

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

### Program Planning Worksheet (Last reviewed June 2024)

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)	COMM 291 (3)
MATH 105 (3)	BIOL 101 (4)	PSYC 218 (3)
MATH 151 (3)	BIOL 102 (4)	STAT 200 (3)
MATH 152 (3)	BIOL 105 (4)	STAT 270 (3)
MATH 251 (3)	BIOL 106 (4)	
MATH 255 (3)	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)	

#### 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>		
FILM 101 (3)	ECON 103 (3)	ANTH 101 (3)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <i>All of:</i>  ECON 210 (3)  ECON 280 (3)  ECON 295 (3)   <i>Any two of:</i>  ECON 255 (3)  ECON 260 (3)  ECON 290 (3)  ECON 291 (3) </td> <td style="width: 50%; vertical-align: top;"> <i>At least one of:</i>  CMNS 226 (3)  CMNS 230 (3)  CMNS 253 (3)  ENGL 222 (3)  ENGL 223 (3)  ENGL 224 (3)  ENGL 224 (3)  FILM 200 (3)  HIST 200 (3)  HIST 201 (3)  HIST 223 (3)  HIST 224 (3)  HIST 225 (3)  INST 210 (3)  INST 220 (3)  INST 221 (3)  PHIL 203 (3)  PHIL 215 (3)  POLI 200 (3)  PSYC 218 (3)  PSYC 241 (3)  PSYC 250 (3)  PSYC 260 (3)  PSYC 280 (3)  SOC 200 (3)  SOC 210 (3)  SOC 220 (3)  SOC 228 (3)  SOC 230 (3)  SOC 240 (3)  SOC 250 (3) </td> </tr> </table>	<i>All of:</i> ECON 210 (3) ECON 280 (3) ECON 295 (3)  <i>Any two of:</i> ECON 255 (3) ECON 260 (3) ECON 290 (3) ECON 291 (3)	<i>At least one of:</i> CMNS 226 (3) CMNS 230 (3) CMNS 253 (3) ENGL 222 (3) ENGL 223 (3) ENGL 224 (3) ENGL 224 (3) FILM 200 (3) HIST 200 (3) HIST 201 (3) HIST 223 (3) HIST 224 (3) HIST 225 (3) INST 210 (3) INST 220 (3) INST 221 (3) PHIL 203 (3) PHIL 215 (3) POLI 200 (3) PSYC 218 (3) PSYC 241 (3) PSYC 250 (3) PSYC 260 (3) PSYC 280 (3) SOC 200 (3) SOC 210 (3) SOC 220 (3) SOC 228 (3) SOC 230 (3) SOC 240 (3) SOC 250 (3)
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FREN 101 (3)		CMNS 130 (3)			
HIST 101 (3)		CMNS 226 (3)			
HIST 102 (3)		CMNS 230 (3)			
HIST 106 (3)		CMNS 253 (3)			
HIST 107 (3)		ECON 100 (3)			
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#### 12 credits (4 courses) in Commerce

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