the BBA. 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
6 additional Business courses of the student's choice (excluding BUS 307).
6 required courses from Arts and Sciences
3 introductory courses from Humanities/Social Sciences (see note under §10.9.1)
2 courses beyond the introductory level in Humanities/Social Sciences (see note under §10.9.1), Mathematics and Statistics, and/or Computer Science
1 Open Elective

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**10.9.6 BACHELOR OF ADMINISTRATION QUALIFYING PROGRAM (FNUUNIV)**

The following courses constitute the first year (30 credit hours) of the BAdmin qualifying program and are required for transfer to the BAdmin. Refer to §10.2.

Credit hours	BAdmin Qualifying, required courses:	Student's record of Courses completed
3.0	CS 100 or 110	
3.0	ECON 201	
3.0	ENGL 100	
3.0	ADMN 100	
3.0	STAT 100	
3.0	INDG 100	
3.0	4 of: ECON 202 2 introductory courses from Humanities/Social Sciences see note under §10.9.1) 3 courses beyond the introductory level in Computer Science, Mathematics & Statistics, and/or Humanities/Social Sciences (see note under §10.9.1) 2 INDG courses beyond INDG 100	
3.0		
3.0		
3.0		
<b>30.0</b>	<b>Subtotal</b>	

**10.9.7 BACHELOR OF ADMINISTRATION DEGREE (FNUUNIV)**

The BAdmin program consists of 120 credit hours of courses, including the qualifying year, distributed as follows:

- 63 credit hours of Administration courses
- 42 credit hours of Humanities/Social Sciences, Mathematics/Statistics and Computer Science courses
- 15 credit hours of open electives.

Credit hours	Bachelor of Administration, required courses	Student's record of courses completed
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	
3.0	Seven ADMN/BUS electives	
3.0		
3.0		
3.0		
3.0		
3.0		

Credit hours	Bachelor of Administration, required courses	Student's record of courses completed
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	
3.0	2 introductory courses selected from Humanities/Social Sciences see note under §10.9.1)	
3.0		
3.0	3 courses beyond the introductory level in Computer Science, Mathematics & Statistics, and/or Humanities/Social Sciences (see note under §10.9.1)	
3.0		
3.0		
3.0	2 Indigenous Studies courses beyond INDG 100	
3.0		
3.0	Five open electives	
3.0		
3.0		
3.0		
3.0		
<b>120.0</b>	<b>TOTAL</b>	

**10.9.8 DIPLOMA OF ADMINISTRATION QUALIFYING PROGRAM (FNUUNIV)**

The following courses constitute the first semester (15 credit hours) of the Diploma of Administration and are required for transfer to the Dip Admin. Refer to §10.2.

Credit hours	Diploma of Administration Qualifying, required courses	Student's record of courses completed
3.0	ECON 201	
3.0	ENGL 100	
3.0	ADMN 100	
3.0	Two of: CS 100 (or 110), ECON 202, or introductory courses selected from Humanities/Social Sciences (see note under §10.9.1)	
3.0		
<b>15.0</b>	<b>Subtotal</b>	

**10.9.9 MAJOR REQUIREMENTS (FNUUNIV)**

Students graduating with the Bachelor of Administration may declare ONE major upon completion of the requirements of the Bachelor of Administration degree. 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*, §24 or your advisor to ascertain pre-requisites and course sequencing requirements.

**10.9.9.1 Major in Accounting**

Credit hours	Accounting Major, required courses	Student's record of courses completed
3.0	BUS 384	
3.0	BUS 385	
3.0	BUS 386	
3.0	BUS 387	

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3.0	BUS 388	
3.0	Two of:	
3.0	BUS 471AA-ZZ, 484, 485, 487, 488, 489	
<b>21.0</b>	<b>Subtotal</b>	

### 10.9.2.2 Major in Entrepreneurship

Credit hours	Entrepreneurship Major, required courses	Student's record of courses completed
3.0	BUS 302	
3.0	BUS 304	
3.0	BUS 402	
3.0	Two of:	
3.0	BUS 301, 314, 394, 476AA-ZZ	
<b>15.0</b>	<b>Subtotal</b>	

### 10.9.9.3 Major in Finance

Credit hours	Finance Major, required courses	Student's record of courses completed
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 : BUS390-399, BUS 472 AA-ZZ, BUS 490-499	
<b>18.0</b>	<b>Subtotal</b>	

### 10.9.9.4 Major in Human Resources Management

Credit hours	Human Resource Management Major, required courses	Student's record of courses completed
3.0	BUS 453	
3.0		
3.0	Three of : BUS 301, BUS 350-369	
3.0		
3.0	One of: BUS 450-469, BUS 473 AA-ZZ	
<b>15.0</b>	<b>Subtotal</b>	

### 10.9.9.5 Major in International Business

Credit hours	International Business, required courses	Student's record of courses completed
3.0	BUS 308	
3.0	Four of:	
3.0	BUS 309, BUS 364, BUS 415, BUS 491, BUS 408AA-ZZ or 474AA, ECON 341	
3.0	Note: Students can obtain credit toward the IB major for <u>only one</u> of BUS 408AA-ZZ or BUS 474AA.	
3.0	One of: ECON 211, ECON 235, ECON 342, PSCI 240, SOC 201, an approved university level language course in a language other than the student's first language Note: Students cannot obtain credit toward the IB major for both ECON 342 and BUS 491	
<b>18.0</b>		

### 10.9.9.6 Major in Marketing

Credit hours	Marketing Major, required courses	Student's record of courses completed
3.0	BUS 310	
3.0	BUS 312	
3.0	BUS 413	
3.0	Two of:	
3.0	BUS311, BUS 313, BUS 315-319, BUS 374AA-ZZ, BUS, 410-419, BUS 474AA-ZZ	
<b>15.0</b>	<b>Subtotal</b>	

### 10.9.9.7 Major in Management

Five BUS/ADMN courses beyond the core requirements of the BAdmin degree.

### 10.9.10 DIPLOMA OF ADMINISTRATION (FNUIV)

The Diploma program (Dip Admin) consists of 60 credit hours of courses, including the qualifying semester, 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	Student's record of courses completed
3.0	ADMN 100	
3.0	ADMN 210	
3.0	ADMN 250	
3.0	ADMN 260	
3.0	ADMN 285	
3.0	Two of: ADMN 288, ADMN 290, ADMN 307, ADMN 340, ADMN 341	
3.0	Two of: ADMN 225, 228, 261 and	
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	
3.0	Two of: CS 100 (or 110) ECON 202	
3.0	Introductory courses selected from Humanities/Social Sciences see note under §10.9.1)	
3.0		
3.0		
3.0	Four open electives	
3.0		
<b>60.0</b>	<b>TOTAL</b>	



### 10.10 CO-OPERATIVE EDUCATION PROGRAMS

#### 10.10.1 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 getting business-oriented experience in organizations. Students in this program will normally take an additional 8 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 semester they will be completing between 54-81 credit hours in the BBA program (including the credit hours in the semester of application to Co-op).
2. Application must be made to the Co-op Office during the first week of a semester.
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 2 summer work terms and you must end your degree on an academic term.

Students must maintain full-time status (12 credit hours) in the 4 year degree program. NOTE: During the Spring/Summer semester, 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 §8.1.1 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.

#### 10.10.2 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-op Program 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:

- 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;
- spend their final term in academic study;

##### 10.10.2.1 Criteria for Entrance

Students must:

1. Complete at least 54 hours and no more than 81 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.

##### 10.10.2.2 Registration in the Co-op Program

Students participate in the First Nations University of Canada Co-operative Education Program under the direction of the 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).

##### 10.10.2.3 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.

##### 10.10.2.4 Academic Performance

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

Appeals will be handled by the First Nations University of Canada Co-operative Education Program Appeal Committee. The FNUUNIV Co-operative Education Program Coordinator and the Department Head of the School of Business and Public Administration will resolve problems associated with the Co-operative Education Program.

For additional information, consult the First Nations University of Canada, School of Business and Public Administration.