

## ASSOCIATE OF ARTS (BUSINESS) DEGREE Program Planning Worksheet

BEFORE USING THIS ADVISING TOOL, please ensure that you have read the important disclaimer and policies included on the reverse of this form.

### 6 credits (2 courses) in first-year English

ENGL 100 (3) ENGL 101 (3)	ENGL 102 (3) ENGL 103 (3)
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### 9 credits (3 courses) in Science

<b>Calculus</b> <i>One of:</i>	<b>Lab Science</b> <i>One of:</i>	<b>Statistics</b> <i>One of:</i>
MATH 104 (3) MATH 105 (3) MATH 151 (3) MATH 152 (3) MATH 251 (3) MATH 255 (3)	BIOL 100 (4) BIOL 101 (4) BIOL 102 (4) BIOL 105 (4) BIOL 110 (4) BIOL 120 (4) BIOL 201 (4) BIOL 204 (4) CHEM 100 (4) CHEM 101 (4)	CHEM 102 (4) CHEM 201 (4) CHEM 202 (4) PHYS 100 (4) PHYS 141 (4) PHYS 142 (4) PHYS 152 (4) PHYS 153 (4) COMM 291 (3) PSYC 218 (3) STAT 200 (3)

### 12 credits (4 courses) in Arts

ANTH 101 (3)	ENGL 223 (3)	HIST 201 (3)	PSYC 102 (3)	SOC 210 (3)
ASIA 100 (3)	FILM 101 (3)	HIST 223 (3)	PSYC 217 (3)	SOC 220 (3)
ASIA 101 (3)	FILM 102 (3)	HIST 224 (3)	PSYC 218 (3)	SOC 230 (3)
ASIA 200 (3)	FREN 100 (3)	HIST 225 (3)	PSYC 241 (3)	SOC 250 (3)
ASIA 201 (3)	FREN 101 (3)	PHIL 100 (3)	PSYC 250 (3)	
ASIA 202 (3)	GEOG 101 (3)	PHIL 110 (3)	PSYC 260 (3)	
ECON 100 (3)	HIST 101 (3)	PHIL 120 (3)	PSYC 280 (3)	
ENGL 101 (3)	HIST 102 (3)	PHIL 203 (3)	SOC 100 (3)	
ENGL 102 (3)	HIST 106 (3)	PHIL 215 (3)	SOC 103 (3)	
ENGL 103 (3)	HIST 110 (3)	PSYC 101 (3)	SOC 200 (3)	

### 24 credits (8 courses) in Economics

<i>Both of:</i>	<i>All of:</i>
ECON 103 (3) ECON 105 (3)	ECON 210 (3) ECON 260 (3) ECON 280 (3) ECON 290 (3) ECON 291 (3) ECON 295 (3)

### 12 credits (4 courses) in Commerce

<i>At least one of:</i>	<i>Additional courses to reach required total of 12 credits in Commerce:</i>
COMM 294 (3) COMM 296 (3) COMM 298 (3) COMM 280 (3)	COMM 100 (3) COMM 237 (4) COMM 281 (3) COMM 290 (3) COMM 291 (3) COMM 292 (3) COMM 293 (3)

✘ Courses cannot be used to meet more than one requirement.

## IMPORTANT INFORMATION FOR STUDENTS IN THE ASSOCIATE DEGREE PROGRAM

### General Disclaimer

Please check the semester schedule for course availability and inquire with an Academic Advisor regarding annual course offerings. It is the student's responsibility to fulfill the degree requirements, and to adhere to Alexander College policies and procedures on degree completion and graduation. Academic Advising is not responsible for any circumstances that may prevent the student from graduating, such as failed courses, misunderstanding of degree requirements, or other factors. Academic advice provided to a student is valid at the time of advising. In the event of a discrepancy between this document and the Academic Calendar, the Academic Calendar takes precedence.

**Students are encouraged to update their study plan with an Academic Advisor on a regular basis. Program requirements and applicability of courses on the degree planning worksheet are subject to change.**

### English and Academic Prerequisites

All courses at Alexander College have English level prerequisites. EAP English levels 097, 098, and 099 have been applied as prerequisites for all academic courses. Other prerequisites may be met by either completing transferable courses at other BCCAT member institutions or by successfully completing a prerequisite course at the College.

### Repeated Courses

Students are not permitted to retake courses once they have passed a course for which it is a prerequisite. If the student has not completed (e.g. failed or withdrawn from) a prerequisite course, they are considered to have not completed it and may therefore retake the course. Exception: students who have completed EAP level 099 and below may elect to take a lower level EAP course without restriction.

A student who attempts a course (university transfer or EAP) at Alexander College may choose to attempt the course a second time. However, if a student wishes to attempt a course a third or subsequent time, they must appeal to the Dean for special permission.

### Precluded Courses

Some course with substantially similar content preclude credit for one another (i.e. credit is granted for only one of these courses). Examples of courses that preclude credit for each other are:

- MATH 104/MATH 151
- MATH 105/MATH 152
- CPSC 115/MATH 115
- PHYS 141/PHYS 151/PHYS 152/PHYS 101
- PHYS 142/PHYS 153/PHYS 102

### Grade Point Average (GPA)

For each course included in the calculation of GPA, the course Grade Point value is multiplied by the number of course credits. The resulting values are summed over all courses, and the total is divided by the total number of credits. The result is the Grade Point average, or GPA. To determine term GPA, add the point value for all courses in a given term and divide by the total number of attempted credits in the term. To determine the cumulative GPA, add the point value for all courses and divide by the total number of attempted credits. Please note:

- GPA values are rounded up or down to the nearest hundredth of a percentage.
- Where a course has been successfully repeated, only the higher grade is used in the calculation of the GPA.
- Courses numbered 099 and lower are not used in the calculation of GPA.
- Both semester and cumulative GPA values are listed on the student's permanent record.

### Minimum CGPA Requirement for Graduation

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative grade point average of 2.0 (equivalent to a 'C' average). If the student's GPA is lower than 2.0, they may need to repeat some courses to meet this requirement. Please consult an Academic Advisor for help selecting courses to repeat.

### Transferring Credit toward an Associate Degree

Transferability of courses is determined by the receiving institution.

Credit for courses taken outside of Alexander College may not exceed one half of the total credit required for an Associate degree (i.e. not more than 30 credits), and unassigned credit (e.g. 1XX or 2XX) may not exceed 25% of the total credit required for an Associate degree (i.e. not more than 15 credits). Credit transfer cannot be used as a substitute for meeting all of the credential requirements. For the full policy on Credit Transfer, please view the Academic Calendar online: <http://alexandercollege.ca/admissions-and-registration/academic-calendar/>

For courses completed in Canada, students may apply to transfer a maximum of ten subjects (to a maximum of 30 credits) per request. For courses completed outside of Canada, students may apply to transfer a maximum of five subjects (to a maximum of 15 credits) per request. Additional requests may be considered after the previous request has been completed. To ensure that the program learning outcomes are met, a maximum of 25% international transfer credit may be applied to an Associate degree.

### Change of Program

Students may request to change their program of study at any time during the academic year, subject to availability and provided they meet the requirements of the program requested. General and specific program requirements are available in the Alexander College Academic Calendar, website, or from an Academic Advising office.

### Application for Graduation

Students may apply for graduation after the first day of class in their final (expected) term. Early applications for graduation will be held pending release of final grades at the end of term. To submit an application for graduation, students are required to meet with an Academic Advisor to review program requirements, calculate GPA, and complete an official Application for Graduation form.

### Contact Information

Academic Advising: [academicadvising@alexandercollege.ca](mailto:academicadvising@alexandercollege.ca)

Advising appointment booking available online at: <https://alexandercollege.ca/student-support-services/academic-advising/>