

## ASSOCIATE OF ARTS (BUSINESS) DEGREE (64 credits)

### 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 103 (3)
ENGL 101 (3)	ENGL 110 (3)
ENGL 102 (3)	

#### 9 credits (3 courses) in Science

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

#### 36 credits (12 courses) in Arts

6 credits in Humanities, other than English <i>Two of:</i>	6 credits in Social Sciences <i>Two of:</i>	6 additional credits in Arts (Humanities or Social Sciences) <i>Two of:</i>	18 credits in second year Arts taken in <u>2 or more</u> subject areas <i>Six of:</i>
ASIA 100 (3)	ECON 103 (3)	ANTH 101 (3)	All of: ECON 210 (3)    At least one of: ECON 280 (3)    ASIA 200 (3)    PSYC 260 (3) ECON 295 (3)    ASIA 201 (3)    PSYC 280 (3) ASIA 202 (3)    SOCI 200 (3) CMNS 230 (3)    SOCI 210 (3) CMNS 253 (3)    SOCI 220 (3) Any two of: ECON 255 (3)    ENGL 223 (3)    SOCI 230 (3) ECON 260 (3)    ENGL 224 (3)    SOCI 240 (3) ECON 290 (3)    HIST 201 (3)    SOCI 250 (3) ECON 291 (3)    HIST 223 (3) HIST 224 (3) HIST 225 (3) PHIL 203 (3) PHIL 215 (3) PSYC 217 (3) PSYC 218 (3) PSYC 241 (3) PSYC 250 (3)
ASIA 101 (3)	ECON 105 (3)	ASIA 100 (3)	
FILM 101 (3)		ASIA 101 (3)	
FILM 102 (3)		ASIA 200 (3)	
FREN 100 (3)		ASIA 201 (3)	
FREN 101 (3)		ASIA 202 (3)	
HIST 101 (3)		ASIA 203 (3)	
HIST 102 (3)		ASIA 204 (3)	
HIST 106 (3)		ASIA 205 (3)	
HIST 110 (3)		ASIA 206 (3)	
INTS 101 (3)		ASIA 207 (3)	
PHIL 100 (3)		ASIA 208 (3)	
PHIL 110 (3)		ASIA 209 (3)	
PHIL 120 (3)		ASIA 210 (3)	
POLI 100 (3)		ASIA 211 (3)	
SPAN 100 (3)		ASIA 212 (3)	
		ASIA 213 (3)	
		ASIA 214 (3)	
		ASIA 215 (3)	
		ASIA 216 (3)	
		ASIA 217 (3)	
		ASIA 218 (3)	
		ASIA 219 (3)	
		ASIA 220 (3)	
		ASIA 221 (3)	
		ASIA 222 (3)	
		ASIA 223 (3)	
		ASIA 224 (3)	
		ASIA 225 (3)	
		ASIA 226 (3)	
		ASIA 227 (3)	
		ASIA 228 (3)	
		ASIA 229 (3)	
		ASIA 230 (3)	
		ASIA 231 (3)	
		ASIA 232 (3)	
		ASIA 233 (3)	
		ASIA 234 (3)	
		ASIA 235 (3)	
		ASIA 236 (3)	
		ASIA 237 (3)	
		ASIA 238 (3)	
		ASIA 239 (3)	
		ASIA 240 (3)	
		ASIA 241 (3)	
		ASIA 242 (3)	
		ASIA 243 (3)	
		ASIA 244 (3)	
		ASIA 245 (3)	
		ASIA 246 (3)	
		ASIA 247 (3)	
		ASIA 248 (3)	
		ASIA 249 (3)	
		ASIA 250 (3)	
		ASIA 251 (3)	
		ASIA 252 (3)	
		ASIA 253 (3)	
		ASIA 254 (3)	
		ASIA 255 (3)	
		ASIA 256 (3)	
		ASIA 257 (3)	
		ASIA 258 (3)	
		ASIA 259 (3)	
		ASIA 260 (3)	
		ASIA 261 (3)	
		ASIA 262 (3)	
		ASIA 263 (3)	
		ASIA 264 (3)	
		ASIA 265 (3)	
		ASIA 266 (3)	
		ASIA 267 (3)	
		ASIA 268 (3)	
		ASIA 269 (3)	
		ASIA 270 (3)	
		ASIA 271 (3)	
		ASIA 272 (3)	
		ASIA 273 (3)	
		ASIA 274 (3)	
		ASIA 275 (3)	
		ASIA 276 (3)	
		ASIA 277 (3)	
		ASIA 278 (3)	
		ASIA 279 (3)	
		ASIA 280 (3)	
		ASIA 281 (3)	
		ASIA 282 (3)	
		ASIA 283 (3)	
		ASIA 284 (3)	
		ASIA 285 (3)	
		ASIA 286 (3)	
		ASIA 287 (3)	
		ASIA 288 (3)	
		ASIA 289 (3)	
		ASIA 290 (3)	
		ASIA 291 (3)	
		ASIA 292 (3)	
		ASIA 293 (3)	
		ASIA 294 (3)	
		ASIA 295 (3)	
		ASIA 296 (3)	
		ASIA 297 (3)	
		ASIA 298 (3)	
		ASIA 299 (3)	
		ASIA 300 (3)	

#### 12 credits (4 courses) in Commerce

All of:	Additional courses to reach required total of 12 credits in Commerce:
COMM 293 (3)	COMM 100 (3)*    COMM 291 (3)
COMM 292 (3)	COMM 237 (4)    COMM 294 (3)
COMM 296 (3)	COMM 281 (3)    COMM 298 (3)
	COMM 290 (3)    COMM 280 (3)

Courses cannot be used to meet more than one requirement.

\* Students planning to transfer to another institution after completion of the Associate of Arts (Business) are advised that this course may not be transferable, and an additional course may be required for entry to third year.

## 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 Program CGPA Requirement for Graduation

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative program grade point average of 2.0 (equivalent to a 'C' average). If the student's program 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 the Officer, Transfer Credit and Graduation to review program requirements, calculate GPA, and complete an official Application for Graduation form. An Application for Graduation fee applies. To learn more about the graduation process, visit: <https://alexandercollege.ca/admissions-and-registration/graduation/>

### Contact Information

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

Application for Graduation/Graduation Advising Appointment: [graduation@alexandercollege.ca](mailto:graduation@alexandercollege.ca)