

## ASSOCIATE OF ARTS (BUSINESS AND PSYCHOLOGY) DEGREE (60 credits)

### Program Planning Worksheet (Last reviewed October 2023)

**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

Quantitative <i>One of:</i>	Lab Science <i>One of:</i>	Statistics <i>One of:</i>
COMM 291 (3) CPSC 100 (4) CPSC 111 (4) CPSC 112 (4) CPSC 115 (3) CPSC 150 (3) CPSC 165 (4) CPSC 225 (4) CPSC 250 (3) CPSC 276 (3) CPSC 295 (3) MATH 100 (3) MATH 104 (3)*	BIOL 100 (4) BIOL 101 (4) BIOL 102 (4) BIOL 105 (4) BIOL 106 (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)	COMM 291 (3)* STAT 200 (3) STAT 270 (3)

#### 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 subject areas</u> <i>Six of:</i>
ASIA 100 (3) ASIA 101 (3) FILM 101 (3) FILM 102 (3) FREN 100 (3) FREN 101 (3) HIST 101 (3) HIST 102 (3)	ECON 103 (3) ECON 105 (3)	PSYC 101 (3) PSYC 102 (3)	<div> <div>Two of:</div> <div>           ECON 210 (3)            ECON 280 (3)            ECON 295 (3)         </div> </div> <div> <div>At least two of:</div> <div>           PSYC 221 (3)            PSYC 241 (3)            PSYC 250 (3)            PSYC 260 (3)            PSYC 280 (3)         </div> </div> <div> <div>Both of:</div> <div>           PSYC 217 (3)            PSYC 218 (3)         </div> </div>

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

*Up to three of, to reach total of 60 credits:*

COMM 100 (3)	COMM 292 (3)*
COMM 237 (4)*	COMM 293 (3)*
COMM 280 (3)	COMM 294 (3)
COMM 281 (3)	COMM 296 (3)
COMM 290 (3)	COMM 298 (3)
COMM 291 (3)	

Courses cannot be used to meet more than one requirement.

\*ENGL 100, MATH 104, COMM 291, COMM 237, COMM 292, COMM 293 are required for students planning to transfer to SFU's Beedie School of Business. COMM 294 is also required, and may be taken after transfer. For transfer planning to other institutions, contact Academic Advising.

## 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. EAL English levels 068-099 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 ENGL 099 level and below may elect to take a lower-level EAL course without restriction.

A student who attempts a course (university transfer or EAL) 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 submit an appeal to the Registrar.

### Precluded Courses

Some course with substantially similar content preclude credit for one another (i.e., credit is granted for only one of these courses).

### 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 Transfer Credit, 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.

### Canadian Job Readiness:

Effective Fall 2023 onward --For a smooth transition into the Canadian workforce, all graduates must complete the mandatory Canadian Job Readiness program: (CJR) <https://canvas.alexandercollege.ca/courses/648>

### 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)