



## ASSOCIATE OF ARTS (INTERNATIONAL BUSINESS) DEGREE (60 credits)

### Program Planning Worksheet (Last reviewed September 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

Quantitative <i>One of:</i>	Lab Science <i>One of:</i>	Statistics <i>One of:</i>
COMM 291 (3)    MATH 105 (3) CPSC 100 (4)    MATH 115 (3) CPSC 111 (4)    MATH 123 (3) CPSC 112 (4)    MATH 151 (3) CPSC 115 (3)    MATH 152 (3) CPSC 150 (3)    MATH 232 (3) CPSC 165 (4)    MATH 251 (3) CPSC 225 (4)    MATH 255 (3) CPSC 250 (3)    PSYC 218 (3) CPSC 276 (3)    STAT 200 (3) CPSC 295 (3)    STAT 270 (3) MATH 100 (3) MATH 104 (3)*	BIOL 100 (4)    CHEM 202 (4) BIOL 101 (4)    PHYS 100 (4) BIOL 102 (4)    PHYS 141 (4) BIOL 105 (4)    PHYS 142 (4) BIOL 106 (4)    PHYS 152 (4) BIOL 110 (4)    PHYS 153 (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)* PSYC 218 (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>One of:</i>	18 credits in second year Arts taken in <u>2 or more</u> subject areas <i>All of:</i>
<i>Required:</i> INST 101 (3)  <i>One of:</i> INST 110 (3) INST 120 (3)	ECON 103 (3) ECON 105 (3)	<i>One of:</i> SOCI 100 (3) SOCI 103 (3)  <i>One of:</i> ANTH 101 (3)    FILM 101 (3)    PHIL 100 (3) ANTH 160 (3)    FILM 102 (3)    PHIL 110 (3) CMNS 110 (3)    FILM 200 (3)    PHIL 120 (3) CMNS 130 (3)    FREN 100 (3)    PHIL 203 (3) CMNS 226 (3)    FREN 101 (3)    PHIL 210 (3) CMNS 230 (3)    GEOG 101 (3)    PSYC 101 (3) CMNS 253 (3)    GSWS 100 (3)    PSYC 102 (3) ECON 100 (3)    HIST 101 (3)    PSYC 221 (3) ECON 260 (3)    HIST 102 (3)    PSYC 223 (3) ECON 280 (3)    HIST 106 (3)    PSYC 241 (3) ECON 290 (3)    HIST 107 (3)    PSYC 250 (3) ECON 291 (3)    HIST 110 (3)    PSYC 260 (3) ECON 295 (3)    HIST 200 (3)    PSYC 280 (3) ENGL 100 (3)    HIST 201 (3)    SOCI 100 (3) ENGL 101 (3)    HIST 223 (3)    SOCI 103 (3) ENGL 102 (3)    HIST 224 (3)    SOCI 200 (3) ENGL 103 (3)    HIST 225 (3)    SOCI 210 (3) ENGL 110 (3)    HSCI 130 (3)    SOCI 220 (3) ENGL 220 (3)    INST 110 (3)    SOCI 228 (3) ENGL 221 (3)    INST 120 (3)    SOCI 230 (3) ENGL 222 (3)    INST 210 (3)    SOCI 240 (3) ENGL 223 (3)    INST 220 (3)    SOCI 250 (3) ENGL 224 (3)    INST 221 (3)    SPAN 100 (3)	<i>All of:</i> ECON 255 (3) POLI 200 (3) SOCI 240 (3)  <i>Three of:</i> CMNS 226 (3)    PHIL 203 (3) CMNS 230 (3)    PHIL 215 (3) CMNS 253 (3)    POLI 200 (3) ECON 210 (3)    PSYC 217 (3) ECON 260 (3)    PSYC 218 (3) ECON 280 (3)    PSYC 221 (3) ECON 290 (3)    PSYC 223 (3) ECON 291 (3)    PSYC 241 (3) ECON 295 (3)    PSYC 250 (3) ENGL 220 (3)    PSYC 260 (3) ENGL 221 (3)    PSYC 280 (3) ENGL 222 (3)    SOCI 200 (3) ENGL 223 (3)    SOCI 210 (3) ENGL 224 (3)    SOCI 220 (3) FILM 200 (3)    SOCI 228 (3) HIST 200 (3)    SOCI 230 (3) HIST 201 (3)    SOCI 240 (3) HIST 224 (3)    SOCI 250 (3) HIST 225 (3) INST 210 (3) INST 220 (3) INST 221 (3)

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

<i>Three of:</i>		
<i>Required:</i>	COMM 280 (3)	COMM 294 (3)
POLI 100 (3)	COMM 281 (3)	COMM 296 (3)
	COMM 290 (3)	COMM 298 (3)
<i>Two of:</i>	COMM 291 (3)	
COMM 100 (3)	COMM 292 (3)*	
COMM 237 (4)*	COMM 293 (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 requirements/prerequisites. EAP English levels 098, and 099 (or higher) have been applied as prerequisites for all academic courses. Other prerequisites may be met by either completing transferable courses at other BCCAT member institutions, which are entered into the student database at the time of admission, or by successfully completing a prerequisite course at the College.

### English Course Requirements During First Two Terms

Students who are eligible for ENGL 099 or ENGL 100 must attempt the English course within the first two terms of study. Effective Winter 2025.

### Repeated Courses

Students may attempt courses in any order provided they meet course requirements.

Unless otherwise noted in a course listing, students may attempt any single course a maximum of two times. In exceptional circumstances, permission to attempt a course for a third or subsequent time may be requested through the process of appeal to the Registrar. An attempt is considered any undertaking of a course for which a final letter grade has been assigned, including a 'W' for course withdrawal.

When a course has been successfully repeated, only the higher grade is used in the calculation of grade point average.

### 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.

Courses accepted for credit or prerequisite must have been completed with a grade of at least C- (1.67) effective September 9, 2024.

### Canadian Job Readiness:

Effective Fall 2023 onward --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)