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Academic Advising

Each BBA/iBBA student at the Schulich School of Business has access to academic advising through the Undergraduate Programs Unit in the Schulich Student Services and International Relations Division (Room W263 K, SSB). Student support is designed to help students make important decisions related to their academic progress. This Undergraduate Student Handbook outlines the academic policies of the School and the University, and provides students with a list of available support services.

Please note also that policies are subject to change from time to time, as the School or University deems it to be appropriate, in order to fulfill its role and accommodate circumstances beyond its control. Such changes take precedence over previous policies.

Students are encouraged to use schulich.yorku.ca for updated information. Students unclear of the academic policies should see an Undergraduate Academic Advisor. Students can book 1-1 advising appointments with an academic advisor online at undergradblog.schulich.yorku.ca. Students are encouraged to discuss any problems that affect their academic performance, to clarify academic policies to plan for the upcoming academic year and to keep a copy of all correspondence (i.e., letters or emails.) Students should make decisions concerning their academic choices in keeping with Schulich’s academic regulations.

Students are welcome to visit the Undergraduate Programs Unit (Room W263K, SSB) for drop-in inquiries, e-mail undergrad@schulich.yorku.ca or telephone (416) 736-5081 with their questions. Office hours for the Undergraduate Programs Unit are 9:00 a.m. to 4:30 p.m., Monday through Friday. During the summer months (June, July and August) office hours are reduced to 3:30 p.m. on Fridays.

Reminder: Student Responsibility

The Schulich School of Business provides individual academic counselling for all undergraduate students to assist in course selection and with academic concerns. However, it is every student’s responsibility to:

- verify the accuracy of registration records during each academic session, including all course changes
- be familiar with the possible financial consequences of course and section changes
- arrange a conflict-free timetable for the start of every academic session
- make course changes in consultation with an academic advisor
- ensure the courses chosen meet all program and degree requirements for promotion and graduation
- fulfill the requirements and be aware of academic progress in all registered courses
- note and abide by the sessional deadline dates published online at: currentstudents.yorku.ca
- know and adhere to the University policy on academic honesty
- know and adhere to the Student Code of Conduct policy at: yorku.ca/scdr
- communicate her/his intention to graduate at the end of the current academic year by completion and submission of the ‘Application to Graduate’ form, available online at: yorku.ca/mygraduation

At any time during your study, if any of these points are unclear, please meet with a representative from the Undergraduate Programs Unit. The staff in the Undergraduate Programs Unit are here to support your goals.

Important Websites

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
<th>Go here for...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Schulich School of Business official website</td>
<td>schulich.yorku.ca</td>
<td>Program Information, Financial Aid, International Opportunities, Important Dates, Career Development Centre, MySchulich student portal</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>yorku.ca/secretariat/policies</td>
<td>University Legislation on Academic Honesty, Student Rights &amp; Responsibilities Code, Policies, Procedures &amp; Regulations</td>
</tr>
<tr>
<td>@theMarketplace Blog</td>
<td>undergradblog.schulich.yorku.ca</td>
<td>Important Dates, Events, Financial Aid Opportunities, Enrolment Reminders, Student Stories</td>
</tr>
<tr>
<td>York Online Services</td>
<td>currentstudents.yorku.ca</td>
<td>Enrolment &amp; Fees, Housing &amp; Transportation, Academic Regulations &amp; Grade Reports</td>
</tr>
<tr>
<td>York Counseling &amp; Disability Services</td>
<td>cds.info.yorku.ca</td>
<td>Resources for academic and personal development, individual and group counselling, Learning Skills Workshops</td>
</tr>
<tr>
<td>Undergraduate Business Society</td>
<td>ubsschulich.ca</td>
<td>Student Clubs, Case Competitions, Leadership Conferences, Events, Orientation Week</td>
</tr>
<tr>
<td>International Opportunities</td>
<td>schulich.yorku.ca/student-life-services/international-opportunities</td>
<td>Schulich Partner Schools, Exchange, Summer Study Abroad</td>
</tr>
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</table>
## 2017-2018 Important Dates

### Sessional Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fall (Term F)</th>
<th>Year (Y)</th>
<th>Winter (Term W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Start Date</td>
<td>Sept. 7</td>
<td>Sept. 7</td>
<td>Jan. 4</td>
</tr>
<tr>
<td>Fall Term Fees Due</td>
<td>Sept. 10</td>
<td>Sept. 10</td>
<td>N/A</td>
</tr>
<tr>
<td>Thanksgiving (University Closed)</td>
<td>Oct. 9</td>
<td>Oct. 9</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Reading Days*</td>
<td>Oct. 26-29</td>
<td>Oct. 26-29</td>
<td>N/A</td>
</tr>
<tr>
<td>Last Day to Submit Fall Term Work</td>
<td>Dec. 5</td>
<td>Dec. 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Classes End</td>
<td>Dec. 4</td>
<td>Dec. 4</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Study Day**</td>
<td>Dec. 5</td>
<td>Dec. 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Examinations***</td>
<td>Dec. 6-21</td>
<td>Dec. 6-21</td>
<td>N/A</td>
</tr>
<tr>
<td>Winter Term Fees Due</td>
<td>N/A</td>
<td>Jan. 10</td>
<td>Jan. 10</td>
</tr>
<tr>
<td>Winter Reading Week****</td>
<td>N/A</td>
<td>Feb. 17-23</td>
<td>Feb. 17-23</td>
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<tr>
<td>Family Day (University Closed)</td>
<td>N/A</td>
<td>Feb. 19</td>
<td>Feb. 19</td>
</tr>
<tr>
<td>Last Day to Submit Winter Term Work</td>
<td>N/A</td>
<td>Apr. 5</td>
<td>Apr. 5</td>
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<tr>
<td>Winter Classes End</td>
<td>N/A</td>
<td>Apr. 6</td>
<td>Apr. 6</td>
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<tr>
<td>Winter Study Days**</td>
<td>N/A</td>
<td>Apr. 5, 7-8</td>
<td>Apr. 5, 7-8</td>
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<tr>
<td>Winter Examinations***</td>
<td>N/A</td>
<td>Apr. 9-23</td>
<td>Apr. 9-23</td>
</tr>
<tr>
<td>Good Friday (University Closed)</td>
<td>N/A</td>
<td>Mar. 30</td>
<td>Mar. 30</td>
</tr>
</tbody>
</table>

### Notes:

* There are four (4) days designated as Fall Reading Days in the Fall term during which classes, examinations and tests will not be held. The University itself will be open and administrative services will be available.

** The December 5, 2017 and April 5, 7-8, 2018 study days are in compliance of the Senate Policy requiring a day off prior to the start of exams.

*** It is your responsibility as a student to ensure that you are available to sit for examinations during the entire exam period for the term corresponding to your course. We strongly recommend that you do not make any travel arrangements prior to the end of the term's examination schedule.

**** There are seven (7) days designated as the Winter Reading Week in the Winter term during which classes, examinations and tests will not be held. The University itself will be open and administrative services available.

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Find important dates online!
registrar.yorku.ca/enrol/dates/fw17
For Assistance and Additional Information

The faculty and staff at the Schulich School of Business (SSB) are dedicated to supporting the efforts of each individual student to realize his or her fullest potential. The School’s Division of Student Services & International Relations should be consulted on questions related to all aspects of study at the School, including admissions, enrolment, registration, grade or course problems, financial assistance or special advising. This office is located in the Scotiabank Suite on the 2nd Floor, West Wing W262, of the Schulich School of Business.

### Topics To Query

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>Hollis Sinker</td>
<td>W263F</td>
<td><a href="mailto:hsinker@schulich.yorku.ca">hsinker@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Marliana Colalillo</td>
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<td><a href="mailto:mcolalillo@schulich.yorku.ca">mcolalillo@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Rachel Ricer</td>
<td>W263H</td>
<td><a href="mailto:ricer@schulich.yorku.ca">ricer@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Program Planning</td>
<td>Ricardo Rivera</td>
<td>W263K</td>
<td><a href="mailto:undergrad@schulich.yorku.ca">undergrad@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Petitions Review</td>
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<td>Deferred Exams</td>
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<td>Schulich Ambassador Program</td>
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<tr>
<td>Special Cases</td>
<td>Marcia Anissette</td>
<td>W263C</td>
<td><a href="mailto:mannisette@schulich.yorku.ca">mannisette@schulich.yorku.ca</a></td>
</tr>
<tr>
<td></td>
<td>Melissa Judd</td>
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</tr>
<tr>
<td></td>
<td>Heidi Furcha</td>
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<td><a href="mailto:hfurcha@schulich.yorku.ca">hfurcha@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>TBA</td>
<td>W262J</td>
<td><a href="mailto:fnaid@schulich.yorku.ca">fnaid@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Scholarships and Bursaries</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>OSAP Information</td>
<td>Anne Caulfield</td>
<td>W262K</td>
<td><a href="mailto:aacaulfield@schulich.yorku.ca">aacaulfield@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Keshia Gray</td>
<td>W263A</td>
<td><a href="mailto:kgray@schulich.yorku.ca">kgray@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Petitions and Appeals</td>
<td>Sandra Osti</td>
<td>W262E</td>
<td><a href="mailto:sosti@schulich.yorku.ca">sosti@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Academic Honesty Cases</td>
<td>Julian Higuerey Nunez</td>
<td>W262B</td>
<td><a href="mailto:jhiguereynunez@schulich.yorku.ca">jhiguereynunez@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Enrollment and Registration</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Letter Requests</td>
<td>Andrea Banerjee</td>
<td>W262E</td>
<td><a href="mailto:abanerjee@schulich.yorku.ca">abanerjee@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Wait Lists</td>
<td>Kareene Martin</td>
<td>W262P</td>
<td><a href="mailto:kmartin@schulich.yorku.ca">kmartin@schulich.yorku.ca</a></td>
</tr>
<tr>
<td></td>
<td>Meghann Foncetta</td>
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</tr>
<tr>
<td>International Student Support</td>
<td>Lindsay Hillcoat</td>
<td>W262L</td>
<td><a href="mailto:lhillcoat@schulich.yorku.ca">lhillcoat@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Exchange Programs</td>
<td>Eunice Iodro (until February 2018)</td>
<td>W262P</td>
<td><a href="mailto:intrelations@schulich.yorku.ca">intrelations@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Summer Study Abroad</td>
<td>Tina Fantin (returning February 2018)</td>
<td>W262P</td>
<td><a href="mailto:intrelations@schulich.yorku.ca">intrelations@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>International Internships</td>
<td>Ann Welsh</td>
<td>W262P</td>
<td><a href="mailto:intrelations@schulich.yorku.ca">intrelations@schulich.yorku.ca</a></td>
</tr>
<tr>
<td></td>
<td>Lan Yu</td>
<td>W262P</td>
<td><a href="mailto:lyu@schulich.yorku.ca">lyu@schulich.yorku.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:exchange@schulich.yorku.ca">exchange@schulich.yorku.ca</a></td>
</tr>
</tbody>
</table>

### Other Faculty Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Markus Biehl</td>
<td>N230A</td>
<td><a href="mailto:ada@schulich.yorku.ca">ada@schulich.yorku.ca</a></td>
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<td>Detlev Zwick</td>
<td>N324</td>
<td><a href="mailto:dzwick@schulich.yorku.ca">dzwick@schulich.yorku.ca</a></td>
</tr>
<tr>
<td>Farrokh Zandi</td>
<td>N205H</td>
<td><a href="mailto:fzandi@schulich.yorku.ca">fzandi@schulich.yorku.ca</a></td>
</tr>
</tbody>
</table>

Meet the Undergraduate Programs Unit online!  
schulich.yorku.ca/admissions/undergraduate-programs-unit
Enrolment and Registration

At York, enrolment in courses is completed online at: currentstudents.yorku.ca, under “Courses and Enrolment.”

Continuing students are randomly assigned an enrolment access date and time by the Registrar’s Office based on the number of credits completed. Visit the Registrar’s Office website and select ‘Find out when I can enrol.’

The initial enrolment in courses for newly admitted Year 1 students will take place just prior to an enrolment appointment. Incoming Year 1 students are encouraged to use the enrolment tutorial available via YU START, York University’s first year transition program, in order to learn how to enrol into courses. Students with an outstanding balance on their student account of $150.00 or more will be blocked from enrolment.

To confirm one’s intention to attend York, and to avoid the risk of de-enrolment, incoming first year students must pay a registration deposit of $300. If you begin enrolling in courses before June 1, the deposit is due no later than June 15. If you enrol between June 1 and June 30, the deposit is due no later than July 15. If you enrol between July 1 and July 31, the deposit is due no later than August 15. If you enrol on or after August 1, the deposit is due 10 days after you enrol in your first course. For further details, please refer to the York Student Financial Services website.

Registration into the student’s choice of electives is dependent on course enrolment limits, and Wait List rules apply for oversubscribed Schulich elective courses (see “Wait List Procedures and the Wait List Database” below).

Dropping Courses

BBA and iBBA students are required to complete core Schulich courses in the year they are prescribed. Students can only drop a non-business elective, a language study course or a globally/regionally focused course, and must do so by the associated term deadline.

A course will not be removed from your student account and transcript until it has been dropped using the online enrolment system. Courses dropped by the drop deadline will not appear on your transcript. However, dropping courses may affect your degree progression and/or have financial consequences. BBA and iBBA students should review promotion requirements and consult an Academic Advisor to discuss the implications of dropping a course.

View Add/Drop Deadlines and Financial Deadlines here.

Withdrawn From Course (W) Option

In the period between the last day to drop a course without receiving a grade and the last day of classes in a term, undergraduate students are permitted to withdraw from a course with the understanding that the course remains on a student’s transcript, denoted by a ‘W’ in the University’s records and on the student’s transcript as the grade decision. Withdrawing from a course and dropping a course are not the same.

No credit value will be retained for courses from which a student has withdrawn and no value will be included in the calculation of a student’s grade point average (GPA). Petitions for removal of the ‘W’ notation are not permitted for courses dropped after the official drop deadline.

For full details regarding course withdrawal standards, view the Senate Policy and Guidelines on Withdrawn From Course (W) Option.

All students are encouraged to meet with an Academic Advisor before dropping or withdrawing from a course. The Registration and Enrolment Module (REM) will prevent first year students from dropping or withdrawing from any core Schulich courses until they have met with an Academic Advisor to discuss the implications of changes to their schedule.

Please note: Not attending classes does not constitute officially dropping a course or withdrawing from a course for either academic or financial purposes. Students who do not attend classes but are registered for the class will receive a failing grade.

Sessional Course Dates

Please refer to York’s Registrar’s Office website for all Sessional and Important Dates at yorku.ca/roweb/enrol/dates. Examples of Sessional Dates include: religious holidays, exam schedules, University closures and deadlines to add or drop courses without academic penalty. All of this information is posted on this website. You can also find Important Dates on the Schulich Undergraduate Current Students website under “Quick Links.”

Course and Section Changes

Course and section changes are permitted in accordance with the sessional dates and deadlines posted online. It is the responsibility of the student to recognize the consequences of course changes on registration, fees and academic progress. For more information, see Academic Requirements in this handbook. In addition to possible academic consequences resulting from dropping and adding courses, students should also be familiar with the possible financial consequences. Information on course fee refunds is available online at this link. See also the “Fees” section of this publication.

Core Course Section Swap

Students may swap sections within Schulich Year 1 and Year 2 core courses with another Schulich student who is enrolled in their preferred section. Students may only swap sections offered within the same term. To submit a request to swap courses with a peer, students must complete the Core Course Section Swap form which is located in the Undergraduate Academic Forms Database on your MySchulich student portal. The completed form is to be submitted in person to the Undergraduate Programs Unit (W263K). Incomplete forms will not be processed.
Wait List Procedures and the Wait List Database
For Year 3 and 4 Schulich Elective Courses

During the enrolment period, a Schulich course may reach its enrolment limit. When this happens, students trying to enrol in that course will be told online that they may not enrol because:
(a) they do not meet access requirements for the remaining seats;
(b) the remaining seats are reserved
(c) the course is full

The Automated Wait List Database maintains a list of students who are waiting for a space in a particular Schulich course/section. Wait Lists are not maintained for Year 1 and Year 2 core courses.

Students who add their names to the Wait List before the end of the Wait List period will be given priority based on year level. After the priority period for year level has ended, Wait Lists will be assessed on a first-come, first-served basis, provided a student has completed the course prerequisites and space becomes available. Students may add their names to the Wait List by logging on to the Automated Wait List Database at waitlist.schulich.yorku.ca. The database requires students to log in with their Lotus Notes username and password.

The School reviews the enrolment and Wait List numbers for the term, assessing demand for additional sections of scheduled Schulich elective courses and Year 3 and 4 core courses, or for the addition of new, previously unscheduled courses. Professors may indicate their willingness to accept students in the third week of class to Schulich Student & Enrolment Services. If space is, or becomes available, students will be contacted via their Lotus Notes e-mail account, with priority given to those students on the Wait List. If a new section is added, the Student & Enrolment Services staff will e-mail Schulich students via Lotus Notes, and advise students of the new section. Note that seniority (the number of courses completed) is used in determining priority only for those students whose names were recorded during the Priority Wait List period. After those students have been awarded space, available spots will be assigned on a first-come, first-served basis.

NOTE 1: Wait Lists are not available for Year 1 and 2 core courses. Students in Year 1 or 2 who would like to transfer to a different section of a core course and cannot because the course is full, can make changes to their timetable via the “Core Course Swap” form. It is the student’s responsibility to find a peer willing to “swap” sections. Ensure that you have an alternative schedule prepared. Given the segmented nature of the program, failure to enrol in required core courses will impact your promotion requirements (i.e., advancing from one year to the next). Please refer to the sessional dates website for information regarding the last day to add a course. Add/drop fees may apply; see the “Refunds” section of this publication.

NOTE 2: Students will not be automatically enrolled into courses from Wait Lists. Students will be notified by Lotus Notes e-mail that they have 1, 3 or 5 days to enrol in the course online. Once this period has elapsed, Student & Enrolment Services will advance to the next student on the Wait List.

NOTE 3: Attendance is expected at all Schulich classes. Students who do not attend classes may be removed from a course.

Class Photo Lists
The photo used for your YU Card will also be used for the Schulich class lists. Class photo lists are made available to each instructor at the beginning of term, and are used to assist instructors in learning student names, and to ensure that students are given credit for class participation. Students need to ensure that their photo is included in the database.

YU-card

The YU-card is York University’s official integrated photo ID and debit card. YU-cards are issued to all registered students and are the key to important services such as York Libraries, meal plans, photo identification for exams and for OSAP pickup. The card is free, but if lost, there is a replacement fee payable at the YU-card Office. For a complete list of YU-card services, visit: yorku.ca/yucard.

Computer Access Policy

While computer ownership is not a requirement, it is strongly encouraged. If students do not own a computer, they must have unlimited access to an off-site, reasonably current computer with printing facilities and access to the internet. Students should take into consideration that the Schulich computing environment is predominantly Windows-based when making decisions with respect to computer hardware and software purchases.

Lotus Notes E-mail

This is the primary email account that the student is expected to use when contacting members of the Schulich School of Business community. At the First Year Enrolment Appointment each student is given a Lotus Notes email account. The student must keep abreast of Schulich and University related news via this email communication. Moreover, Lotus Notes credentials are used to provide the student with access to a number of academic and career related databases such as Course Materials Databases which are created for each course and the Career Services Portal which provides access to online job postings and job-hunting tools.

Update Your Address, Phone Numbers, E-mail and Emergency Contact Details

It is critical for the School to have updated addresses and phone numbers in order to be able to reach students as required. New addresses, area codes and phone numbers must be kept up-to-date at registrar.yorku.ca (see “My Student Records”). International students should also update their study permit information.

Information on Students

Generally, student information is restricted and is available only to the student concerned, to those clearly designated by the student, and to appropriate academic and administrative staff of the University. Aside from name, activity status, graduation status and degree awarded for Senate-recognized programs of study, student information is not normally released to any person or agency outside the University. Any emergency and highly unusual requests for confidential information concerning Schulich students are referred to the Executive Director, Student Services and International Relations.

If someone other than the student wishes to pick up a document on behalf of a York student (i.e. transcript, diploma, etc.), the student must provide that person with a letter. The third party must provide the signed authorization as well as photo identification.

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Registration and Fees

Undergraduate Academic Fees

Domestic and International student fees are available online at sfs.yorku.ca/fees. Academic fees are determined with reference to a formula set by the Province of Ontario (tuition fees plus supplementary fees). Fees are subject to approval by York’s Board of Governors in accordance with the fees guidelines set by the Ministry of Training, Colleges and Universities, and are subject to change. All undergraduate students are charged on a per-course basis. Details about methods of payment can also be found online.

Under Ministry of Training, Colleges and Universities regulations, some international students may be eligible for exemption from the international student fee rate. For full details on eligibility for domestic fees, time frames, and processes for changing a tuition status, visit the “Academic Tuition Fee Categories” page located under “Academic and Financial Information” on the current Undergraduate Calendar: calendars.students.yorku.ca.

Refunds

Students may be entitled to a refund of a portion of their academic fees upon withdrawal from a course. Students should refer to the Refund Table for more details: sfs.yorku.ca/refunds.

Recipients of financial assistance are reminded that their award may be prorated and they may be obliged to repay a portion of the award immediately upon withdrawal. Students who withdraw from their course(s) after the refund deadlines due to rare and unforeseen circumstances may apply for special consideration to the York University Financial Petitions Committee. For more information, please visit sfs.yorku.ca/refunds/petitions.

Health and Dental Insurance

All Schulich students are members of the York Federation of Students (YFS), the central undergraduate student union at York University. The YFS administers a Health and Dental Plan for all of its members.

The YFS health and dental plan provides coverage year round, from September 1, 2017 to August 31, 2018. The plan is designed as an opt-out model, as this ensures that the cost remains as low as possible and that the benefits remain substantial. This means that a charge for the plan will automatically appear on your Student Account Statement.

Students are able to opt out of the plan if they have alternative/comparable coverage through an employer, parents, or partner.

You must opt out each year if you choose not to participate in the health and dental plan. A full description of the plan as well as the opt out deadline dates is available online at yfs.ca. Questions about the YFS Health and Dental Plan should be directed to: Member Services Office (MSO) at healthplan@yfs.ca or (416) 650-8066.

University Health Insurance Plan (UHIP) for International Students and Other Non-Residents

International students in Ontario are required to be enrolled in the University Health Insurance Plan (UHIP). This plan provides insurance for all international students (full-time, part-time, graduate and undergraduate) and their eligible family members. UHIP fees are automatically charged to the student account. Visit uhip.ca for the most up-to-date fees.

Through UHIP students have coverage for basic medical care such as doctor’s services and hospital ward accommodation. Supplementary health care such as dental, pharmaceuticals and physiotherapy are covered by the York Federation of Students Health Plan detailed under “Health and Dental Insurance.” International students must register for UHIP each year that they are a student at York. Questions concerning the plan should be directed to York International’s UHIP staff at: uhip@yorku.ca.

NOTE: These fees are not included in the fees posted online, but are charged on the York invoice.
Academic Requirements

Degree Overview

The BBA and iBBA programs welcome applications from all students who present strong academic credentials, demonstrated leadership abilities, exceptional writing skills, and a keen interest in pursuing the study of business. Both the BBA and iBBA degrees are specialized honours programs requiring four years of full-time university study. Both programs integrate the study of management disciplines and non-business courses over the four years. Schulich undergraduate students major in Business Administration.

BBA

Established in 1969, the Honours Bachelor of Business Administration (BBA) degree program has achieved a level of excellence unsurpassed at the undergraduate level in Canada. BBA students begin study management from Year 1 in courses exclusive to the program. Using business elective courses offered in the Schulich School, students may choose to specialize in one or more areas such as: Accounting, Economics, Entrepreneurial and Family Business Studies, Finance, International Business, Operations Management & Information Systems, Marketing, Organization Studies, Responsible Business, and Strategic Management. Students do not need to specialize if they prefer a more general approach to management. Students can also choose to pursue a Certificate in International Management (CIM).

iBBA

Introduced in 2000, the Honours International Bachelor of Business Administration (iBBA) is ideal for students who are seeking a strong introduction to general management along with intensive language study and an international perspective on business. Every student is required to spend at least one academic term abroad at one of the School’s exchange partners. In addition to core business courses, iBBA students are required to study an international language. Proficiency in a second language is not required for acceptance into the program, but is beneficial. iBBA students also pursue globally-focused studies (for iBBAs who entered the program prior to September 2016) or regionally-focused studies (for iBBAs who entered the program as of or after September 2016). Using business elective courses offered in the Schulich School, iBBA students might choose to specialize in one or more of the same areas available to BBA students as well as pursue the Certificate in International Management (CIM).

Regional Focus

(for iBBAs entering the program as of or after September 2016)

iBBAs who entered the program as of or after September 2016 will have one of four regions from which to choose to focus their studies:

- Europe
- Asia
- Latin America
- Middle East / Africa

Course Load Requirements

To maintain good standing in the BBA/iBBA program, a total of 30.00 credits for each year of study must be completed before the beginning of the Fall term of the following year, including all prescribed core courses. Please note:

- Students must complete a minimum of 24.00 credits per Fall/Winter session with a minimum of 12.00 credits per Fall and Winter term in Year 1 and 2
- Students who have completed all Year 1 and 2 core courses and a minimum of 60.00 credits are required to take a minimum of 24.00 credits each Fall/Winter academic session with a minimum of 9.00 credits per term
- Students who have completed more than 96.00 credits entering their last year of study may take the minimum number of credits required to achieve the 120.00 credit graduation requirement
- Students may take up to 6.00 credits of non-business courses in another York Faculty or at another university during Summer term. Refer to the “Summer Courses” section in this handbook for further details.

Most students complete 15.00 credits per semester. Although it is not recommended, students may take as many as 18.00 credits per term during the Fall/Winter session. Students cannot take more than 18.00 credits per term during the Fall/Winter session.

Exceptions to these course load requirements are possible only on the basis of a successful petition to the Student Affairs Committee, a Committee of Faculty Council, composed of faculty, staff and students. The Committee will review petitions related to one-time modifications to the promotion requirements.

Program Length

Direct-Entry students are expected to complete the program within 48 months (4 years) and must complete the program within 60 months (5 years). Delayed-Entry students are expected to complete the program within 36 months (3 years) and must complete the program within 48 months (4 years).

Leave of Absence

In rare and unforeseen circumstances, a student may petition for a leave of absence for one academic year. Given the structure of the program, one term leave of absences are not permitted. This request should be made in writing and directed to the Schulich Student Affairs Committee. Prior to submitting a petition, students are required to meet with an Undergraduate Academic Advisor. Please refer to the “Other Appeals to the Student Affairs Committee” section of this publication for guidelines regarding petition submissions.
Courses

Schulich Business Electives
The BBA and iBBA undergraduate degrees have been designed to provide students with a rigorous education in all areas of business administration, while allowing for academic breadth in subjects other than those taught by the School. Both the BBA and iBBA curricula include core courses (which must be completed at the Schulich School of Business) and elective courses through which students may pursue their individual interests. In some areas, introductory courses are specifically required for proceeding to Year 3 and 4 courses. Students are permitted to pursue all of their business elective courses in one subject if they wish. Registration into the student’s choice of electives will be dependent on course enrolment limits, and Wait List rules apply for oversubscribed Schulich elective courses.

Non-Business Electives
Students select non-business elective courses to broaden their education.

Required Year-Level of Non-Business Elective Courses
1. Year 1 and Year 2 students may pursue their electives at any year-level (provided that they meet the prerequisite requirement) to satisfy their non-business requirements in the first 60.00 credits of their degree.
2. Year 3 students must pursue their electives at a minimum 2000-level to satisfy their non-business requirements between 60.00 and 90.00 credits of their degree.
3. Year 4 students must pursue their electives at a minimum 3000-level to satisfy their non-business requirements between 90.00 and 120.00 credits of their degree.

Please note that year level requirements do not apply to:
• The first 12.00 credits of non-business elective courses taken by iBBA students who entered the program as of or after September 2016.
• Courses taken through the Department of Languages, Literature and Linguistics or the Department of French Studies, where the language of instruction is not English. This includes American Sign Language courses.
• Regionally-focused courses to satisfy iBBA degree requirements (for iBBAs who entered the program as of or after September 2016), or globally-focused courses to satisfy iBBA degree requirements (iBBAs who entered the program before September 2016).

Language Courses (iBBAs)
Each student will choose a language for study as an integral part of the program. The languages available at the advanced level are those currently supported at York University; Arabic, French, German, Hebrew, Italian, Japanese, Korean, Mandarin, Portuguese, and Spanish. Students may opt to take other languages outside of York University to satisfy their iBBA Language requirement, with prior approval from the Department of Languages. Prior knowledge of the language is not necessary, but beneficial. In order for a student to move towards Advanced Level, a student must achieve a C grade or higher in each stage of competency. Please note that Advanced Level for each language does not necessarily translate into a 3000-level course. For example, if a student successfully completes AP/FR 1020 6.00 (Beginner), AP/FR 1030 6.00 (Intermediate), and AP/FR 1060 6.00 or AP/FR 1080 6.00 (Advanced), in Years 1, 2, 3, respectively, then he or she has satisfied the iBBA language requirement.

Please see below for requirements depending on when the student entered the iBBA program.

Entered iBBA program prior to Fall 2016:
Students in the iBBA program are required to complete a minimum of 18.00 credits of language study, achieving advanced level competency in one language prior to graduation:
• 6.00 credits at the Beginner Level
• 6.00 credits at the Intermediate Level
• 6.00 credits at the Advanced Level

When a student has completed Advanced Level competency, before 18.00 credits, he or she may choose either to continue into the Year 4 level, if available in that language, or to fulfill the remaining portion of the 18.00 credits language requirement by taking courses in another language supported by York University.

In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program prior to Fall 2016 are required to have:
• Successfully completed 12.00 credits of language study, of which at least 6.00 credits are at an Intermediate Level or higher, with a minimum grade of C

Entered the iBBA program as of or after Fall 2016:
Students in the iBBA program have 18.00 credits to satisfy Advanced Level competency in a preferred language. If a student satisfies Advanced Level competency prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language, or to take additional regionally-focused elective(s).

In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program as of or after Fall 2016 are required to have:
• Successfully completed Intermediate Level language competency, or higher, with a minimum grade of C
Globally & Regionally-Focused Courses

In order to graduate from the program, iBBA students must complete at least 12.00 credits of globally-focused study (if they entered the program prior to September 2016) or regionally-focused study (if they entered the program as of or after September 2016). Year level requirements do not apply.

A globally-focused course is one that provides students with general knowledge of the world at large, or of a different country, region, or society, with special reference to economic, political, cultural, historical and linguistic dimensions. Courses in economics, history, geography, or political science will qualify, as will more broadly based interdisciplinary courses in international relations. A regionally-focused course is designed to bolster a student’s understanding of the iBBA region he or she has chosen to study, and will typically include a region in its title (i.e. “Modern Japan”). Neither globally nor regionally-focused courses need to have business focus. The coverage may vary from course to course depending on the discipline as well as the breadth.

Language instruction courses will not be counted as globally or regionally-focused study. However, other courses in the Department of French Studies and in the Department of Languages, Literatures, and Linguistics that emphasize cultural aspects are acceptable.

Many courses may be found in the Faculty of Liberal Arts & Professional Studies. Globally and regionally-focused courses may also be taken on Exchange or on a Letter of Permission, with prior approval. Please see the sample lists of approved globally-focused and regionally-focused courses on the following pages.

Note: some of the regionally-focused courses also qualify as globally-focused courses.

The list is not exhaustive. If an iBBA student finds a course that meets the globally or regionally-focused criteria and is not on the appropriate sample list, the course name, number and description should be forwarded to the Undergraduate Programs Unit for review via e-mail at undergrad@schulich.yorku.ca. If acceptable, it will be added to the sample list and the student may complete the course.

Note: Inclusion in the sample list does not guarantee that every course will necessarily be available in future years. Please check the course offerings listed online for course availability.
# Globally and Regionally-Focused Courses

The following list contains courses currently approved as Globally and/or Regionally-focused for the 2017 / 2018 academic year.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>GF*</th>
<th>RF**</th>
<th>RF Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/ANTH 1120 6.00</td>
<td>Making Sense of a Changing World: Anthropology Today</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/ANTH 2100 6.00</td>
<td>Global Capitalism, Culture and Conflict</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/ARB 2700 6.00</td>
<td>Introduction to Arab Culture</td>
<td>Yes</td>
<td>Yes</td>
<td>Africa/Middle East</td>
</tr>
<tr>
<td>AP/CH 2200 6.00</td>
<td>Introduction to Chinese Literature</td>
<td>No</td>
<td>Yes</td>
<td>East Asia</td>
</tr>
<tr>
<td>AP/CH 3711 3.00</td>
<td>Women Writers in Contemporary China</td>
<td>Yes</td>
<td>Yes</td>
<td>Asia</td>
</tr>
<tr>
<td>AP/CH 3790 6.00</td>
<td>Contemporary Chinese Culture Through Literary Texts and Film</td>
<td>Yes</td>
<td>Yes</td>
<td>Asia</td>
</tr>
<tr>
<td>AP/CH 3791 6.00</td>
<td>Contemporary Chinese Culture Through Literary Texts and Film (In Translation)</td>
<td>Yes</td>
<td>Yes</td>
<td>Asia</td>
</tr>
<tr>
<td>AP/CH 4300 6.00</td>
<td>Classical Chinese Fiction</td>
<td>No</td>
<td>Yes</td>
<td>East Asia</td>
</tr>
<tr>
<td>AP/CH 4800 6.00</td>
<td>Humor and Satire in Modern and Contemporary Chinese Literature</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/CLTR 2100 6.00</td>
<td>Questioning Culture</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/CRIM 3657 3.00</td>
<td>Youth Crime</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/CRIIM 3658 3.00</td>
<td>Crime, Science and Technology</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/DLLL 1000 6.00</td>
<td>World Literatures In Perspective</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/EN 2240 6.00</td>
<td>Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and South Pacific</td>
<td>Yes</td>
<td>Yes</td>
<td>Africa/Middle East; Asia; Latin America</td>
</tr>
<tr>
<td>AP/EN 3410 3.00</td>
<td>Caribbean Literature</td>
<td>Yes</td>
<td>Yes</td>
<td>Latin America</td>
</tr>
<tr>
<td>AP/EN 3454 3.00</td>
<td>Petersburg in Russian Literature (in translation)</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/EN 3460 3.00</td>
<td>German Romanticism: Tradition and Revolution</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/FR 1005 6.00</td>
<td>Key Aspects of French Culture</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/FR 2060 3.00</td>
<td>Culture, Marketing, Operations in French</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/FR 2061 3.00</td>
<td>Culture, Management, Strategy in French</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/FR 4343 3.00</td>
<td>19th-Century French Literature:Towards Modernity</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GEOG 1000 6.00</td>
<td>The World Today: An Introduction to World Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 1410 6.00</td>
<td>Human Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 2030 3.00</td>
<td>The End of the Earth as We Know It: Global Environmental Change</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 2060 3.00</td>
<td>Historical Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 2075 3.00</td>
<td>Introduction to Cultural Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 2105 3.00</td>
<td>Economic Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 2305 3.00</td>
<td>Identities: Introduction to Social Geography</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 3130 3.00</td>
<td>The Global Economy</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GEOG 4095 3.00</td>
<td>Aboriginal, Space and the City: North American Urbanization and Aboriginal People 1890-1980</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/GER 1790 9.00</td>
<td>Nationalism, Authority and Resistance: Perspectives on German Culture and Society</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GER 3640 3.00</td>
<td>Women in German Literature and Culture</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GER 3792 6.00</td>
<td>Recent German Film and Culture (In Translation)</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GER 3794 3.00</td>
<td>Family Fictions: Narrating the Family in German Cinema (cross-listed as AP/HUMA 3983)</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GER 3840 3.00</td>
<td>German Romanticism: Tradition and Revolution</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
</tbody>
</table>

*Globally-Focused   **Regionally-Focused

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Globally and Regionally-Focused Courses continued:

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</thead>
<tbody>
<tr>
<td>AP/GER 3989 6.00</td>
<td>Germany and the Global Imaginary</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GER 4640 3.00</td>
<td>Women in German Literature and Culture</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/GKM 3600 6.00</td>
<td>Modern Greek Literature and Culture after Independence</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 1010 6.00</td>
<td>War, Revolution and Society in the 20th Century</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AP/HIST 1095 6.00</td>
<td>Streetlife: The Culture and History of European Cities</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 2100 6.00</td>
<td>Ancient Greece and Rome</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 2150 6.00</td>
<td>Classical Greek and Roman Archaeology: An Introduction</td>
<td>No</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 2200 6.00</td>
<td>Medieval and Early Modern Europe</td>
<td>Yes</td>
<td>Yes</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 2300 6.00</td>
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<td>Political Economy of Latin America and the Caribbean</td>
<td>Yes</td>
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<td>AP/POLS 3555</td>
<td>Dictatorship and Democratization in South America</td>
<td>Yes</td>
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<td>AP/POLS 3560</td>
<td>The Global South: Politics, Policy &amp; Development</td>
<td>Yes</td>
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<td>AP/POLS 3570</td>
<td>Africa: The Politics of Transistion and Resistance</td>
<td>Yes</td>
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</table>

*Globally-Focused  **Regionally-Focused
### Undergraduate Academic Handbook

**Course Title**

<table>
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<tr>
<th>Course Code</th>
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<th>GF*</th>
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<td>AP/POLS 3580</td>
<td>South Korea: The Politics of Compressed Modernity</td>
<td>Yes</td>
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<td>AP/POLS 4075</td>
<td>Encounters of Islam and Modernity</td>
<td>Yes</td>
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<td>The New German Politics and European Integration</td>
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<td>AP/POLS 4280</td>
<td>Russia in World Affairs</td>
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<td>Topics in the International Political Economy of Eastern Asia</td>
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<td>Advanced Topics in Chinese Politics</td>
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<td>Yes</td>
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<td>AP/POLS 4517</td>
<td>Debates in Contemporary European Union Politics</td>
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<td>AP/POLS 4555</td>
<td>Latin American Development</td>
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<td>Luso-Brazilian Cultures and Cinemas</td>
<td>No</td>
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<td>AP/RU 3750</td>
<td>Petersburg in Russian Literature and Culture (in translation)</td>
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<td>The Culture of Cities</td>
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<td>The Global South, Human Rights and Development</td>
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<td>Health: International and Comparative Perspectives</td>
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<td>Asian Cities in Context</td>
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<td>AP/SOSC 4452</td>
<td>State and Civil Society in Latin America: Social Movements and Community Development in the 21st Century</td>
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<td>AP/SP 4130</td>
<td>Varieties of Spanish Worldwide</td>
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<td>Urban Planning and Practice in the Global Context</td>
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<td>N/A</td>
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</tbody>
</table>

*Globally-Focused  **Regionally-Focused*
Schulich Guided Study 4900-Series

Under guidance of a full-time Schulich faculty member, individual students in Year 3 or 4 may undertake a special program tailored to the mutual interests of the student and the faculty member. If a student is interested in working with a part-time Schulich faculty member, the Guided Study form must be co-signed by a Tenure stream or CLA Faculty member. Please refer to the course description in this handbook (see "Course Descriptions" section) for specific information establishing this type of course.

A student can take a maximum of 6.00 credits of Guided Study courses for BBA or iBBA degree credit. Guided Study courses are coded as SB/XXXX 4900 3.00. The XXXX portion of the course code uses the functional area or program a faculty member is associated with, such as FINE 4900 3.00 or IBUS 4900 3.00 or ECON 4900 3.00. These courses are not available to exchange students visiting Schulich.

To enrol in the Schulich Guided Study 4900-series elective courses, students must:

1. Download the Guided Study Form from the Undergraduate Academic Forms database on your MySchulich Student Portal.
2. Submit the completed form to Schulich Student Services, by the end of the first week of classes in which the course is taken.
3. Include the approved course topic, title and signature from the faculty member supervising the course.
4. Enrol in the course upon receipt of approval from Schulich Student Services. The student will be advised by e-mail to enrol in the course.

Note: Faculty members are not obligated to agree to assist a student with a Guided Study course.

Work Placement: IBUS 4100 3.00

IBUS 4100 provides BBA and iBBA students with an opportunity to earn credit for gaining relevant work experience. International or domestic work placement that offers a strong international learning component may be accepted. International work placements must be full-time and be approved by the Undergraduate Program Director or Associate Director prior to start of the placement.

Eligibility

Student Eligibility Requirement:
The Work Placement can start after completion of the second-year courses subject to the approval obtained from the (Associate) Program Director prior to start of the Placement.

Work Placement Eligibility Requirement:
A work placement may be approved as a 3.00 credit Schulich elective course under the following conditions:
I. The host organization is:
   (i) located outside Canada, preferably in one of the four regions approved for the iBBA program, or
   (ii) located inside Canada and has an international component linking two or more regions of the world
II. The work component of the placement must entail at least 300 hours.

Requirements to Enrol into SB/IBUS 4100 3.00

In order for the work placement to be approved as a credit course, students must submit a formal letter of placement offer from a qualified organization along with a three–page proposal in support of their placement application. This proposal will contain:
I. Site description
II. Description of work placement responsibilities and duties as specified in the offer letter
III. Students' expected tasks and responsibilities given to them by their Work Placement supervisor
IV. Students' academic goals for this experience
V. The list of skills, experiences and reflections the student expects to gain from this experience, and how these skills are expected to meet their goals through the assigned tasks

In addition to meeting academic requirements, students must complete pre departure procedures and/or risk management procedures with International Relations prior to departure or placement start in order for the work placement to be approved for course credit. Please note, due to travel advisories not all countries may be eligible. Refer to the "Undergraduate International Work Placement Form" and book an appointment with an advisor for complete details about the approval and enrolment process.

Course Guidelines and Restrictions

Prerequisite
A prerequisite course must be successfully completed prior to beginning the course for which it is specified.

Corequisite
A corequisite course may be taken with a specified course if not already completed.

Transfer Credits
The Schulich School of Business reserves the right to award transfer credit independent from assessments that may be made by other York Faculties. New BBA or iBBA students may receive up to a maximum of 12.00 transfer credits when entering the program. Details are provided by the Undergraduate Programs Unit before entry to Year 1 of the program.

Prohibited Courses
There are some courses offered by other units of York University that BBA/iBBA students may not take for degree credit. Students may take these courses for their general interest, but such courses will not satisfy BBA/iBBA program requirements for either business or non-business electives, nor may they be substituted for superficially similar Schulich core courses. These courses are excluded from credit towards the BBA/iBBA degrees.

The following types of courses will not count towards the BBA/iBBA Program:

1. Management or business courses (unless otherwise specified) offered through other units of the University including business courses in either the Economics and Business program or the Mathematics for Commerce program (including cross-listed courses).
2. Administrative Studies (ADMS) and Human Resources Management (HRM) courses offered by the Faculty of Liberal Arts & Professional Studies, including cross-listings of these courses in other disciplines or Faculties.
Below is a list of courses that may not be taken for credit towards the BBA or iBBA program:

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<tr>
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<th>COURSE NUMBER</th>
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<td>AP/ADMS 1000 3.00</td>
<td>Introduction to Administrative Studies</td>
<td>AP/ADMS 1010 3.00</td>
<td>Business in the Canadian Context</td>
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<td>AP/ADMS 1500 3.00</td>
<td>An Introduction to Accounting: The Analysis and Use of Financial Information</td>
<td>AP/ADMS 2000 3.00</td>
<td>Introductory Marketing</td>
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<tr>
<td>AP/ADMS 2300 3.00</td>
<td>Quantitative Research Methods in Health Studies</td>
<td>AP/ADMS 2320 3.00</td>
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<td>AP/ADMS 2700 3.00</td>
<td>Fundamentals of Emergency Management</td>
<td>AP/ADMS 2210 3.00</td>
<td>Consumer Behaviour</td>
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<td>AP/ADMS 3010 3.00</td>
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<td>AP/ADMS 3015 3.00</td>
<td>Professional Communication in the Canadian Context</td>
<td>AP/ADMS 3020 3.00</td>
<td>Canadian Business Culture and Management Skills</td>
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<td>AP/ADMS 3040 3.00</td>
<td>Management Skills for IT Professional</td>
<td>AP/ADMS 3060 3.00</td>
<td>Fundamentals of Canadian Business Law and Ethics</td>
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<td>Gender Issues in Management</td>
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<td>AP/ADMS 3330 3.00</td>
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<td>AP/ADMS 3351 3.00</td>
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<td>AP/ADMS 3353 3.00</td>
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<td>Equity, Diversity and Inclusion</td>
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<td>Recruitment, Selection and Performance Appraisal of Personnel</td>
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<td>Managerial Cost Accounting and Analysis</td>
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<td>AP/ADMS 3521 3.00</td>
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<td>Business Ethics and Corporate Social Responsibility</td>
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<td>Comprehensive Emergency Management Integrating Critical Knowledge with Practice</td>
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<td>Disasters and Humans</td>
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<td>Ethics: Society, the Environment and Disasters</td>
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18 - Schulich School of Business
### 2017–2018 PROHIBITED COURSES

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<td>Social Marketing: Non-Profit Marketing and Social Responsibility</td>
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<td>Brand Management</td>
<td>AP/ADMS 4950 3.00</td>
<td>Principles of Consulting</td>
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<td>AP/ADMS 4286 3.00</td>
<td>Advanced Brand Management</td>
<td>SC/BIOL 2060 3.00</td>
<td>Statistics for Biologists</td>
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<td>AP/ADMS 4300 3.00</td>
<td>Decision Making</td>
<td>LE/CSE/EECS 1550 3.00</td>
<td>Computer Use: Web and Database Systems</td>
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<td>LE/CSE/EECS 3421 3.00</td>
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<td>AP/ADMS 4345 3.00</td>
<td>Modelling and Simulation for Management</td>
<td>AP/ECON 1900 3.00</td>
<td>Microeconomics for Citizens: Government Hands-Off or Hands-On?</td>
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<td>AP/ADMS 4360 3.00</td>
<td>Materials and Inventory Management</td>
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<td>Macroeconomics for Citizens: Government Hands-Off or Hands-On?</td>
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<td>Management Policy Part I</td>
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<td>Introduction to Healthcare Financial Management</td>
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## 2017–2018 PROHIBITED COURSES

<table>
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* Open to those students who have not completed MCV 4U in High School

**NOTE:** This list may change from one academic session to the other. If you have questions please contact the Undergraduate Programs Unit via email at undergrad@schulich.yorku.ca.
Summer Courses
Students in the first three years of the BBA and iBBA programs may complete a maximum of 6.00 credits of non-business electives, language study or Globally/Regionally-Focused study during the Summer session at York University. Schulich (SB) core and elective courses are not offered during the Summer session.

Summer Course Overload
Students who wish to take more than the 6.00 credit maximum in a Summer term must complete a Summer Course Overload Form available in the Undergraduate Academic Forms Database on your MySchulich student portal. A Summer Course Overload will usually only be granted under the following three circumstances:
1. If the request to overload is is required to gain the required number of credits to be promoted to the next year-level of the program;
2. If the higher Summer course load serves to facilitate a documented accommodation for a disability; or
3. If the overload is requested for the completion of courses taken for non-degree status.

Courses taken on a Letter of Permission (see "Taking Courses at Another University" below) are limited to a York equivalent maximum of 6.00 credits per Summer. If permission for an overload is granted, any further credits must be taken at York University.

Taking Courses at Another University
Students in the BBA and iBBA programs may take courses at another university, as non-business, language, globally-focused, or regionally-focused electives, if the courses are pre-approved prior to the Summer term in question. Please refer to the section "Course Load Requirements" for more detail.

To take courses at another university, students must complete an "Undergraduate Request for a Letter of Permission (LOP)" form, and attach it to a course description from the host University along with a concise statement outlining why he/she is requesting to take a course at another institution. The letter should also include the number of credits and toward what year level the student would like them to apply.

The "Undergraduate Request for a Letter of Permission LOP" form may be obtained from the Undergraduate Programs Unit or downloaded from the Undergraduate Academic Forms database on your MySchulich Student Portal. Once completed, requests can be forwarded to the Undergraduate Programs Unit for review. Please allow 7-10 business days for processing. BBA & iBBA students who wish to take language courses at another institution on an LOP can submit their requests to the Undergraduate Programs Unit along with written confirmation from York’s Department of Languages or the Department of French Studies verifying that the language course taken at the other institution is indeed equivalent to a York language course.

Students must submit their request for an LOP as early as possible so that there is sufficient time for review. Academic rules and regulations regarding courses apply. Students who do not have approval for courses to be taken on a "Letter of Permission" prior to enrolling in them will not be granted credit in either the BBA or iBBA program. Credit(s) for the course(s) taken on an LOP will be added to the student record once an official transcript has been received from the host institution. It is the student’s responsibility to arrange to have the official transcript forwarded to the attention of the Undergraduate Programs Unit, Student Services and International Relations, Schulich School of Business no later than September 15.

Course Credit Exclusions
Course credit exclusion is a formal status accorded to pairs of courses that are recognized as having sufficient overlap in content to warrant specifically excluding students from obtaining credit in both. Course exclusions will be recognized by all Faculties and programs, and are listed, if applicable, following the individual course descriptions. When a student completes a pair of elective courses designated as course credit exclusions (CCE), the second CCE course and grade becomes the course and grade of record. The first CCE course and grade completed are designated NCR (No Credit Retained).

This is not the case for core courses. BBA/iBBA students who want to upgrade a core course cannot do so with a course that is designated as a course credit exclusion (CCE). For example, if a BBA/iBBA student would like to upgrade the grade he/she received in SB/ MGMT 1050 3.00 he/she cannot do this with SC/MATH 2560 3.00 (or equivalent). He/she can only upgrade his/her grade for SB/ MGMT 1050 3.00 by repeating SB/ MGMT 1050 3.00.

Taking Courses After Graduation
Typically, Year 4 students in the BBA or iBBA program complete all of their 120.00 credits by the end of Winter Term in their fourth year of study. Those wishing to take additional courses in the Summer term (i.e. not for credit toward their BBA or iBBA degree) must complete a “Non-Degree Status” form and return it to the Schulich Student & Enrolment Services office (W262P).

Program Exceptions
Delayed-Entry
Students interested in the Delayed-Entry program must complete a total of 30.00 credits during the Fall/Winter session of their 1st year of study at York University. Current Year 2, Year 3 and Year 4 Delayed-Entry students should consult an academic advisor for required course progression. Students admitted to the Delayed-Entry program can complete their degree in three years and will be provided with a Delayed-Entry study plan. For more information, please visit the Undergraduate Programs Unit (room W263K, SSB) or contact them via telephone at (416) 736-5081 or via e-mail at undergrad@schulich.yorku.ca.

iBBA to BBA Transfer
iBBA students may apply to switch to the BBA program at the end of Year 1 by submitting an iBBA to BBA Transfer form to the Undergraduate Programs Unit (W263K). Applications must be submitted by May 15, 2018. Students will be notified by the end of July if their application is approved. Because of its integrated course structure, the BBA program does not permit entrance later than the beginning of Year 2. Under no circumstances may students switch from the BBA to the iBBA program.

Areas of Specialization
Students entering Year 3 of the BBA or iBBA program can choose to specialize in either one or two areas offered at the Schulich School of Business: Accounting, Economics, Entrepreneurial and Family Business Studies, Finance, International Business, Operations Management and Information Systems, Marketing, Organization Studies, Responsible Business and Strategic Management. A student’s interest in an area does not entitle them
priority for registration or Wait List purposes for Schulich electives. Students do not need to specialize if they prefer a more general approach to management.

For a list of the academic requirements for the various specializations, please refer to the ‘Areas of Specialization’ section of this Handbook.

Note: Neither the transcript nor the diploma will note an area of specialization. Students may request a letter from Student & Enrolment Services (W262P) at the point of graduation to substantiate any claims made on resumés for employment purposes. Submit a Letter Request Form online by visiting the Current Students website (see the “Quick Links” menu).

GRADING AND PROMOTION

Grading Scale

Schulich School of Business undergraduate programs use the University’s nine-point letter-grading system; the top grade is A+ and the minimum passing grade is D. Each letter grade for a course is assigned an Index Value, and the Index Values are weighted by the credits value to derive a weighted average. This weighted average is calculated on a cumulative basis, and is called the grade point average (GPA).

The Schulich School of Business does not use the percentage guidelines indicated in the York Undergraduate Programs Calendar. When instructors award marks on a percentage basis, the instructor converts the percentages to letter grades. There is no prescribed conversion formula from percentages to letter grades. For example, a cumulative percentage mark of 50% in a course does not necessarily mean that a student will pass a course. Students should clarify any uncertainties about grading with the course instructor.

Undergraduate Grading Scale

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<th>Letter Grade</th>
<th>Index Value</th>
<th>Interpretation</th>
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<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>Exceptional</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
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<tr>
<td>B+</td>
<td>7</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>5</td>
<td>Competent</td>
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<tr>
<td>C</td>
<td>4</td>
<td>Fairly Competent</td>
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<tr>
<td>D+</td>
<td>3</td>
<td>Passing</td>
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<tr>
<td>D</td>
<td>2</td>
<td>Barely Passing</td>
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<tr>
<td>E*</td>
<td>1</td>
<td>Marginally Failing</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
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<tr>
<td>P</td>
<td>0</td>
<td>Pass (Exchange courses)</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>Incomplete</td>
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* The letter grade E is not used within the Schulich School of Business, although other York Faculties use it. A failing grade of ‘E’ obtained in a non-Schulich course will be recorded as such and calculated into the GPA using an index value of 1. An Incomplete (I) has no index value.

Grading Guidelines for Individual Courses

1. Normally, courses entail 36 contact hours for 3.00 credit courses and 18 contact hours for 1.50 credit courses, not including the final examinations.

2. Normally, student presentations should not take up more than a total of 6 hours of a 3.00 credit courses or 3 hours for a 1.50 credit course. The expected length of student presentations should be defined.

3. Normally, course outlines should present a clear outline of the topics to be covered, readings to be assigned, and problems/cases to be discussed in every class.

4. (a) The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) should be announced, and be available in writing, within the first two weeks of class.

   (b) With the exception of courses explicitly required for certification by a professional body, or other exceptions agreed to by Senate, students pass or fail a course on the basis of their final course average, without the additional requirement of having to obtain a passing grade on a final examination. This policy does not exclude the possibility of a final examination representing more than 50% of the final grade in a particular course or the requirement that a student pass a specific course lab component.

   (c) Normally, there should be more than one component contributing to the course grade.

   (d) The way in which the final course grade will be computed should be clear to students:

      (i) the percentage contribution to the final grade of every graded element; multiple elements should not be combined into a single percentage component

      (ii) the mapping of individual grades into a numeric form for combination into the final grade

      (iii) the mapping of final numeric grades into a final letter grade

      (iv) if grades are to be standardized or curved in some way, this should be stated in the outline – the student should be able, after each graded assignment is returned, to understand what the grade on that is worth in terms of a standardized letter grade.

      Alternately, the course outline should specify what class standing levels will receive what grade – students should be able, after each graded assignment is returned to know their relative class standing. Every component of the final grade should be reported separately to students (this includes class participation grades).

5. Normally, class participation should not account for more than 20% of the final grade. Instructors should ensure that students know the basis for the assessment of class participation and should keep appropriate documentation as the course progresses. Instructors must retain documentation for twelve months. Participation should be based on more than attendance.

6. Normally, students must receive graded feedback worth at least 15% of the final grade for a 3.00 credit course prior to the withdrawal date from a course without academic penalty, with the following exceptions: 1.50 credit courses, courses on a compressed schedule, practicum courses and courses where the course work typically consist of a single piece of work.

7. Normally, the average course grade awarded within a section of an undergraduate course should be between 5.50 and 7.00. Grade distributions that do not meet the guidelines must be reviewed by the Area Coordinator or appropriate Program/ Specialization Director. The Course Director and the approver should be prepared to explain the basis for the grade distributions that do not meet the guidelines.
Awarding of Grades

1. Grades are awarded for each course in which a student is enrolled at York University. A course can be credited only once towards satisfaction of degree or certificate academic credit requirements. This also holds true when a student completes a pair of courses designated as course credit exclusions (CCE).

2. A student who, for reasonable circumstances, with approval from the course instructor, does not complete the requirements of a course in time for a letter grade to be awarded will receive a grade of I (Incomplete). This grade is temporary and requirements must be completed by the end of the following academic term. Failure to complete requirements within the specified time will result in a grade change from I to F. Until one of the letter grades is awarded, the I, which has no Index Value, will not be used in computing the GPA.

3. Approved courses completed on Letters of Permission (LOP) outside York University are not used in computing GPAs. However, credit(s) toward the degree are incorporated.

4. Schulich students will be awarded a grade of "pass" or "fail" for courses completed on academic exchange. When the Pass/Fail option is used for grading a course, a "pass" does not affect the calculation of the GPA, but a "fail" will count as 0 (zero) in the calculation of the GPA. Schulich students cannot request a Pass/Fail option for courses taken at York University.

5. Grades are made available online approximately two weeks after the end of the exam period. The University does not release grades verbally or in person to students.

Policy on Repeating Passed or Failed Courses for Academic Credit

1. (a) Students may repeat* a passed or failed course twice for academic degree or certificate credit, for a maximum of three (3) attempts** at a course. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.

(b) When a student repeats a course for academic degree or certificate credit, the grade of the latest attempt will be the grade of record and the only grade calculated in the student’s grade point average (Major, Sessional and Cumulative). A course shall be credited only once towards the satisfaction of degree or certificate academic credit requirements.

(c) The record of each attempt will appear on the student’s transcript, with the prior attempts designated as ‘No Credit Retained’. The grade awarded in the prior attempts will continue to appear on the transcript beside the NCR designation but will not be included in the calculation of the student’s grade point average.

(d) Cross-listed courses and course credit exclusions count as a course repeat and are subject to (c) above.

(e) Students who have been conferred a degree may repeat courses counted towards their degree thereafter as a Non-Degree Student. Such courses will have no impact on the student’s completed degree program or the grade point average on record.

2. The above items do not apply to graduate degree or diploma programs, the BEd degree program in the Faculty of Education, or the JD degree program in the Osgoode Hall Law School.

3. The above items do not apply to practicum courses offered in the Bachelor of Social Work (BSW) degree program or practicum courses in the Bachelor of Science in Nursing (BScN) degree program.

* In the context of this policy, “repeat” is defined as a subsequent enrolment in the course.
** “Attempt” is defined as a completed course for which a final grade has been recorded.
Course Relief Policy

In order to support student success, eligible undergraduate students who transfer program majors or degree programs may opt to exclude courses completed toward the prior major requirements from their Overall Cumulative GPA (OCGPA) and credit accumulation for their new program of study.

The Course Relief Policy applies as follows:

(a) The policy is only applicable to:

(i) continuing students who have completed fewer than 84 earned credits, who meet the eligibility requirements for the new program
(ii) students returning from a Required Withdrawal or Debarment who meet the eligibility requirements for the new program and whose request for a program change has been approved by the new program.

(b) Course Relief is available to a student once. Petitions for subsequent applications are not permitted.

(c) Courses eligible to exclude from the OCGPA are all subject courses taken previously that will not count as major credits in the new degree program. Students are permitted to select former Major courses to be counted as elective credits toward the new degree program.

(d) A record of all completed courses and grades awarded remain on a student’s transcript; courses that are excluded from a student’s OCGPA under this relief policy are denoted as such on the transcript*.

The Course Relief Policy does not apply to the following:

- General Education and elective courses completed in the first Major program
- Second or subsequent program changes
- Course(s) in which a penalty for a breach of academic honesty has been imposed
- Students pursuing second or subsequent degrees

Students must confirm their eligibility for the Course Relief Policy. It is the responsibility of students to be informed of the degree requirements for their new program.

* The method of notation is to be determined.

Dean’s Honour List

A BBA/iBBA student will be placed on the Dean’s Honour List at the end of each Fall/Winter session if they have:

- not failed any credits during the past Fall/Winter session,
- completed at least 24.00 credits during the past Fall/Winter session, and
- achieved a sessional GPA of 7.50 or better during the past Fall/Winter session.

The designation will appear on the student’s transcript.

Please see “Graduation Requirements” for information regarding "with distinction" status.

GRADUATION

Graduation Requirements

1. The successful completion of 120.00 credits of university level study, with a minimum cumulative GPA of 5.00.
2. The completion of specific courses within the required 120.00 credits listed in the Curriculum Overview Charts section of this Handbook, located at the back of this publication.
3. Students with a cumulative GPA of 7.50 or above will be awarded their degree “with distinction” (this will appear on both the transcript and the degree parchment). Cumulative GPA is calculated using the index value of all final grades assigned during the student’s degree program. For additional details, see sections “Grading Scale” and “GPA Calculations.”
4. Fourth year BBA and iBBA students who have completed the required 120.00 credits to graduate from the program by the end of the Winter term of Year 4 of study will be required to convocate in the Spring. Courses taken in the summer following Year 4 will not be counted towards the degree requirements or used to calculate the overall GPA.

Notification of Intent to Graduate

Students who intend to graduate at the end of the current academic year must apply to graduate online (yorku.ca/mygraduation) or obtain, complete and submit an ‘Application to Graduate’ form, available in the Undergraduate Programs Unit (room W263K).

All grades for completed course work must be received by Student & Enrolment Services at least four weeks prior to the date of convocation.

February Convocation in Absentia

In January of 2015, Senate approved the implementation of "convocation in absentia." This means that if you’ll have completed your degree requirements by the end of the Fall 2017 term, you can apply to receive a degree conferral in February 2018 rather than waiting until June. This will allow:

- The graduating decision to be reflected on the student’s record and transcript
- The student’s program to be closed as “completed”
- You may pick up a diploma or have it delivered by filling out a Diploma Mailing Form (available on the website: yorku.ca/mygraduation)
- Your name will appear on YUVerify for degree verification as having convocated in February.

There is no February ceremony but students who choose this option will be included in all ceremonial aspects of the following June convocation. They will be included in invitations, their names will appear in the June convocation program booklet and they will be considered for awards along with the June cohort.
Academic Policies and Regulations: Schulich School

University Rules, Regulations and Policies

The University maintains York University and Senate policies pertaining to academic and administrative matters, as well as student conduct, on the web.

The full Code of Student Rights and Responsibilities is available here.

Assignments

(a) Faxed assignments are not accepted.
(b) Electronic mail (e-mail) or e-mail attachments is not an acceptable means of submission, unless specifically requested by the instructor because of the nature of the assignment. The volume of printing required on the receiving end is the basis for this prohibition.
(c) If an assignment is due at a time when it is not possible for a student to be on campus, the student should:
   • at the earliest possible time, notify the instructor of this fact, and where possible, make alternate arrangements that are mutually agreeable for submission, and
   • as a default option, use conventional mail, making sure that the envelope containing the assignment is datestamped, with e-mail notification to the instructor that this action has been taken

Papers/Essays Satisfying More Than One Course Assignment

The policy for the submission of one paper to satisfy the course requirements of more than one course is as follows:

(a) Prior to preparation of the paper, students must receive written approval from all the course instructors concerned.
(b) Course Instructors supervising a guided study must ensure that the quality and content of the completed paper meets the requirements of the individual courses.
(c) Papers with greater scope should be written under arrangements already in place for the ‘Schulich Guided Study 4900-Series Elective Courses’.

Unavoidable Absences

If a BBA/iBBA student is unable to attend classes for medical or personal reasons, it is important to notify the professor as soon as possible so that alternate arrangements can be made to complete course materials. Students must also contact the Associate Director, Undergraduate Programs Services at (416) 736-5081. See “Enrolment and Registration” for more information.

Attendance

Attendance is expected at all Schulich undergraduate classes. Students who do not attend classes may be removed from a course at the request of the instructor. In particular, students who do not attend class during the first two weeks of a semester (and who have not made alternative arrangements with the instructor in advance) may be administratively de-enrolled in order to make space in the course for other students. If students stop attending a course during the term, they must officially drop the course online. Non-attendance is not equivalent to official withdrawal from a course. If a student does not formally withdraw from a course, failure to attend will result in a grade of 'F'.

Conduct

Student/Instructor

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect, and to refrain from actions disruptive to such a relationship. It is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. A statement of the policy and procedures regarding disruptive and/or harassing behaviour by students is available from the Office of Student Conduct and Dispute Resolution, Office of the Assistant Vice-President, the Schulich Dean’s Office, and from Schulich’s Division of Student Services and International Relations.

Non-Academic Complaints

Members of the University who wish to register complaints or comments about the non-academic conduct of persons at the University may obtain advice and guidance from the: Office of Student Conflict Resolution, (416) 736-5231 or yorku.ca/oscrr.

The Office of Student Conflict Resolution is responsible for administering the University’s non-academic code of behavioral conduct for students and student governments. The office provides direction, leadership and guidance to the University community in matters of policy interpretation regarding student non-academic conduct. The office includes complaint intake, investigation and the management of the dispute resolution processes involving students. Internal dispute resolution techniques and formal hearing processes are used to resolve disputes.

The Local Adjudicator for the Schulich School of Business is the Associate Dean, Academic. The Director of Student and Enrolment Services in the Division of Student Services and International Relations is the Complaint Officer for the Schulich School of Business.

The Office of Student Conduct and Dispute Resolution is responsible for administering the University’s non-academic code of behavioural conduct for students and student governments. The Office provides direction, leadership and guidance to the University community in matters of policy interpretation regarding student non-academic conduct.

Course/Instructor Evaluations

At the end of each term, students are asked to complete confidential evaluations of each of their courses. These questionnaires rate instructors based on a variety of criteria. The tabulated results are available at ada.schulich.yorku.ca > Teaching and Learning > Teaching Performance and Awards > Course Evaluations (or at this link).

Participation in course evaluations is very important, as instructors and administrators actively use feedback from these evaluations to improve teaching and curriculum.
Personal Documents

All documents, whether originals, reproductions or translations submitted in support of applications or any petitions to any office of the University, become the property of the University. Documents such as birth and marriage certificates, citizenship papers and certain types of educational certificates will be returned to the applicants or students. Copies of transcripts in a student’s file will not be issued to the student.

Transcripts of Academic Records

Transcripts may be ordered from the Registrar’s Office, provided the student is in good financial standing with the University (see ‘Outstanding University Debts’). Students should visit the Registrar’s Office website at registrar.yorku.ca/transcripts for ordering options and required information.

Undergraduate Examination Policy

General Information
(a) Exam schedules appear online on the York website.

(b) Repeated or additional assignments and examinations are not given in the Schulich School of Business to provide the student with a chance of improving the course grade.

(c) Examination booklets/answer sheets become the property of the University and are retained for the full Fall or Winter term immediately following the term in question.

(d) No examinations or tests (in-class or take-home) collectively worth more than 20% of the course grade are permitted during the final 14 calendar days of classes in any Schulich course. Excepted are courses that run on weekends, courses in compressed terms, and courses with 6.00 or more contact hours per week. An assignment is not considered a take-home examination if students have at least two weeks to complete it.

If cheating is identified, the matter will be documented (written up) by the invigilator or instructor and forwarded immediately to the Associate Dean, Academic for action. Possible penalties are indicated in this Handbook in the section on ‘Academic Honesty.’

Conduct in Examinations
The Schulich School of Business takes measures to ensure an appropriate examination environment and to preclude improper behaviour during exams. General guidelines for conduct at exams include the following:

(a) Students shall be required to present their YU-card and to sign the attendance roster for the examination.

(b) Students must place all personal belongings aside during exams.

(c) The chief invigilator shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.

(d) The chief invigilator shall make any necessary announcements during or at the end of the examination and announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.

(e) The official start and end time of the examination shall be determined and announced by the chief invigilator.

(f) Students shall follow the instructions provided by the chief invigilator and/or Associate Dean’s Office, Registrar’s Office and Security Services (in case of emergency interruptions).

(g) Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.

(h) Students should plan not to leave the room during the exam unless absolutely necessary. They may leave an exam room only if granted permission to and accompanied by an invigilator.

Accommodations For Special Circumstances

Exam Conflicts
An exam conflict is categorized as:
(a) two exams at the same time; or
(b) three exams in the same day; or
(c) three exams in three consecutive periods within 24 hours.

Students should consult the exam timetable when it is posted to the York University website. If students are faced with an exam conflict they must obtain the Exam Conflict Form in Schulich’s Undergraduate Programs Unit, W 263K or download it from the Undergraduate Academic Forms database in your MySchulich Student Portal. You may approach the Office of the Associate Dean, Academic (Room N230) for help with making alternate arrangements based on your exam schedules.

For scenarios (b) and (c), students may opt to write their exams during the regular time slots. If they cannot perform to the best of their ability, however, they may not appeal their grade based on this fact.

Alternate Exams
Students who require alternate exam/test arrangements must be registered with York’s Counselling & Disability Services office (cds.info.yorku.ca) to be eligible. Requests for alternate exam/test arrangements must be made online well in advance of the test or exam (currently three (3) weeks – please see yorku.ca/allexams/guidelines for details). In an emergency, please contact Student Services & International Relations at Schulich.

Religious Accommodation Guidelines
The Schulich School is committed to respecting the religious belief and practices of all members of the community, and making accommodations for observances of special significance to adherents. Every effort is made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year.

Students who, because of significant religious observances, cannot write a formally scheduled examination (December and April examination periods) on the scheduled date should contact the course instructor no later than three weeks prior to the start of the examination period to arrange an alternative examination date.
Forms and details regarding the Religious Accommodations Guidelines policy can be found on the Registrar’s office website. Students are required to complete the form, obtain the professor’s signature and return a copy of the signed form to both the professor and to the Undergraduate Programs Unit (W263K).

Students who, because of religious observances, cannot meet academic obligations other than formally scheduled examinations (December and April examination period) on certain holy days are responsible for giving their instructor reasonable notice (at least 14 calendar days) of each conflict.

Unavoidable Absences
Students who miss a mid-term examination must contact their course instructor within 24 hours and must provide the course instructor with documentation substantiating the reason for the absence. A copy of the documentation must also be submitted to the Undergraduate Programs Unit (Room W263K) and will be placed in the student’s file. Accommodations and/or re-scheduling of the mid-term exam will be left to the discretion of the course instructor with the expectation that the case be resolved within 14 calendar days.

Students may be eligible for final examination deferrals or aegrotat standing on the grounds of sickness, accidents or family misfortune. Examination deferrals allow students additional time during which studies may be completed and a grade earned.

Within 24 hours of missing a final examination students must contact the Associate Director of Undergraduate Programs Services at (416) 736-5081. Students must also contact their course instructor.

Formal, original documentation regarding the reason for missing the final exam must be submitted to the Associate Director of Undergraduate Programs Services (Room W263K) within 48 hours of missing the final exam.

Students who miss a final exam due to illness must have their doctor complete an “Attending Physician’s Statement.” This form can be picked up from the Undergraduate Programs Unit or retrieved from the Undergraduate Academic Forms Database on your MySchulich portal. Submitting documentation substantiating the reason for the absence will not guarantee approval of a deferred final exam. Permission to write a deferred exam is subject to review by the Schulich Undergraduate Programs Unit and the course instructor. If a deferred final exam is denied, the student may petition to the Schulich Student Affairs Committee within 14 calendar days of the decision.

It is the responsibility of students to arrange the deferred final exam with their course instructors. Students will not be permitted to enrol into any subsequent course for which the incomplete course is a pre-requisite. Students will be de-enrolled from such subsequent courses, which could result in a financial penalty. In the case of a deferred exam the student will be required to submit a revised study plan to the Undergraduate Programs Unit. This situation may also have repercussions for the student’s Exchange term.

Please also refer to “Awarding of Grades” in this Handbook for information on how deferred grades may affect your promotion and GPA.

Aegrotat Standing
Aegrotat standing excuses students from completing the required work for their studies, and ‘aegrotat standing’ is entered on transcripts instead of a grade. It is based on documentation of sickness, accident or family misfortune that may be deemed appropriate and, in addition, upon the student having done satisfactory work up to that date. Aegrotat standing is usually reserved for extremely rare circumstances and the last term of the program, just before graduation.

Academic Honesty

Introduction
On February 17, 2011, the Senate of York University approved the revised Senate Policy, Guidelines and Procedures on Academic Honesty. The Schulich School, like the rest of the University, is governed by the Senate Policy, Guidelines and Procedures on Academic Honesty and has established the following complementary procedures specific to the investigation and resolution of alleged violations. The policy and procedures pertain to students in all Schulich-based courses (with the exception of courses in the joint EMBA program, which are governed by a separate procedure) and cover all student work, including that submitted to the instructor or classmates for inclusion in the final submission.

1. Senate Policy on Academic Honesty
The Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards.

Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.

Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist. A student who is charged with a breach of academic honesty shall be presumed innocent until, based upon clear and compelling evidence, a committee determines the student has violated the academic honesty standards of the University. A finding of academic misconduct will lead to the range of penalties described in the guidelines which accompany this policy. In some cases the University regulations on non-academic discipline may apply. A lack of familiarity with the Senate Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defence against their application. Some academic offences constitute offences under the Criminal Code of Canada; a student charged under University regulations may also be subject to criminal charges. Charges may also be laid against York University students for matters which arise at other educational institutions.
2. Senate Guidelines on Academic Honesty

2.1 Summary of Offences Against the Standards of Academic Honesty

The following summary of offences is not exhaustive, nor are the definitions provided for each offence confined to the examples cited.

2.1.1 Cheating is the attempt to gain an improper advantage in an academic evaluation. Forms of cheating include:

- Obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
- Copying another person’s answer to an examination question;
- Consulting an unauthorized source during an examination;
- Disruption of an academic evaluation by any means;
- Obtaining assistance by means of documentary, electronic or other aids which are not approved by the instructor;
- Changing a score or a record of an examination result;
- Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors;
- Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the instructor;
- Submitting work prepared in whole or in part by another person and representing that work as one’s own;
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal;
- Preparing work in whole or in part, with the expectation that this work will be submitted by a student for appraisal.

2.1.2 Impersonation is to have someone impersonate one’s self in class, in a test, examination or interview, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged.

2.1.3 Plagiarism is the misappropriation of the work of another by representing another person’s ideas, writing or other intellectual property as one’s own. This includes the presentation of all or part of another person’s work as something one has written, paraphrasing another’s writing without proper acknowledgement, or representing another’s artistic or technical work or creation as one’s own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement.

2.1.4 Improper research practices. Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include:

- Dishonest reporting of investigative results, either through fabrication or falsification;
- Taking or using the research results of others without permission or due acknowledgement;
- Misrepresentation or selective reporting of research results or the methods used.

2.1.5 Dishonesty in publication. It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors or the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.

2.1.6 Dissemination of information without permission. Information or experimental data that was collected with a member of faculty or another student, and other works that involved the participation of a faculty member or another student, should not be submitted for publication or otherwise disseminated without their permission.

2.1.7 Abuse of confidentiality. Taking or releasing the ideas or data of others that were given with the expectation that they are confidential is inappropriate. This includes the ideas or data obtained via the evaluation of confidential grant proposals, award applications or manuscripts that will be or may have been submitted for possible funding or publication. Unless one is authorized to do so, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of that material, or by an appropriate faculty member or administrator.

2.1.8 Falsification or unauthorized modification of an academic document/record. It is a breach of academic honesty to falsify, fabricate or in any way modify, either through omission or commission, an application to the University or a program, course student examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician’s letter/form or any other document used in support of an academic application, record, petition/appeal or endeavor.

2.1.9 Obstruction of the academic activities of another. It is a violation of academic honesty to interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.

2.1.10 Aiding and abetting. Encouraging, enabling or causing others to do or attempt any of the above with intent to mislead an instructor, academic unit, program, office or committee as to a student’s academic status, qualifications, actions or preparation, or knowingly aiding or abetting anyone in a breach of academic honesty shall itself be considered misconduct. Taking any action which can reasonably be interpreted as intending to encourage or enable others to commit an offence of academic dishonesty.

2.2 Summary of Penalties for Academic Misconduct

When verified, violations of academic honesty may lead to the following range of penalties, which may be imposed singularly or in combination for any offence. The following penalties are listed in ascending order of severity.

2.2.1 Written disciplinary warning or reprimand.

2.2.2 Required completion of an academic honesty assignment.
2.2.3 Make-up assignment, examination or rewriting a work, subject to a lowered grade.

2.2.4 Lower grade on the assignment, examination or work.

2.2.5 Lower grade in the course.

2.2.6 Failure in the course.

2.2.7 Permanent grade of record. The grade assigned shall remain as the one grade of record for the course, even if the course is repeated. This penalty can be added to any other penalty, but shall always be attached to the penalty of failure in the course.

2.2.8 Notation on transcript. Notation on transcript can be a separate penalty or it can be added to any other penalty. Transcript notation shall always be included in cases of suspension, withholding or rescinding a York degree, diploma or certificate and expulsion from the University. Transcript notation can be for a limited period, at the end of which the notation will be removed from the student’s transcript. When no period is specified for a transcript notation, a student may petition to the Faculty Petitions Committee to have the notation removed after a period of five years from the date at which the notation was entered, with the exception of notation of expulsion from the University.

2.2.9 Suspension from the University for a definite period, not to exceed 5 years, with transcript notation. Suspension is defined as a penalty of a variable but limited period during which the student may not register in the University, imposed for serious academic offences such as plagiarism and cheating. A student who is otherwise eligible to graduate, but is suspended, may not graduate until the suspension expires or is lifted. This penalty may be awarded only by a Faculty-level committee which is recognized by a Faculty Council as the responsible body to assign this penalty.

2.2.10 Expulsion from the University with transcript notation. Expulsion is defined as permanently terminating a person’s right to continue as a student in the University and to be re-admitted as a student in the University. This penalty is to be imposed for extreme forms and / or multiple incidences of academic dishonesty. Expulsion from the University may be awarded only by a Faculty-level committee which is recognized by a Faculty Council as the responsible body to assign this penalty.

2.2.11 Withholding or rescinding a York degree, diploma or certificate with transcript notation. When a Faculty decides to rescind a degree, diploma or certificate, the decision, with supporting documentation, must be forwarded to the Senate Appeals Committee for approval on behalf of Senate.

2.3 Factors Considered When Imposing Academic Penalties

The circumstances surrounding each case of academic misconduct may vary to a significant degree. The penalty imposed should reflect, reasonably, these circumstances. These guidelines are not intended to restrict the authority or flexibility of Faculty committees in imposing the penalties contained in this Policy. In each case, Faculties shall exercise their discretion, taking into consideration the relevant factors, as outlined below. For the benefit of students, however, Faculties shall provide an explanation in their written decision of the major reason(s) the penalty imposed was deemed warranted.

Important factors to be considered by committees in imposing penalties or reviewing penalty recommendations are:

• Extent of violation: The actions which constitute specific offences of academic honesty (i.e., plagiarism, cheating) vary in terms of severity. Some instances of academic dishonesty constitute minor infractions while others represent the most extreme form of violation. Penalties should correspond to the nature of the offence. Penalties may be imposed singularly or in combination for any offence.

Basic considerations include:

• The level of the student’s academic experience;
• Extenuating circumstances may help explain the action taken by a student, and due weight should be attached to those circumstances;
• If the student admits guilt, accepts responsibility for their action, and is amenable to educative remedies, committees may find it justified to levy a less severe penalty.
• Prior/multiple incidents: If the offence is a second (or subsequent) one for the student and/or is in combination with another offence, then a severe penalty should be considered.

3. Procedures Governing Breach of Academic Honesty

3.1 Purpose

The following procedures are provided for the investigation and resolution of cases of alleged violations of the Senate Policy on Academic Honesty involving students in Schulich-based courses (with the exception of courses in the joint EMBA program, which are governed by separate procedures unique to the joint program). In these procedures, the term “student” includes a York graduate or undergraduate student, a York graduate, a former York student, or a student who is applying to take, is taking or has taken a York course.

3.2 Jurisdiction

3.2.1 Allocations of a breach of academic honesty in a course offered by the Schulich School shall be dealt with by the Schulich School. In cases where the course is in other than the student’s home Faculty, then the student’s home Faculty (or Faculties) shall have observer status at a hearing and may make submission as to penalty. For students in joint programs or where allegations arise in more than one Faculty, the Faculties can agree on which Faculty will have jurisdiction over the proceedings.

3.2.2 All allegations of breaches of academic honesty other than those in course work shall be communicated by the administrator, committee or other person with direct knowledge (faculty, staff, clinical supervisor, etc.) to the student’s home Faculty.

3.2.3 Should a matter arise for which there appears to be no clear Faculty jurisdiction, the Senate Appeals Committee shall determine which Faculty shall have carriage of the matter.

3.2.4 Appeals of decisions of a Faculty committee are considered by the Senate Appeals Committee.

3.3. Investigating Potential Academic Misconduct

If a person (or persons) suspect(s) a breach of academic honesty:

3.3.1 On assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the concerned faculty member*. For courses, if the evaluator is not a faculty member, the evaluator shall retain possession of the suspect material and provide a written report, together with the confiscated material, to the concerned faculty member;
3.3.2 On non-course work, the person discovering the potential breach of academic honesty shall retain possession of the suspect material and provide a written report, together with any confiscated material to the Schulich Associate Dean Academic;

3.3.3 In an examination, the invigilator, who is normally the faculty member directing that course, in cases of suspected impersonation, shall ask the student concerned to remain after the examination and shall request appropriate University identification or shall otherwise attempt to identify the student. In other cases of suspected breach of academic honesty the invigilator shall confiscate any suspect material. In all cases, the student will be allowed to complete the examination. The invigilator, if other than the faculty member who is directing that course, shall give a full report, together with any confiscated material, to the concerned faculty member (See the Senate Policy on Invigilation of Examinations for further information);

3.3.4 For research not conducted as part of a course, major research papers/projects, comprehensive examinations, theses and dissertations, person(s) suspecting potential academic dishonesty shall report the matter to the Associate Dean Academic.

3.4 Initiating an Investigation of Potential Academic Misconduct

3.4.1 When a faculty member directing a course, or having or sharing responsibility for a student’s research, examination, or dissertation preparation, becomes aware of a possible violation of academic honesty, it is the responsibility of the faculty member to initiate an investigation of the matter. The faculty member must collect or assist in the collection of the necessary information and be prepared to act as a witness at any committee hearing of the matter, if required.

3.4.2 If the investigation relates to work already presented for evaluation but not yet evaluated, the faculty member may elect to defer the evaluation of the work until after the matter has been dealt with. Normally, any evaluation of a work which relates to a charge will not be entered into the student’s record until after the matter is concluded.

3.4.3 If the faculty member or person designated by Schulich School policy decides to proceed with a formal complaint alleging a breach of academic honesty, the complaint shall be submitted in writing to the Petitions and Appeals Officer as soon as is reasonably possible. The complaint shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

3.4.4 Once notified of a potential breach of academic honesty, the Petitions and Appeals Officer shall post a block on enrolment activity in the course. The student may not drop or be deregistered from the course for any reason, nor withdraw from the University, nor may transcripts be released to the student until a final decision is reached. A request by a student for a transcript to be sent to another institution or to a potential employer will be processed, but, if the student is found guilty of a breach of academic honesty, the recipients of the transcript will be provided automatically with an updated transcript.

3.4.5 The Associate Dean Academic will normally take carriage of an alleged breach of academic honesty, including when an apparent breach of academic honesty is not tied to a student’s enrolment in a specific course.

3.5 Exploratory Meeting

3.5.1 When a complaint is received by the Petitions and Appeals Officer, an exploratory meeting shall be arranged to determine whether or not there are reasonable and probable grounds to proceed with a charge of breach of academic honesty. At least seven calendar days’ written notice of the meeting via email and a brief description of the reason for the meeting shall be provided. At this meeting, convened and chaired by the Petitions and Appeals Officer, the student may be accompanied by a representative and the Associate Dean Academic may have another person present. If the student elects not to attend the meeting, the meeting may proceed without the student present.

3.5.2 The exploratory meeting will result in one of the following:

i. It is agreed by all parties that no breach of academic honesty occurred. No records of the matter shall be retained.

ii. If the student wishes to admit to a breach of academic honesty but no agreement is reached on recommended penalty, or the breach is a second or subsequent incident by the student, a document signed by the student and the Associate Dean Academic, which includes the admission, a summary of the matter and individual submissions by the student and Associate Dean Academic as to penalty shall be forwarded to the responsible Faculty committee, which shall arrange a hearing to determine penalty, to which the student and Associate Dean Academic will be invited.

iii. If the student wishes to admit to a breach of academic honesty, a document signed by the student and the Associate Dean Academic which includes the admission, a summary of the matter and a joint submission as to penalty shall be forwarded to the Faculty committee, which deals with allegations of breach of academic honesty. In such cases, the agreed-upon penalty shall not exceed failure in the course. The responsible Faculty committee receiving such a joint submission will normally impose the penalty suggested, but if it is of the opinion that some other penalty would be more appropriate, or the breach is a second or subsequent incident by the student, it shall arrange for a hearing of the matter to determine penalty, to which the student and Associate Dean Academic will be invited.

iv. If the student elects not to attend the meeting, and if those present find sufficient grounds to proceed with a charge of breach of academic honesty, a summary of the matter shall be forwarded to the responsible Faculty committee, which shall arrange a hearing of the matter, to which the student and the Associate Dean Academic will be invited.

v. If it is decided that sufficient grounds exist to proceed with a formal charge of academic misconduct and the student does not admit to this alleged breach of academic honesty, a formal charge shall be prepared and submitted to the responsible Faculty committee. The charge shall contain a full, but concise, statement of the facts as perceived by the complainant and be accompanied by all available supporting evidence.

3.6 Formal Hearing at the Faculty Level

3.6.1 The Petitions and Appeals Officer shall give to each party a written copy of the charge, a copy of the materials submitted by the faculty member which includes a summary of the evidence, a copy of the procedures to be followed and not less than twenty-one calendar days’ written notice of the time and location of the hearing. If the student wishes to file a written response to the charge, it must be received within fourteen calendar days of the date on which the charge was sent to the
student. The Petitions and Appeals Officer will send a copy of the student's response to the charge to the Associate Dean Academic. Both parties must inform the committee of their intention to call witnesses and file names of these witnesses at least seven calendar days prior to the hearing.

3.6.2 Prior to the hearing, if a student acknowledges the accuracy of the charges, the student may waive the right to a hearing by submitting a written statement that both admits guilt and waives the right to a hearing.

i. In this statement, the student may make submissions as to appropriate penalty and give reasons. If the Associate Dean Academic submitting the charge concurs with the penalty recommendation of the student, a jointly signed submission will be forwarded to the responsible Faculty committee. In such cases, the agreed-upon penalty shall not exceed failure in the course. Should the Faculty committee find that some other penalty would be more appropriate, or if the breach is a second or subsequent offence, it shall arrange for a hearing to determine penalty, to which the student and Associate Dean Academic will be invited.

ii. If the Associate Dean Academic and student do not agree on a recommended penalty, individual submissions as to penalty shall be made by the student and Associate Dean Academic to the responsible Faculty committee, which shall arrange a hearing to determine penalty, to which the student and Associate Dean Academic will be invited. If the breach is a second or subsequent offence by the student, a copy of the written decision from the prior offence(s) shall be provided by the case presenter to the committee at the penalty hearing.

3.6.3 Only the Faculty committee members and secretary, the case presenter, the student, each party’s representative(s) / adviser(s) (who may be lawyers), and the witnesses may be present at a hearing. The person(s) who submitted the charge may attend as witness(es). Committee members shall be at “arms length” from the student charged with a breach of academic honesty. Committee members are not at “arms length” if they have had a significant personal or professional relationship with the student charged. Witnesses shall be present at the hearing only while testifying. Exceptions to this policy may be made at the discretion of the Faculty committee. The Chair of the Faculty committee has full authority to assure an orderly and expeditious hearing. Any person who disrupts a hearing, or who fails to adhere to the rulings of the committee may be required to leave.

3.6.4 The Faculty committee shall consider the facts and circumstances of the case and determine whether there has been a breach of academic honesty. If a finding of academic misconduct is determined, the Faculty committee shall hear submissions as to the appropriate penalty and then decide the penalty.

3.6.5 If a student fails to appear at a hearing after proper notice, the hearing may proceed, a decision may be made and sanctions may be imposed, unless the student can establish, in advance of the hearing and to the satisfaction of the committee, that there are circumstances beyond her or his control which make an appearance impossible or unfairly burdensome.

3.6.6 Parties must be allowed a full and fair opportunity to present their evidence and to respond to the evidence presented against them. Parties are allowed to crossexamine each other’s witnesses in matters related to the charge. The committee has the discretion to make rulings as to admissibility of evidence or the suitability of cross-examination. The committee is not bound by formal rules of evidence applicable in courts of law.

3.6.7 When the parties have presented all available relevant evidence and witnesses, each party may present a final argument. Following this the parties shall be excused without further discussion. The committee shall then enter into closed session to determine whether a breach of academic honesty has occurred. A finding of academic misconduct supported by a majority of committee members shall be binding.

3.6.8 If the committee does not render a finding of academic misconduct, all records of the charge and hearing will be held by the student’s home Faculty until such time as appeals procedures are exhausted or abandoned. Thereafter, a record consisting of the complaint and the decision letter will be placed in a confidential file retained in Student Services & International Relations in the Schulich School.

3.6.9 Following a finding of academic misconduct, the committee shall next allow both parties to make a presentation as to suitable penalty. At this point the committee may be made aware of prior academic offences in the student’s file. In such cases a copy of the written decision from the prior offence(s) shall be provided by the case presenter to the committee. The committee will again enter into closed session to decide upon the sanction. A decision by the majority of the committee to impose a particular penalty shall be binding. The decision of the committee, as described in item 4.8 of the Senate Policy on Academic Honesty, must be communicated to the parties in writing, delivered by hand (confirmed via signature), by registered mail and/or by email. If the breach of academic honesty is related to course work, a note shall be placed on the Student Information System to bar withdrawal from the course(s) in which the breach occurred.

3.6.10 A Record of the Proceeding will be retained in Student Services & International Relations, regardless of the severity of the penalty, and held for a time consistent with the University’s records retention guidelines. The Record of the Proceeding shall include the:

- Formal charge of academic misconduct and all documentary evidence filed with the Faculty committee
- Written response from the student to the charge, if any
- Notice of the Hearing
- Decision of the committee

If a penalty is imposed that requires a notation on the transcript, a copy of the decision of the committee will be sent to the Registrar’s Office for the penalty to be implemented. All other alterations to the student’s record will be implemented by Student Services & International Relations. The decision will be retained for a time consistent with the University’s records retention guidelines.

3.6.11 If the student is found to have committed a breach of academic honesty in work related to a funded research project, the Vice President Academic and Provost shall be notified and the Vice President or a designate shall determine whether to notify the granting agency.

3.6.12 If a student from another institution enrolled in a joint program or attending York on Letter of Permission is found to have committed a breach of academic honesty, notice of the Committee’s findings will be sent to the other institution.
4. Order of Faculty or Senate Hearings on Academic Honesty

The following indicates the order in which a Faculty or Senate committee should proceed when hearing a charge of breach of academic honesty. The committee may alter the order in the interests of fairness or in cases where multiple students are charged with related offences.

4.1 The Chair shall:
- Introduce the parties and members of the committee;
- Identify the nature of the case and evidence before the committee.

4.2 The presenter’s case:
- Briefly describe the case to be presented, in an opening statement;
- Present support for the charge through oral testimony of complainant and witnesses, and through documentary evidence;
- The student (or his/her representative) may ask questions of each of the presenter’s witnesses at the close of that person’s testimony;
- Committee members normally ask questions at the end of each person’s testimony but may interrupt if clarity is required.

4.3 The student’s case:
- The student (or his/her representative) shall briefly reply and indicate main arguments in an opening statement;
- Present support for his/her case through oral testimony provided by him/herself and witnesses as well as documentary evidence;
- The presenter may ask questions of each of the student’s witnesses at the close of that person’s testimony;
- Committee members normally ask questions at the end of each person’s testimony but may interrupt if clarity is required.

4.4 The presenter shall be allowed to present testimony or other evidence in reply to new issues raised in the student’s case which were not raised in the original presentation.

4.5 At any time the committee may require other witnesses or the production of other written or documentary evidence and may, if it sees fit, adjourn the hearing after allowing both parties the opportunity to speak to the adjournment.

4.6 Following the presentation of evidence, the parties are entitled to make closing arguments and to summarize briefly the main points of their cases, but no new evidence may be introduced. This will proceed in the following order: the student (or his/her representative) followed by the presenter.

4.7 The committee will move into closed sessions for deliberations and decision. If there is a finding of academic misconduct, the committee will then consider submissions as to appropriate penalty. If the breach is a second or subsequent offence the case presenter shall provide the committee with a copy of the written decision from the prior offence. Following the presentation of submission on penalty by both parties, the committee will then return to closed session to decide on the appropriate penalty.

4.8 The written decision of the committee shall include:
- The names of committee members and all who appeared;
- A summary of the cases of the parties;
- The committee’s findings of fact, decision and reasons;
- The route of appeal.


Schulich School Implementation of Senate Procedures Governing Breach of Academic Honesty, Approved Schulich School Faculty Council April 19, 2013.

Grade Appeals for Schulich Courses

Grounds for Appeal

A student may appeal to the Schulich Appeals Officer (the Associate Dean – Academic, or in his/her absence, the Director of the student’s degree program) to have a grade changed on the following grounds only:

(a) A clerical error has resulted in a miscalculation of the grade.

(b) A computational grade awarded did not fairly reflect the student’s academic performance according to the grading system used by the instructor. In the case of (b), the student needs to submit as part of the appeal a compelling argument why she/he thinks the grading is wrong or, if grading is relative in the course or assignment under dispute, inconsistent with that of his/her peers.

Procedures for Appeal

Students should first attempt to resolve the appeal informally with the instructor, who may at that time alter the grade. Further appeals, if required, must address why this attempt has not been successful. The following procedure must be followed:

(a) A formal written appeal must be made to the Schulich Appeals Officer (ada@schulich.yorku.ca) prior to:
- February 15 for the Fall session,
- June 15 for the Winter session, and
- September 30 for the Summer session

To submit a formal grade appeal, you must download and complete a Grade Appeal Form, located in the Academic Forms database on your MySchulich Student Portal.

Note: In the absence of both the Associate Dean Academic, and the Program Director, the Dean of the Schulich School of Business will act as the Appeals Officer.

(b) The Appeals Officer will initially attempt to resolve the appeal by informally obtaining agreement of the instructor and student. If agreement is obtained, the Appeals Officer shall advise both parties in writing. The instructor will then establish the agreed upon grade and the appeal will terminate.

(c) If item (b) above is unsuccessful, the following occurs:

(i) The Appeals Officer is empowered to require submission of all relevant documents including, final examination, term examinations, homework assignments, reports, papers and the instructor’s grade books, as well as other documents identified as pertaining to the student’s grade. Instructors
are required to retain all such documents not returned to the student for a period of one Fall or Winter Term after the end of any course's active term. The Appeals Officer, student and instructor shall be allowed access to all such documents pertaining to the student's grades.

(ii) The Appeals Officer is authorized to request assistance in appraisal of these documents. Normally the request will be made to the coordinator of the area in which the course was taught or the coordinator's representative, before other individuals are consulted. The instructor and student may be given access to such appraisals upon request.

(iii) The Appeals Officer will prepare a written decision on the appeal. The decision may be to retain, to raise, or to lower the student's grade. Substantial and convincing evidence of grading error must be shown for the grade to be changed.

(iv) The Appeals Officer is empowered to alter the formal record of the grade as reported by the instructor and used by the University.

(d) The student will be notified of the decision by registered mail or other form of confirmed delivery, a copy of the correspondence will be sent to the instructor, and the Schulich Records & Promotions Assistant will be notified of the grade change, if applicable.

For full details on appealing a grade, please refer to [http://ada.schulich.yorku.ca/teaching-learning/grade-appeal](http://ada.schulich.yorku.ca/teaching-learning/grade-appeal).

Late Grade Reappraisal
Appeals for late grade reappraisals (past the deadline date) should be directed to the Schulich Associate Dean Academic. The appeal shall contain a compelling argument for, and evidence of extenuating circumstances that prevented the student from appealing on time. In the case of denial, an appeal may be made to the Schulich Executive Committee.

Appealing the Decision of an Appeals Officer
The student or the instructor may apply for leave to appeal the decision of the Appeals Officer to the Executive Committee of the Schulich Faculty Council within fourteen (14) calendar days of receipt of the registered letter containing the appeal decision.

Grade Appeals for Courses Taken in Faculties Other Than Schulich
Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty (Schulich Student Affairs Committee). Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

In the event that students are still not satisfied with the final grade OR the course director is not available to review the work, they may submit, in writing, a formal request for a grade reappraisal to the department or unit in which the course is offered. The Senate approved deadline for submitting grade reappraisals is February 15 for Fall term grades, June 15 for Fall/Winter session and Winter term grades, September 30 for Summer session grades, or a minimum of twenty-one (21) calendar days from the release of grades, whichever is later. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day.

Required Withdrawal and the Petition Process
Grounds for Required Withdrawal Petition
A student may petition a required withdrawal decision resulting from a failure to comply with School regulations and standards concerning:

(a) academic performance
(b) residency or continuous registration requirements
(c) time limitations to complete the program of studies.

Petitions to the Student Affairs Committee
Students may submit a formal petition to be exempt from Schulich academic regulations and deadlines to the Schulich Student Affairs Committee.

- Students who wish to petition a required withdrawal decision must submit a completed BBA/iBBA Required Withdrawal Petition Form, along with relevant supporting documentation, to Room W262 within 14 calendar days of the date on which the withdrawal notice was received.
- Students who wish to petition a School regulation or deadline must complete an academic petition form, accompanied by a letter which explains compelling or extenuating grounds that prevented the student from complying with the School's regulations and/or deadlines, and relevant supporting documentation. The petition package should be submitted to Room W262 or via email to petitions@schulich.yorku.ca.

Incomplete petitions will not be reviewed until all pertinent documentation has been submitted by the student. An appointment with an advisor may be required prior to submitting a petition to the Student Affairs Committee.

Petitions will be reviewed in the order in which they are received. The Student Affairs Committee will also be made aware of any prior petitions made by the student. Completed petitions may take three to six weeks to be reviewed and responded to.

Students should not assume that a petition will be granted. Students are expected to attend all their classes and fulfill the regular requirements of their program until receipt of an official decision from the Committee. Please see the Academics website for more information on the Student Affairs Committee's mandate and procedures. Petitions denied by the Student Affairs Committee may be appealed to the Executive Committee of the Schulich Faculty Council within 14 calendar days of receipt of the decision letter.
Appeal to the Executive Committee

The Appeals Process
Appeals of petition decisions or grade appeals will be permitted only on the following grounds:

(a) The decision under appeal was made without jurisdiction

(b) A denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s) or a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information or special circumstances that ought properly to have been considered

(c) Inconsistent application of the relevant regulations

(d) New evidence has arisen that could not reasonably have been presented, and that would likely have affected the original decision. Generally speaking, events or performance subsequent to the relevant time does not constitute new evidence for the purposes of this provision.

Procedure for Appeal
The application for leave to appeal should contain a succinct statement of the grounds on which the applicant intends to rely, a summary of the evidence to be relied upon, as well as all relevant documentation. Upon written request an applicant shall be given, without charge by the School, copies of all School documents which may support this summary of evidence.

Please see the Academics website for more information on the Executive Committee's mandate and procedures.

Petitions denied by the Executive Committee may be appealed to the Senate Appeals Committee. Please click here for further information.

BBA/iBBA Program Committee
The BBA/iBBA Program Committee is the Faculty body which is responsible for the program design. This Committee meets regularly to review, revise and enhance the BBA/iBBA offerings. It addresses all issues related to the development of the undergraduate degrees and its students. The Committee is comprised of faculty members, undergraduate students and members of the administration and is chaired by the Program Director BBA/iBBA Programs.

Faculty Council
The Schulich Faculty Council is the principal policy-making body of the School. It approves all academic policies and regulations under which the School operates. Representatives of the Schulich student body are voting members.

Schulich School of Business Approval Procedure for the Conduct of Course-Related, Non-Funded, Minimal Risk Research Involving Human Participants

York University Policy
The Senate Policy for the Ethics Review Process for Research Involving Human Participants states that all university-based research involving human participants, whether funded or non-funded, faculty or student, scholarly, commercial or consultative, is subject to this ethics review process. The review of course-related, non-funded, minimal risk research is the responsibility of each Faculty of York University, and data on approved research projects are to be reported annually to the York Human Participants Review Committee by June 30th.

Schulich School of Business Approvals
All course-related, non-funded, minimal risk research involving human participants undertaken by graduate and undergraduate students requires approval from the Schulich School of Business (SSB) Human Participants Review Committee (HPRC) before it may begin.

SSB Human Participants Review Committee (HPRC)
The Associate Dean, Research and the SSB Research Committee will form the SSB Human Participants Review Committee, and as such, it will act as adjudicator for approvals before the conduct of such research. Reviews will be done by at least two members of the SSB Human Participants Research Committee who are at arm's length from the student research. The Committee will be available to review any work on an on-going basis throughout the academic year (i.e. reviews will not be limited to the start of the term) and they will respond particularly promptly for student work in six week courses so that the condensed time frames of such courses can be accommodated. In addition, they will review and pre-approve instructor developed generic research protocols, if appropriate, for a particular course related research agenda.

SSB Appeals Mechanism
In case of appeals, the appeals mechanism will consist of a committee composed of the Schulich Associate Dean, Academic and the director of the student's degree program.
**BBA/iBBA International Opportunities**

**Introduction**

Recognizing the need to understand management and business in an international context, the Schulich School of Business offers an ever-expanding number of opportunities for undergraduate students to study abroad. At present, students have the option of studying on exchange in many countries for a semester or completing a short summer program for course credit at one of Schulich’s partner schools worldwide. The exchange program is open to any Schulich undergraduate student who meets the eligibility criteria (note that iBBA students are required to participate in an exchange term).

The benefits of pursuing an international opportunity are numerous:

- exposure to new perspectives and a more global outlook
- the expansion of career options
- an increase of cross-cultural communication skills
- the development of language proficiency skills
- academic courses successfully completed on an exchange or short-term program can be transferred to the BBA/iBBA degree and/or Certificate in International Management (CIM).

**Exchange**

**Eligibility**

While the exchange program is mandatory for iBBA students to graduate, both BBA and iBBA students are eligible to go on exchange during Year 3 or 4 for one term of study, provided that they have met promotional criteria (successfully completed all 1000-level and 2000-level core courses) and have achieved a minimum cumulative grade point average of 5.50 in the academic session prior to their exchange term.

In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program prior to Fall 2016 are required to have successfully completed a 12.00 credits of language study, of which at least 6.00 credits are at an Intermediate Level or higher, with a minimum grade of C. iBBA students who entered the program as of or after Fall 2016 are required to have successfully completed Intermediate Level language competency, or higher, with a minimum grade of C.

**Registration and Tuition While on Exchange**

While on exchange, students must register at York, pay tuition to York and are considered to be students of York, even though study takes place on another campus. Students are not required to pay tuition at the host University. Students must study full-time during the exchange term and register in 12.00 or 15.00 credits prior to departing for their term abroad.

**Language Study**

iBBA students are able to count language credits taken on exchange toward their degree requirements. Students may either take language study courses or academic courses taught in a language other than English at the exchange partner school. Proof of language proficiency may be required.

**Academic Courses**

Academic courses successfully completed on exchange are transferred to the Schulich degree as either business or non-business electives, language study or globally-focused credits. Students are required to take either 12.00 or 15.00 SSB credit equivalency including at least 9.00 SSB credits worth of courses with business content. Core courses cannot be completed while on exchange. Courses taken on exchange cannot duplicate courses either completed or scheduled to be completed at Schulich. All courses enrolled abroad must be approved by the Undergraduate International Program Coordinator both prior to departure and while on exchange. Courses must appear on the partner school transcript to receive credit. All courses taken on exchange are evaluated at Schulich on a pass/fail basis upon review of the academic transcript from the exchange partner school.

**Application and Selection**

Students are asked to research potential partner schools as part of the application for the exchange program. In addition to the application package, the Exchange Selection Committee conducts a personal evaluation of each applicant. Due to space availability, Schulich is not always able to accommodate each student’s preference of partner school. Please note that some spaces may be designated for iBBA priority.

Applications for Fall 2018 and Winter 2019 are due toward the end of the Fall 2017 term. For more details, please visit the International Relations Office W262, SSB or the Schulich International Opportunities website.

**For More Information**

An exchange fair, followed by an information session will be held in the Fall term. This will provide students with the opportunity to learn more about our partner schools and the application procedures. For detailed information on the exchange program visit the International Opportunities website, view the exchange reports on the MySchulich Student Portal, or contact exchange@schulich.yorku.ca.

**Summer Study Abroad**

Students may elect to complete 3.00 to 6.00 credits abroad in a short-term summer program offered by Schulich’s partners. Information about these opportunities will be presented in the Fall 2017 term for programs offered in Summer 2018.

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Explore International Opportunities Online!
schulich.yorku.ca/student-life-services/international-opportunities
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<tr>
<td>France</td>
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<tr>
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<td>Nice/Lille</td>
<td>EDHEC Business School</td>
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<td>Lyon</td>
<td>EMLYON Business School</td>
<td>English/French</td>
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<td>Rouen</td>
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<td>Mannheim</td>
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<td>European Business School</td>
<td>English/German</td>
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<td>Universiteit van Tilburg</td>
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<tr>
<td>COUNTRY</td>
<td>CITY</td>
<td>SCHOOL</td>
<td>LANGUAGE OF INSTRUCTION</td>
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<td>Koç University</td>
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<tr>
<td>Uruguay</td>
<td>Montevideo</td>
<td>Universidad ORT</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

Schulich is in the process of developing new partnerships for undergraduate students. Visit the Undergraduate Exchange webpage to view the most up-to-date information!

Follow #schulichexchange to share in the international adventures!
Certificate in International Management (CIM)  
formerly Certificate in International Trade and Investment (CIMITI)

The Schulich School of Business Certificate in International Management (CIM) is designed to give graduates in all concentrations a competitive advantage in seeking job opportunities focusing on international business, both at the entry level and later as top executives. The courses taken to graduate provide a grounding in all aspects of international management and seek to develop the “global mindset” that is so important in today’s increasingly integrated world. Businesses (large and small) and governments are keen to recruit graduates who take a global view. The Certificate in International Management (CIM) was formerly called the Certificate in International Trade and Investment (CIMITI).

CIM focuses on “real life” international business experience. In the capstone course, students make on-site visits to firms which are heavily engaged in international business and interact with leading senior executives who discuss their international experiences. The small group setting encourages students to talk with the executives about career opportunities.

Whereas concentrations are not recognized on transcripts, CIM is listed and students receive a separate diploma at the time of graduation. CIM provides a deeper understanding of international management than the international business concentrations in the BBA and iBBA programs.

Students apply for CIM at the point of graduation although they are urged to indicate in third year their intention to graduate with the Certificate via the completion of a CIM Intent form.

Faculty

Bernard M. Wolf  
BA (CUNY); MA & PhD (Yale)  
Director, Certificate in International Management  
Professor Emeritus of Economics

Preet S. Aulakh  
BSc & MA (Punjab, India); PhD (Texas-Austin)  
Professor of Strategic Management/Policy  
Pierre Lassonde Chair in International Business

Stephen Weiss  
BA (Lafayette); MA & PhD (Pennsylvania)  
Associate Professor of Strategic Management/Policy and International Business  
Director, MBA Program

Tom Wesson  
BComm (Queen’s); MBA & PhD (Harvard)  
Associate Professor of Strategic Management/Policy and International Business

Lorna Wright  
BA (Witnord Laurier); MA (Essex, UK); MIM (Thunderbird; PhD (UWO)  
Associate Professor of International Business  
Director, Centre for Global Enterprise  
EDC Professorship in International Business

Farrokh Zandi  
BA (Pahlavi); MA (Lakehead); PhD (Carleton)  
Associate Director BBA/iBBA Programs  
Sessional Lecturer in Economics  
Director, International Business Designation

Mauricio Zelaya  
PhD (Waterloo); MA (Ryerson); BComm (University of Toronto)  
Sessional Lecturer in International Business

Requirements

To achieve these objectives, the Certificate consists of:

- Required courses
- Choice of elective courses
- Required international experiential component

The Certificate requirements for BBA students are larger than the requirements for iBBA students because they lack the international business content of the iBBA program core courses. However, both BBA and iBBA students must take some of the same required Certificate courses.

International Experiential Component

As part of the requirements for the Schulich Certificate in International Management, students will be required to engage in an international experiential component. Students in the iBBA Program will satisfy this requirement with their mandatory exchange semester at one of Schulich’s partner business schools.

BBA students can satisfy this requirement by completing an exchange semester at one of Schulich’s partner business schools or by completing an international or domestic work placement that offers a strong international learning component (SB/IBUS 4100 3.00). The work placement normally takes place during the summer between the third and fourth year of study.

Eligibility Requirements

To be awarded the Certificate, a student must have a minimum 6.00 (B) cumulative GPA and a minimum 6.00 (B) overall GPA in courses satisfying the certificate. To be eligible for the Work Placement course a minimum overall GPA of 6.00 is required.
## Certificate Requirements

### How do I earn a CIM?

<table>
<thead>
<tr>
<th>BBA students</th>
<th>iBBA students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete all Required Courses</td>
<td>1. Complete all Required Courses</td>
</tr>
<tr>
<td>2. Complete the Required International Experiential Component</td>
<td>2. Complete the Required International Experiential Component</td>
</tr>
<tr>
<td>3. Complete 9.00 credits of Elective Courses*</td>
<td>3. Complete 6.00 credits of Elective Courses*</td>
</tr>
</tbody>
</table>

### Required Courses

<table>
<thead>
<tr>
<th>BBA students</th>
<th>iBBA students</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 3510 3.00</td>
<td>Applied International Economics</td>
</tr>
<tr>
<td>IBUS 3200 3.00</td>
<td>Managing International Business Activities <em>(offered in Fall term only)</em></td>
</tr>
<tr>
<td>IBUS 4200 3.00</td>
<td>Integrative International Business Seminar <em>(offered in Fall term only)</em></td>
</tr>
<tr>
<td>OMIS 4560 3.00</td>
<td>Supply Chain Management <em>(or equivalent course taken while on exchange)</em> **</td>
</tr>
<tr>
<td>ORGS 4400 3.00</td>
<td>Managing Across Cultures</td>
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</table>

### Required International Experiential Component

<table>
<thead>
<tr>
<th>BBA students</th>
<th>iBBA students</th>
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</thead>
<tbody>
<tr>
<td>One Semester on Exchange</td>
<td>One Semester on Exchange</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>IBUS 4100 3.00</td>
<td>Work Placement***</td>
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</table>

### Elective Courses

<table>
<thead>
<tr>
<th>BBA students</th>
<th>iBBA students</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSUS 4400 3.00</td>
<td>Sustainability Accounting and Accountability</td>
</tr>
<tr>
<td>IBUS 4100 3.00</td>
<td>Work Placement***</td>
</tr>
<tr>
<td>IBUS 4500 3.00</td>
<td>Managing Business in Developing Economies</td>
</tr>
<tr>
<td>FINE 4400 3.00</td>
<td>International Financial Management</td>
</tr>
<tr>
<td>MGMT 3030 3.00</td>
<td>Creating Global Capitalism</td>
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<tr>
<td>MGMT 4300 3.00</td>
<td>Corporate Social Responsibility in a Global Context</td>
</tr>
<tr>
<td>MKTG 4400 3.00</td>
<td>International Marketing</td>
</tr>
<tr>
<td>International Business related courses taken while on Exchange*</td>
<td>International Business related courses taken while on Exchange*</td>
</tr>
</tbody>
</table>

* Elective courses may be substituted with equivalent credits of international business courses taken while on exchange. The courses that are substituted need not be the same as those listed, but they must have sufficient international business content and be approved in advance.

** This course may be substituted with an equivalent course taken while on exchange and approved in advance.

*** If SB/IBUS 4100 3.00 is taken to satisfy the International Experiential Component, the course may not also satisfy a CIM elective requirement.

## Career Opportunities

CIM graduates have pursued careers in all fields (accounting, finance, marketing, managerial economics, operations management and information systems including human resource management, responsible business and strategic management) since almost all business in one way or another involves internationally related activities. Aside from the vast opportunities in Canada, CIM graduates often work abroad for short or long periods of time.
Areas of Specialization

Accounting

Schulich’s accounting courses cover the principal subjects in the field: financial accounting, managerial accounting, taxation and auditing. Financial accounting, for example, is the basis for investment analysis, corporate “forensic” analysis, and merger and acquisition analysis. It is also the basis for external reporting to shareholders and other stakeholders. Managerial accounting traditionally provides information for managerial decision-making such as resource allocation and performance evaluation. In courses, emphasis is placed on evaluation and judgment rather than on memorization. The Schulich School of Business approaches the teaching of accounting by stressing critical thinking and analytical skills, as well as the necessary technical material. The courses are very demanding, but are crucial for any student who is interested in the financial aspects of business and the capital markets.

Many Schulich accounting graduates have used their degree as a stepping stone to professional accounting designations, going on to earn their Master of Accounting (MAcc) degree and qualify as a Chartered Professional Accountant (CPA). Others have gone on to earn law degrees (JD), further management degrees (MBA), and academic degrees at the doctorate level (PhD). Schulich accounting graduates have pursued careers in public accounting, law, and banking. They have become auditors, tax partners, and business acquisitions consultants. They have gone on to become CEOs and CFOs of multinational corporations, and Executive Directors of nonprofit organizations. They have become financial analysts, pension administrators, university professors, insurance underwriters, and forensic accountants. Some have even started their own product or service companies. A Schulich undergraduate degree with a specialization in accounting opens many career paths.

Faculty

Accounting faculty members have a wide variety of backgrounds and extensive professional experience. Canada’s leading advanced and intermediate accounting textbooks were written by Schulich faculty members. Recent research includes topics such as accounting education, applied ethics, executive compensation, accounting for non-profit organizations, and international accounting harmonization, audit judgement, taxation of employee stock options, personal tax planning and policy, performance metrics incentive plans, pension accounting, social accountability, accounting regulation and standard setting, strategic cost management, management decision-making, strategic performance measurement systems and translation of management ideas.

Career Opportunities

Schulich graduates specializing in accounting have found careers in public accounting firms, law, investment banking, international corporations and non-profit organizations. They have excelled in the positions of chief financial officer; partner; taxation, business acquisitions, consulting; auditor; public accounting firm; financial analyst; pension administrator; chief executive officer; professor; underwriter; investigative accountant and more.

Career Development Centre

Industry Advisor

Diana Caradonna, BHRM, ACC

dcaradonna@schulich.yorku.ca
## Specialization Requirements

### How to Specialize

To specialize in Accounting, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SB/ACTG 3000 3.00</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>SB/ACTG 3110 3.00</td>
<td>Intermediate Financial Accounting I</td>
</tr>
<tr>
<td>SB/ACTG 3120 3.00</td>
<td>Intermediate Financial Accounting II</td>
</tr>
<tr>
<td>SB/ACTG 4200 3.00</td>
<td>Contemporary Issues in Accounting</td>
</tr>
<tr>
<td>SB/ACTG 4400 3.00</td>
<td>Managerial Cost Accounting and Analysis</td>
</tr>
<tr>
<td>SB/ACTG 4600 3.00</td>
<td>Auditing Standards and Applications</td>
</tr>
<tr>
<td>SB/ACTG 4710 3.00</td>
<td>Introduction to Income Taxation</td>
</tr>
<tr>
<td>SB/ACTG 4720 3.00</td>
<td>Advanced Income Taxation</td>
</tr>
<tr>
<td>SB/BSUS 4400 3.00</td>
<td>Sustainability Accounting &amp; Accountability</td>
</tr>
</tbody>
</table>

Explore this specialization online! [schulich.yorku.ca/specializations/bba-accounting](http://schulich.yorku.ca/specializations/bba-accounting)
Economics

The economics specialization focuses on explaining the economic and social interactions of individuals, firms and governments in the global environment. Schulich’s economics electives provide a logical and consistent framework for analyzing economic and business factors that affect corporations and day-to-day management problems. In a series of well integrated economic electives, students learn to use economic tools to explain and forecast movements in critical variables such as interest rates, exchange rates, unemployment and economic growth, in order to understand competitive interactions and institutional influences that affect corporate and organizational strategies. This specialization requires that students complete a series of elective courses to be selected from a number of areas including international economics, money and banking, industrial economics, markets and regulations, and economic forecasting. Graduates specializing in economics have followed career paths leading to senior executive positions in investment banks, merchant banks, venture capital firms, management consulting firms, federal and provincial governments, multinational corporations and service companies.

Faculty

Economic faculty members have a wide variety of backgrounds with many years of senior level experience in corporate and government sectors, including experience in international investment banking, corporate finance advisory, management consulting, start-up technology companies, and government economic ministries. Recent research by the faculty includes topics in international business, business sustainability and the environment, international technology transfer, economic forecasting, new public management, transportation economics, tourism, and money and banking. Faculty members have also taught students, managers and executives as well as government officials in numerous countries across Europe, Asia and Africa, and have been consultants to various international agencies and private sector organizations such as the United Nations and the World Bank.

Irene Henriques
BSc & MSc (Montreal); PhD (Queen’s)
Professor of Economics and Sustainability
Ashrafuddin Rabe
BA & MA (York); PhD (In Progress, York)
Sessional Lecturer in Economics
Chair, Economics Area
Atijol Bhanich Sagarol
BA (Carleton); MA (Northeastern); PhD (Carleton)
Associate Professor of Economics
Anthony D. Baker
HND ( Guildford Tech, UK); Dic (Imperial College, UK);
MSc (University of London, UK)
Sessional Lecturer in International Business
Donald J. Daly
BA & BCom & MA (Queen’s); PhD (Chicago)
Senior Scholar in Economics
Graeme Deans
BSc (Queen’s); MBA (Amos Tuck School at Dartmouth College)
Sessional Lecturer in Economics
M. Mokhles Hosain
BS (North South at Dhaka); MA (York);
PhD (In Progress, York)
Sessional Lecturer in Economics
Kenrick H. Jordan
BA (West Indies); MA (East Anglia);
MS & PhD (Florida)
Sessional Lecturer in Economics
Fred Lazar
BCom (Toronto); AM & PhD (Harvard)
Associate Professor of Economics
Cross-appointed to Department of Economics,
Faculty of Liberal Arts & Professional Studies
Perry Sadorsky
BSc (Hons) & MA (British Columbia); PhD (Queen’s)
Associate Professor of Economics

Career Opportunities

Graduates specializing in economics have followed career paths leading to senior executive positions in investment banks, merchant banks, venture capital firms, management consulting firms, federal and provincial governments, multinational corporations and product or service companies.

Career Development Centre
Industry Advisor
Minoo Bhutani
mbhutani@schulich.yorku.ca

Explore this specialization online!
[Link to specialization page]
## Specialization Requirements

### How to Specialize

To specialize in Economics, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

A minimum of two courses (6.00 credits) must come from the Schulich Elective Courses list.

<table>
<thead>
<tr>
<th>Schultich Elective Courses</th>
<th>Approved Non-Schulich Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ECON 3200 3.00</td>
<td>Economics of Business Management</td>
</tr>
<tr>
<td>SB/ECON 3510 3.00</td>
<td>Applied International Economics</td>
</tr>
<tr>
<td></td>
<td>(available only to BBA students)</td>
</tr>
<tr>
<td>SB/ECON 4210 3.00</td>
<td>Economic Forecasting and Analysis</td>
</tr>
<tr>
<td>SB/ECON 4220 3.00</td>
<td>Macroeconomics and The Supply Side</td>
</tr>
<tr>
<td>AP/ECON 3200 3.00</td>
<td>Industrial Organization</td>
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<td>AP/ECON 3240 3.00</td>
<td>Labour Economics: Theory</td>
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<tr>
<td>GL/ECON 3370 3.00</td>
<td>Industrial Organization I</td>
</tr>
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<td>GL/ECON 3380 3.00</td>
<td>The Economics of Canadian Financial Institutions</td>
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<td>GL/ECON 3390 3.00</td>
<td>Monetary Theory and Policy in Canadian Context</td>
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<td>AP/ECON 3430 3.00</td>
<td>Monetary Economics I: Financial Markets and Institutions</td>
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<td>AP/ECON 3440 3.00</td>
<td>Monetary Economics II: Theory and Policy</td>
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<tr>
<td>AP/ECON 3500 3.00</td>
<td>Introductory Mathematical Statistics for Economists</td>
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<td>AP/ECON 3590 3.00</td>
<td>Economics of Education and Training</td>
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<td>GL/ECON 3570 3.00</td>
<td>Introduction to the Economies of the Public Sector</td>
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<td>GL/ECON 3670 3.00</td>
<td>Mathematical Statistics</td>
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<tr>
<td>AP/ECON 3810 3.00</td>
<td>The Economics of Project Appraisal and Feasibility</td>
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<td>AP/ECON 4010 3.00</td>
<td>Advanced Microeconomic Theory</td>
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<td>Econometrics</td>
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<td>Topics in Econometrics</td>
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<tr>
<td>GL/ECON 4230 3.00</td>
<td>Advanced Economic Theory</td>
</tr>
</tbody>
</table>

**Please Note:** Courses taken from the Approved Non-Schulich Elective course list will satisfy specialization requirements; however, they will be counted towards your non-business elective requirement.
Entrepreneurial and Family Business Studies

Courses are designed for individuals who are running their own business and would like to know what to do to make their businesses bigger or what they should/would do differently next time. Entrepreneurship involves the pursuit of opportunities beyond currently existing resources and the building of growing business organizations. The Schulich Entrepreneurial Studies program is focused on growing both firms and family businesses. Schulich graduates specializing in Entrepreneurial Studies have started their own businesses or followed alternate career paths leading to: owner and/or manager of a small or medium-sized enterprise; heir to a family firm; professional manager in a family business; manager in a larger organization doing business with smaller entrepreneurial firms (e.g. a chartered bank or manufacturer using subcontractors, economic development agencies etc.).

Faculty

Entrepreneurial Studies faculty members have a wealth of experience in the entrepreneurial sector as consultants, advisors, board members, venture capitalists, financing and marketing experts, economic development officers and most importantly, as entrepreneurs. They have published books, numerous articles and technical monographs and are sought after frequently by the media to comment on economic or business issues. Current research involves banking, corporate governance in small to medium-sized enterprises, succession in family business, franchising, financing growing firms, strategic alliances, exporting by small firms, and doing business in the emerging economies of Eastern and Central Europe and the CIS.

Douglas Cumming
BCom (McGill); MA (Queen’s); JD & PhD (Toronto); CFA
Professor of Finance and Entrepreneurship
Ontario Research Chair in Economics and Cross Cultural Studies
Farzad H. Alvi
BA (Chicago), MBA (Toronto), JD (Indiana), PhD (Cambridge), ICD.D (Toronto)
Sessional Lecturer in Entrepreneurial Studies
Yuval Deutsch
BA & MA (Hebrew, Israel); PhD (British Columbia)
Associate Professor of Strategic Management/Policy and Entrepreneurial Studies

Eileen Fischer
BA & MASc (Waterloo); PhD (Queen’s)
Professor of Marketing
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise Director, PhD Program
Laurence Ginsberg
BCom (Manitoba); MBA (Toronto); CA (Ontario)
Sessional Lecturer in Entrepreneurial Studies

Sofia Johan
LLB (Liverpool), LLM in International Economic Law (Warwick), PhD in Law (Tilburg)
Sessional Lecturer in Entrepreneurial Studies

Geoffrey Kistruck
BA (Western); MBA (McMaster); PhD (Western)
Associate Professor in Entrepreneurial Studies
Ron Binns Chair in Entrepreneurship

Morien Levesque
BA & MSc (Laval); PhD (British Columbia)
Professor of Operations Management and Information Systems

The Chartered General Accountants of Ontario Chair in International Entrepreneurship

Gregory A. Milavsky
BASc (Toronto); MBA (Harvard)
Sessional Lecturer in Entrepreneurial Studies

Julie Morton
BA (York); MA (Michigan State); PhD (Michigan State)
Sessional Lecturer in Entrepreneurial Studies

Julien Papon
MSc (Ecole Nationale d’Ingenieurs de Saint-Etienne); MSc (Ecole Centrale Paris); PEng; MBA (Northwestern & York)
Sessional Lecturer in Entrepreneurial Studies

Steve Pulver
BA (Toronto); MBA (York)
Sessional Lecturer in Entrepreneurial Studies

Susan Van Der Hout
BA (Toronto), LLB (York), LLM (Toronto)
Sessional Lecturer in Entrepreneurial Studies

Career Opportunities

Graduates specializing in entrepreneurship have started their own businesses and social enterprises or worked within family firms, become involved in venture capital, private equity and commercial lending, consulted with entrepreneurial (and other) firms, become involved in public sector entrepreneurship support, and innovated within other organizations, both small and large.

Career Development Centre
Industry Advisor
Lisa Keenan
lkeenan@schulich.yorku.ca

Explore this specialization online!
schulich.yorku.ca/specializations/bba-entrepreneurship
**Specialization Requirements**

**How to Specialize**

To specialize in Entrepreneurial and Family Business Studies, enrol in four of the Elective Courses listed below, for a total of **12.00 credits of Elective Courses**.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ENTR 4400 3.00</td>
<td></td>
<td>Applied Entrepreneurship Field Study: Competitiveness of Entrepreneurial Firms</td>
</tr>
<tr>
<td>SB/ENTR 4600 3.00</td>
<td></td>
<td>Entrepreneurship and New Venture Creation</td>
</tr>
<tr>
<td>SB/ENTR 4700 3.00</td>
<td></td>
<td>Financing Growing Ventures</td>
</tr>
<tr>
<td>SB/ENTR 4800 3.00</td>
<td></td>
<td>Social Entrepreneurship</td>
</tr>
<tr>
<td>SB/ENTR 4950 3.00</td>
<td></td>
<td>Managing the Family Enterprise</td>
</tr>
<tr>
<td>SB/FINE 3100 3.00</td>
<td></td>
<td>Financial Management</td>
</tr>
<tr>
<td>SB/FINE 4050 3.00</td>
<td></td>
<td>Personal Finance</td>
</tr>
<tr>
<td>SB/IBUS 3100 3.00</td>
<td></td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>SB/MGMT 4300 3.00</td>
<td></td>
<td>Corporate Social Responsibility in a Global Context</td>
</tr>
<tr>
<td>SB/MKTG 3100 3.00</td>
<td></td>
<td>Marketing Research</td>
</tr>
<tr>
<td>SB/ORGS 4500 3.00</td>
<td></td>
<td>Developing Management Skills</td>
</tr>
</tbody>
</table>
Finance

The Schulich School of Business offers one of the most extensive finance programs in Canada, with coverage of the full spectrum of financial activities in Canadian business, including corporate finance, financial management and investment management. Courses focus on forward thinking for company planning by forecasting primarily cash flows to maximize value for shareholders. Elective courses include Personal Finance and Management of Canadian Financial Institutions. Students may complement their finance specialization with courses in accounting, economics and management science. The work of the faculty brings theoretical rigor to practical applications. For example, students participate in an investment game in one of their electives. Faculty members have developed a unique approach to personal investment management over the human lifecycle. One professor presented groundbreaking research on retirement strategies using computer scenario modelling that contradicted conventional wisdom in retirement planning. Other research areas include the management of financial institutions, the application of financial theory to the development of new products and international financial management.

Graduates are well positioned to build careers in the retail side of banking, investment banking, or as financial advisors and financial analysts.

Faculty

The teaching, research and consulting activities of finance faculty members are numerous and cover the fields of investments and corporate finance. The work of the faculty brings theoretical rigor to practical applications. For example, faculty members have developed a unique approach to personal investment management over the human lifecycle. They have won numerous awards for this work and are in high demand by practitioners from across Canada. Other research areas include the effect of thin trading on stock prices, the management of financial institutions, the application of financial theory to the development of new products and international financial management.

Lilian Ng  
BBA (Singapore); MBA (Binghamton); PhD (Wharton, Pennsylvania)  
Scotiabank Chair in International Finance  
Professor of Finance  
Finance Area Coordinator

Kee-Hong Bae  
BS & MS (Korea, Korea); PhD (Ohio State)  
Professor of Finance  
Bob Firkapson Chair in International Finance

Melanie Cao  
BSc & MA (HUSET, China); MBA (Ottawa); PhD (Toronto)  
Professor of Finance

Greg Chiykowski  
MSc (UBC) Finance and Transportation  
Chartered Professional Accountants of Canada (CPA)  
Sessional Lecturer in Finance

Karen Chiykowski  
BSc (Toronto); MBA (York)  
Sessional Lecturer in Finance

Douglas Cumming  
BCom (McGill); MA (Queen’s); JD & PhD (Toronto); CFA  
Professor of Finance and Entrepreneurship  
Ontario Research Chair in Economics and Cross Cultural Studies

Ming Dong  
BS (Fudan, China); MS (New York); PhD (Ohio State)  
Director, Financial Engineering Program  
Associate Professor of Finance

Sofa Johan  
LUB (Liverpool); LLM in International Economic Law (Warwick); PhD in Law (Tilburg)  
Sessional Lecturer in Finance

Mark J. Kamstra  
BA Hons (Queen’s); MA (British Columbia); PhD (UC, San Diego)  
Professor of Finance

Ambrus Kecskes  
BCom (Toronto); PhD (Toronto)  
Associate Professor of Finance

George M. Klar  
BSc (Toronto); MBA (York); CFA  
Sessional Lecturer in Finance

Yelena Larkin  
BA & MA (Hebrew, Israeli); Phd (Cornell)  
Assistant Professor of Finance

Moshe Aray Milevsky  
BA (Yeshiva); MA & PhD (York)  
Professor of Finance

Roderick Pamenter  
BA (Colgate); MBA (York); CFA  
Sessional Lecturer in Finance

Eliezer Z. Prisman  
BA (Hebrew, Israel); MSc & DSc (Technion, Israel)  
Professor of Finance  
Nigel Martin Chair in Finance

Pauline M. Shum  
BA Hons (British Columbia); MA & PhD (Toronto)  
Professor of Finance

Yisong S. Tian  
BSc (Nankai, China); MBA & PhD (York)  
Professor of Finance

David Yu  
BA & MSc (McGill); CFA  
Sessional Lecturer

Career Opportunities

Graduates specializing in economics have followed career paths leading to senior executive positions in investment banks, merchant banks, venture capital firms, management consulting firms, federal and provincial governments, multinational corporations and product or service companies.

Career Development Centre  
Industry Advisor  
Mike Nadal, ACC  
mnatal@schulich.yorku.ca
Specialization Requirements

How to Specialize

To specialize in Finance, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Title</th>
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<tbody>
<tr>
<td>SB/FINE 3100 3.00</td>
<td>Financial Management</td>
</tr>
<tr>
<td>SB/FINE 3200 3.00</td>
<td>Investments</td>
</tr>
<tr>
<td>SB/FINE 3500 3.00</td>
<td>Behavioural Finance</td>
</tr>
<tr>
<td>SB/FINE 3810 3.00</td>
<td>Fixed Income Fundamentals</td>
</tr>
<tr>
<td>SB/FINE 4050 3.00</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>SB/FINE 4060 3.00</td>
<td>Advanced Personal Finance: Retirement Income Models</td>
</tr>
<tr>
<td>SB/FINE 4150 3.00</td>
<td>Advanced Corporate Finance</td>
</tr>
<tr>
<td>SB/FINE 4400 3.00</td>
<td>International Financial Management</td>
</tr>
<tr>
<td>SB/FINE 4700 3.00</td>
<td>Management of Canadian Financial Institutions</td>
</tr>
<tr>
<td>SB/FINE 4800 3.00</td>
<td>Options, Futures &amp; Other Derivative Securities</td>
</tr>
<tr>
<td>SB/PROP 4950 3.00</td>
<td>Real Estate Finance</td>
</tr>
</tbody>
</table>
International Business

Schulich’s international business concentration helps graduates develop career paths to Canadian and foreign corporations, banks and governments. Its goal is to develop the management skills required to do business in an international environment. To enhance their employment possibilities, students are encouraged to combine other specializations with international business (e.g., international business with a marketing focus). Students interested in international business may wish to consider participating in the following options: (a) Study Abroad academic exchange and (b) Certificate in Managing International Trade and Investment (see the Certificate section).

Faculty

Schulich faculty teaching in this specialization have a wide range of foreign business and research experience. In addition, many have studied and taught at foreign universities or worked abroad in corporate international operations. Visiting professors from overseas also enrich course offerings.

Farrokh Zandi
BA (Pahlavi); MA (Lakehead); PhD (Carleton)
Associate Director BBA/BBA Programs
Sessional Lecturer in Economics
Director, International Business Designation
Prent S. Adam
BSc & MA (Punjab, India); PhD (Texas-Austin)
Professor of Strategic Management/Policy
Pierre Lassonde Chair in International Business
Kee-Hong Bae
BS & MS (Korea, Korea); PhD (Ohio State)
Professor of Finance
Bob Fristonson Chair in International Finance
Thomas H. Beechy
BBA (George Washington); MBA (Northwestern); DBA (Washington); CPA (Illinois)
Professor Emeritus of Accounting
Atkipal Bhainchi Sarpal
BA (Carleton); MA (Northeastern); PhD (Carleton)
Associate Professor of Economics
Markus Biehl
MS (Kaiserslautern, Germany); MS & PhD (Georgia Institute of Technology)
Associate Professor of Operations Management and Information Systems
Associate Dean, Academic Programs
Alexandra Campbell
BA (Hons), BBA & MA (Toronto); Associate Professor of Marketing
Director, MBA Program
Douglas Cumming
BCom (McGill); MA (Queens); JD & PhD (Toronto); CFA
Professor of Finance and Entrepreneurship
Ontario Research Chair in Economics and Cross Cultural Studies
Burkard Eberlein
MSc (LSE, UK); MA & PhD (Konstanz, Germany)
Associate Professor of Strategic Management/Policy
Eileen Fischer
BA & MSc (Waterloo); PhD (Queen’s)
Professor of Marketing
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise
Director, PhD Program
Désiré J. Horváth, CM
Electrical Eng. & MBA & PhD & PhD (Umeå, Sweden)
Dean, Schulich School of Business
Professor of Strategic Management/Policy
Tanna H. Schulich Chair in Strategic Management
David Johnston
BA & MA & PhD (Western Ontario)
Professor of Operations Management and Information Systems
Matthias Kipping
MA (Göttingen, France); MPA (Harvard); Dipl (HESS, France)
DPhil (München, Germany)
Professor of Strategic Management/Policy
Chair in Business History
Mehmet Murat Kristal
BSc (METU, Turkey); MBA (Bilkent, Turkey); PhD (North Carolina)
Associate Professor of Operations Management and Information Systems
Director, Master of Business Analytics Program
Anoop Madhok
BCom (Carleton, India); MBA (Cincinnati); MIS (Johns Hopkins); PhD (McGill)
Professor of Strategic Management/Policy
Dirk Matten
Dipl Kfm (Essen, Germany); Dr rer pol & Dr habil (Düsseldorf, Germany)
Professor of Strategic Management/Policy
Hevellet-Packard Chair in Corporate Social Responsibility
Associate Dean, Research
Amin Mawani
BCom (Alberta); MA (Toronto); LL.M (York)
PhD (Waterloo); CMA, FCMA, CFP
Associate Professor of Accounting
Program Director, Health Industry Management
James McKellar
BArch (Toronto); MCP & MArch (Pennsylvania)
Professor of Real Estate and Infrastructure Academic Director, Real Estate and Infrastructure Program
Executive Director, External Relations Charles J. McMillan
BA (Prince Edward Island); MBA (Alberta); PhD (Bradford, UK)
Professor of Strategic Management/Policy
Alan C. Middleton
BSc (London, UK); MBA & PhD (York)
Assistant Professor of Marketing
Executive Director, Schulich Executive Education Centre
Yigang Pan
BBA & MA (Beijing, China); MPH & PhD (Columbia)
Professor of Marketing
Theodore Peridis
BSc (Athens, Greece); MA (Kent, UK); MPH & PhD (New York)
Associate Professor of Strategic Management/Policy
Hazel Rosin
BA (Haifa, Israel); MSW (Wilfrid Laurier);
MPhil & PhD (Yale)
Associate Professor of Organization Studies
Justin Tan
BBA (Tianjin, China); MA (Kansai); MBA (McGill); PhD (Virginia Tech)
Professor of Strategic Management/Policy
Newmont Mining Chair in Business Strategy
Theodore Tolias
BCom (Queen’s); MBA & PhD (Harvard)
Associate Professor of Strategic Management/Policy
Tom Wesson
BCom (Queen’s); MBA & PhD (Harvard)
Associate Professor of Strategic Management/Policy
International Business
Eleanor Westney
BA & MA (Toronto); MA & PhD (Princeton)
Professor Emeritus of Organization Studies
Bernard M. Wolf
BA (CUNY); MA & PhD (Yale)
Professor Emeritus of Economics
Director, Certificate in Managing International Trade and Investment
Lorna Wright
BA (Wilfrid Laurier); MA (Essen, UK); MIM (Thunderbird); PhD (Western Ontario)
Associate Professor of International Business
Director, Centre for Global Enterprise
EDC Professorship in International Business

Career Opportunities

Graduates of the International Business specialization follow career paths to Canadian and foreign corporations, banks and governments, and develop the management skills required to do business in an international environment. To enhance their employment possibilities, students are encouraged to combine other specializations with international business (e.g., international business with a marketing focus). Students interested in International Business may wish to consider applying for the Schulich Certificate in International Management (CIM), doing the Work Placement (SB IBUS 4100 3.00.) and applying to participate in the Study Abroad academic exchange. As Canada’s Global Business School, Schulich has partnerships with many of the world’s leading management schools.

Career Development Centre
Industry Advisor
Phanindra Deonandan
pdeonandan@schulich.yorku.ca
### Specialization Requirements

#### How to Specialize

To specialize in International Business, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

#### Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ECON 3510 3.00</td>
<td>Applied International Economics*</td>
</tr>
<tr>
<td>SB/FINE 4400 3.00</td>
<td>International Financial Management</td>
</tr>
<tr>
<td>SB/IBUS 3100 3.00</td>
<td>Introduction to International Business*</td>
</tr>
<tr>
<td>SB/IBUS 3200 3.00</td>
<td>Managing International Business Activities</td>
</tr>
<tr>
<td>SB/IBUS 4100 3.00</td>
<td>Work Placement Abroad</td>
</tr>
<tr>
<td>SB/IBUS 4200 3.00</td>
<td>Integrative International Business Seminar</td>
</tr>
<tr>
<td>SB/IBUS 4500 3.00</td>
<td>Managing Business in Developing Economies</td>
</tr>
<tr>
<td>SB/MGMT 3030 3.00</td>
<td>Creating Global Capitalism</td>
</tr>
<tr>
<td>SB/MGMT 4300 3.00</td>
<td>Corporate Social Responsibility in a Global Context</td>
</tr>
<tr>
<td>SB/MKTG 4400 3.00</td>
<td>International Marketing</td>
</tr>
<tr>
<td>SB/ORGS 4400 3.00</td>
<td>Managing Across Cultures*</td>
</tr>
</tbody>
</table>

* Available only to BBA students

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Explore this specialization online! [schulich.yorku.ca/specializations/bba-international-business](schulich.yorku.ca/specializations/bba-international-business)
Marketing

Marketing is a key aspect of any organization – profit or nonprofit, new or mature, small or large, in Canada or abroad. Schulich's marketing electives help students to develop an understanding of the elements of marketing strategy, the details of marketing tactics, the unique challenges of marketing specific types of offerings, and some of the key ideas behind marketing to distinct target markets. Graduates specializing in marketing have pursued careers in: brand or product management, marketing communications, market research, personal selling and sales management, academe, non-profit management, and a host of related areas. Many have also founded their own firms.

Faculty

In this specialization, Schulich faculty are concerned with marketing for the real world. Their education, experience and related expertise cover a wide range of contemporary marketing issues, all of which are reflected in the School’s required and elective marketing courses. Individual faculty have won a number of awards for both teaching and research. Professors are currently conducting research in the fields of consumer behaviour, marketing strategy and business-to-business marketing.

Peter R. Darke  
BSc (McMaster); MA & PhD (Toronto)  
Professor of Marketing  
Chair, Marketing Area  
Russell W. Belk  
BS & PhD (Minnesota)  
Professor of Marketing  
Kraft Foods Canada Chair in Marketing  
Distinguished Research Professor  
Alexandra Campbell  
BA Hons (York); MBA & PhD (Toronto)  
Director, IMBA Program  
Associate Professor of Marketing  
Anna & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise  
Director, PhD Program  
Yipang Pan  
BA & MA (Beijing, China); MPhil & PhD (Columbia)  
Professor of Marketing  
Marshall David Rice  
BA (Manitoba); MS & PhD (Illinois)  
Associate Professor of Marketing  
Ajay K. Sirsi  
BComm Hons (Delhi, India); MBA (Ohio State); MA (Florida); PhD (Arizona)  
Associate Professor of Marketing  
Ela Veresiu  
iBBA (York); PhD (Witten/Herdecke, Germany)  
Assistant Professor of Marketing  
Detlev Zwick  
MS (Montpellier, France/Cologne, Germany); MS (Memphis); PhD (Rhode Island)  
Associate Professor of Marketing  
Director, BBA/iBBA Program

Career Opportunities

Graduates specializing in Marketing have pursued careers in: brand or product management, marketing communications, market research, personal selling and sales management, academe, nonprofit management, and a host of related areas. Many have also founded their own firms.

Career Development Centre

Industry Advisors

Lyla Korhani  
lkorhani@schulich.yorku.ca

Amir Khan  
amkhan@schulich.yorku.ca
**Specialization Requirements**

**How to Specialize**

To specialize in Marketing, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>SB/MKTG 3100</td>
<td>3.00</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>SB/MKTG 4100</td>
<td>3.00</td>
<td>Strategic Market Communications</td>
</tr>
<tr>
<td>SB/MKTG 4150</td>
<td>3.00</td>
<td>Consumer Behaviour</td>
</tr>
<tr>
<td>SB/MKTG 4226</td>
<td>3.00</td>
<td>Social Media for Marketing and Management</td>
</tr>
<tr>
<td>SB/MKTG 4250</td>
<td>3.00</td>
<td>Retail Marketing Strategies</td>
</tr>
<tr>
<td>SB/MKTG 4320</td>
<td>3.00</td>
<td>Tourism, Sport and Leisure Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4321</td>
<td>3.00</td>
<td>Entertainment Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4400</td>
<td>3.00</td>
<td>International Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4550</td>
<td>3.00</td>
<td>Brand Management</td>
</tr>
<tr>
<td>SB/MKTG 4560</td>
<td>3.00</td>
<td>Digital Marketing</td>
</tr>
</tbody>
</table>

Explore this specialization online! [schulich.yorku.ca/specializations/bba-marketing](schulich.yorku.ca/specializations/bba-marketing)
Operations Management and Information Systems

The courses offered by the department of Operations Management and Information Systems provide solid grounding in mathematical analysis and information technologies as well as applied knowledge of operations management and information systems. A specialization in Operations Management and Information Systems provides an understanding of operations and systems, management of information systems, and the ability to solve complex, real-world problems. As a result, graduates from our specialization help organizations operate more efficiently and effectively, and work in positions as business analysts, systems analysts and other information technology professionals, management consultants, and operations managers. Graduates from this program work in all sectors within Canada and abroad, especially in the banking and financial services, retail and distribution, manufacturing, and services industries. In fact, our courses teach invaluable analytical and information systems skills critical for any management career.

Faculty

The Operations Management and Information Systems faculty come from backgrounds as varied as business, engineering, mathematics and statistics, and economics and have worked and schooled in nearly all corners of the world. They possess a wide variety of real-world work and consulting experiences, and have research interests in operations management, information systems, and operational research. The excellence of their scholarship has been recognized by extensive publication in prestigious journals, numerous awards and honours, and translations of their works into several languages. As a highlight of their achievements, for example, faculty members’ research and consulting are credited with tens of millions of cost savings by a Silicon Valley high-tech firm and a Canadian retailer.

Career Opportunities

Graduates from this specialization help organizations operate more efficiently and effectively, and work in positions as business analysts, systems analysts and other information technology professionals, management consultants, and operations managers. They thrive in all sectors within Canada and abroad, especially in the banking and financial services, retail and distribution, manufacturing, and services industries. Operations Management courses also teach invaluable analytical and information systems skills for any management career.

Career Development Centre

Industry Advisor
Lisa Keenan
lkeenan@schulich.yorku.ca
Specialization Requirements

How to Specialize

To specialize in Operations Management and Information Systems, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/OMIS 3670 3.00</td>
<td>SB/OMIS 3670 3.00</td>
<td>Spreadsheet-Based Decision Support Systems</td>
</tr>
<tr>
<td>SB/OMIS 3710 3.00</td>
<td>SB/OMIS 3710 3.00</td>
<td>Information Systems</td>
</tr>
<tr>
<td>SB/OMIS 3730 3.00</td>
<td>SB/OMIS 3730 3.00</td>
<td>Database Management with Microsoft Access</td>
</tr>
<tr>
<td>SB/OMIS 4000 3.00</td>
<td>SB/OMIS 4000 3.00</td>
<td>Models &amp; Applications in Operational Research</td>
</tr>
<tr>
<td>SB/OMIS 4300 3.00</td>
<td>SB/OMIS 4300 3.00</td>
<td>Service Operations Management</td>
</tr>
<tr>
<td>SB/OMIS 4550 3.00</td>
<td>SB/OMIS 4550 3.00</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>SB/OMIS 4560 3.00</td>
<td>SB/OMIS 4560 3.00</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>SB/MGMT 4700 3.00</td>
<td>SB/MGMT 4700 3.00</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

Explore this specialization online! 
[sculich.yorku.ca/specializations/bba-operations-management]
Organization Studies

The environment in which organizations operate is increasingly turbulent, rocked by forces such as globalization, economic uncertainty and rapid technological change. Social and demographic forces have dramatically changed the make-up of today’s workforce, which is now the most educated and ethnically diverse in history, in addition to having the greatest representation of women. These developments are profoundly affecting the way in which organizations structure themselves, just as they are influencing individuals’ attitudes to and expectations of both organizations and work. The specialization elective courses within organization studies prepares graduates to work effectively with others in today’s challenging environment. They provide opportunities to explore in greater depth, among others, issues in these areas: the impact of organizational structure on individual and organizational effectiveness; leadership; conflict management; decision-making; motivation; career management; diversity and stress. Specialization within organizational behaviour is compatible with careers in consulting, human resources, organizational design, and change management. In addition, the field can be effectively combined with other specializations and help build general management competencies.

Faculty

Schulich faculty in this specialization represent a broad range of backgrounds, interests and accomplishments in a field whose centrality to effective management practice and organizational effectiveness is increasingly recognized. Faculty members have attained a strong national and international reputation through scholarly and business publications and through their teaching expertise.

Rekha Karambayya
BSc (Madras, India); MBA (IM Bangalore, India); PhD (Northwestern)
Associate Professor of Organization Studies
Chair, Organization Studies Area

Chris Bell
BSc (McGill); PhD (Duke)
Associate Professor of Organization Studies

Ronald J. Burke
BA (Manitoba); MA & PhD (Michigan)
Professor Emeritus of Organization Studies

Andre deCarufel
BA (Carleton); MA & PhD (North Carolina)
Associate Professor of Organization Studies

David E. Dimick
BA (St. Olaf); MA & PhD (Minnesota)
Professor Emeritus of Organization Studies

Ingo Holzinger
BBA (Bremen, Germany); MBA (GH-Paderborn, Germany); PhD (Wisconsin, Madison)
Sessional Assistant Professor of Organization Studies

Brent Lyons
BSc (Queen’s); MA, PhD (Michigan State)
Assistant Professor of Organization Studies

Christine Oliver
BA (Queen’s); MBA & PhD (Toronto)
Professor of Organization Studies

Kevin Tasa
BComm (Saskatchewan); M.Sc & PhD (Toronto)
Associate Professor of Organization Studies

Mike Valente
BComm (Laurentian); MBA (Wilfrid Laurier); PhD (York)
Associate Professor of Organization Studies

Mary J. Waller
BBA (California); MS (Colorado); PhD (Texas)
Professor of Organization Studies

Eleanor Westney
BA & MA (Toronto); MA & PhD (Princeton)
Professor Emeritus of Organization Studies

Lorna Wright
BA (Wilfrid Laurier); MA (Essex, UK); MIM (Thunderbird); PhD (Western Ontario)
Associate Professor of International Business

Director, Centre for Global Enterprise

EDC Professorship in International Business

Charlene Zietsma
BA (Wilfrid Laurier), MBA (Simon Fraser), PhD (British Columbia)
Associate Professor of Organization Studies

Ann Brown Chair in Organization Studies

Director, Entrepreneurial Studies Program

Career Opportunities

Specialization within Organizational Behaviour is compatible with careers in consulting, human resources, organizational design, and change management. In addition, the field can be effectively combined with other specializations and help build general management competencies.

Career Development Centre

Industry Advisor

Lisa Keenan
lkeenan@schulich.yorku.ca
Specialization Requirements

How to Specialize

To specialize in Organization Studies, enrol in four of the Elective Courses listed below, for a total of 12.00 credits of Elective Courses.

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credit Hours</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ORGS 4200 3.00</td>
<td></td>
<td>Managing Human Resources</td>
</tr>
<tr>
<td>SB/ORGS 4350 3.00</td>
<td></td>
<td>Managing Change</td>
</tr>
<tr>
<td>SB/ORGS 4400 3.00</td>
<td></td>
<td>Managing Across Cultures</td>
</tr>
<tr>
<td>SB/ORGS 4500 3.00</td>
<td></td>
<td>Developing Management Skills</td>
</tr>
<tr>
<td>SB/ORGS 4560 3.00</td>
<td></td>
<td>Conflict and Negotiations</td>
</tr>
<tr>
<td>SB/ORGS 4950 3.00</td>
<td></td>
<td>Leaders, Heroes and Culture</td>
</tr>
</tbody>
</table>

Explore this specialization online!
[schulich.yorku.ca/specializations/bba-organization-studies]
**Responsible Business**

Social, ethical, and environmental concerns are at the forefront of the new issues which are stretching the responsibilities of business. These responsibilities require new skills and new types of management thinking. The Responsible Business specialization offers students the chance to focus their study around these emerging areas and to prepare themselves for the management challenges that lie ahead. The theme of responsible business cuts across sectors and across traditional business boundaries. The specialization therefore enables students to focus on responsible business issues as they relate to different core business functions (e.g. strategy, accounting, marketing, etc) and to different sectors (business, nonprofit and public).

**Faculty**

Ranked #1 in the world by Corporate Knights, Schulich’s faculty members are amongst the world’s leading researchers in the field of Responsible Business. Faculty members from the Schulich School, York’s Osgoode Hall Law School and the Faculty of Environmental Studies have gained recognition internationally for teaching and research in their respective fields.

**Specialization Director**

Dirk Matten
Dipl Kfm (Essen, Germany); Dr rer pol & Dr habil (Düsseldorf, Germany)
Professor of Strategic Management/Policy
Hewlett-Packard Chair in Corporate Social Responsibility
Associate Dean, Research

Cael Zorn
BA & PhD (Toronto); MA (McMaster)
Instructor & Course Coordinator, Business Ethics
Course Director, Department of Humanities, Faculty of Liberal Arts and Professional Studies

**Specialization Director**

Dirk Matten
Dipl Kfm (Essen, Germany); Dr rer pol & Dr habil (Düsseldorf, Germany)
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Cael Zorn
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**Specialization Director**

Cael Zorn
BA & PhD (Toronto); MA (McMaster)
Instructor & Course Coordinator, Business Ethics
Course Director, Department of Humanities, Faculty of Liberal Arts and Professional Studies

**Specialization Director**

Mike Valente
BCom Hons (Laurentian); MBA (Wilfrid Laurier); PhD (York)
Associate Professor of Organization Studies
Bill Woof
BA (Laureate); MA (Waterloo); PhD in completion (York)
Part-time Instructor, Business Ethics
David Weitzner
BA Hons (Western); MBA & PhD (York)
Special Assistant Professor of Strategic Management / Policy
Charles H. Cho
BSc, MSc, PhD (University of Central Florida)
Professor of Accounting
Erivan K. Haub Chair in Business & Sustainability

**Career Opportunities**

The Responsible Business specialization is compatible with specialist careers in Corporate Social Responsibility (CSR) and sustainable business, as well as adding a responsible business dimension to more traditional careers in mainstream business areas (particularly when combined with a second specialization). The goal of the specialization is to enable students to position themselves to prospective recruiters as future leaders ready to meet some of the most urgent and complex challenges of business in the twenty first century.

**Career Development Centre**

Industry Advisor
Kathrin Bohr
kbohr@schulich.yorku.ca

**Explore this specialization online!**

[schulich.yorku.ca/specializations/bba-responsible-business](schulich.yorku.ca/specializations/bba-responsible-business)
How to Specialize

To specialize in Responsible Business, you must enrol in SB/MGMT 4300 3.00, plus 9.00 additional credits for a total of 12.00 credits. The additional 9.00 credits can include:

- A minimum of 3.00 (up to a maximum of 9.00 credits) from the “Recommended Elective Courses” list
- A maximum of 6.00 credits from the “Additional Elective Courses” list

Please Note: A maximum of one course can be taken from the “Approved Non-Schulich Elective Courses” list, unless approved by the Chair of the Responsible Business area. Further, only 3.00 credits of a 6.00 credit course can be used to satisfy the specialization.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/MGMT 4300 3.00</td>
<td>Corporate Social Responsibility in a Global Context</td>
</tr>
</tbody>
</table>

### Recommended Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ENTR 4800 3.00</td>
<td>Social Entrepreneurship</td>
</tr>
<tr>
<td>SB/MGMT 3030 3.00</td>
<td>Creating Global Capitalism</td>
</tr>
<tr>
<td>SB/MGMT 3100 3.00</td>
<td>Business Administration and the Law</td>
</tr>
<tr>
<td>SB/MGMT 3200 3.00</td>
<td>Management Issues in the Nonprofit Sector</td>
</tr>
<tr>
<td>SB/BSUS 4400 3.00</td>
<td>Sustainability Accounting and Accountability</td>
</tr>
<tr>
<td>SB/ORGS 4560 3.00</td>
<td>Conflict and Negotiations</td>
</tr>
<tr>
<td>SB/PUBL 4000 3.00</td>
<td>Business and Government</td>
</tr>
<tr>
<td>SB/IBUS 4500 3.00</td>
<td>Managing Business in Developing Economies</td>
</tr>
<tr>
<td>SB/MKTG 4400 3.00</td>
<td>International Marketing</td>
</tr>
<tr>
<td>SB/OMIS 4560 3.00</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>SB/ORGS 4350 3.00</td>
<td>Managing Change</td>
</tr>
<tr>
<td>SB/ORGS 4400 3.00</td>
<td>Managing Across Cultures</td>
</tr>
</tbody>
</table>

### Schulich Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES/ENVS 3130 3.00</td>
<td>Energy and the Environment in Canada</td>
</tr>
<tr>
<td>ES/ENVS 3400 3.00</td>
<td>Introduction to Climate Change Science and Policy</td>
</tr>
<tr>
<td>ES/ENVS 3420 3.00</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>ES/ENVS 3440 3.00</td>
<td>Resource Management</td>
</tr>
<tr>
<td>ES/ENVS 3510 3.00</td>
<td>Environmental Economics</td>
</tr>
<tr>
<td>ES/ENVS 3810A 3.00/6.00</td>
<td>International Field Experience: Ecology &amp; Sustainability in Costa Rica **</td>
</tr>
<tr>
<td>ES/ENVS 4161 3.00</td>
<td>Social Movements, Activism and Social Change</td>
</tr>
<tr>
<td>ES/ENVS 4400 3.00</td>
<td>Fundamentals of Renewable Energy: Theory, Policy and Practice in a Canadian Context **</td>
</tr>
<tr>
<td>ES/ENVS 4401 3.00</td>
<td>Fundamentals of Energy Efficiency: Theory, Policy &amp; Practice in a Canadian Context **</td>
</tr>
<tr>
<td>ES/ENVS 4430 3.00</td>
<td>Impact Assessment Process &amp; Practice</td>
</tr>
<tr>
<td>ES/ENVS 4442 3.00</td>
<td>Environmental Auditing</td>
</tr>
<tr>
<td>ES/ENVS 4510 3.00</td>
<td>Ecological Economics</td>
</tr>
<tr>
<td>AP/SOSC 3041 6.00</td>
<td>The Social Economy &amp; Alternative Development</td>
</tr>
<tr>
<td>AP/SOSC 3981 3.00</td>
<td>Diversity Issues in the Workplace</td>
</tr>
<tr>
<td>AP/SOSC 4040 6.00</td>
<td>Issues in Business and Society</td>
</tr>
<tr>
<td>AP/SOSC 4043 6.00</td>
<td>Corporate Governance and Business Law in Comparative Context</td>
</tr>
<tr>
<td>AP/SOSC 4045 6.00</td>
<td>Business, Communications and Society</td>
</tr>
<tr>
<td>AP/SOSC 4046 6.00</td>
<td>Social Economy Practicum</td>
</tr>
<tr>
<td>AP/SOSC 4047 6.00</td>
<td>The Business of Neoliberal Globalization</td>
</tr>
</tbody>
</table>

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* iBBA students only
** Year 4 students only
Strategic Management

The Strategic Management specialization aims to prepare future managers for the real work of an executive and the need to be thoughtful, reflective and decisive when it matters the most. The emphasis in this integrative specialization is on applying and synthesizing concepts and techniques from the various functional areas of accounting, finance, managerial economics, marketing, operations management, and organizational behaviour in the context of strategy making.

Courses in this specialization aim to develop students’ ability to: 1) Identify and analyze critical threats and confronting an organization, 2) Make recommendations for the development and use of the firm’s resources, and 3) Most effectively utilize an organizations capabilities to ensure its success.

Faculty

Faculty members teaching in the Strategic Management area possess a wide variety of backgrounds and professional experiences. While their research is at the cutting edge of their fields, they have published some of the leading books, numerous articles in prestigious journals and have won numerous awards and honors.

Career Opportunities

The Strategic Management specialization prepares students to become thoughtful, reflective and decisive future managers equipped for the real work of an executive in the various functional areas of accounting, finance, managerial economics and marketing.

Career Development Centre Industry Advisor
Rachel Jefferies
rjjefferies@schulich.yorku.ca
Specialization Requirements

How to Specialize

To specialize in Strategic Management, enrol in two courses from the "Required Courses" list, and two courses from the "Elective Courses" list, for a total of 12.00 credits.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/MGMT 4800 3.00 Management Consulting</td>
<td>SB/ECON 3200 3.00 Economics of Business Management</td>
</tr>
<tr>
<td>SB/SGMT 4200 3.00 Mergers and Acquisitions</td>
<td>SB/ECON 4210 3.00 Economic Forecasting &amp; Analysis</td>
</tr>
<tr>
<td>SB/SGMT 4300 3.00 Strategic Thinking Skills</td>
<td>SB/ENTR 4600 3.00 Entrepreneurship and New Venture Creation</td>
</tr>
<tr>
<td></td>
<td>SB/ENTR 4700 3.00 Financing Growing Ventures</td>
</tr>
<tr>
<td></td>
<td>SB/IBUS 3100 3.00 Introduction to International Business</td>
</tr>
<tr>
<td></td>
<td>SB/MGMT 3030 3.00 Creating Global Capitalism</td>
</tr>
<tr>
<td></td>
<td>SB/MGMT 4300 3.00 Corporate Social Responsibility in a Global Context</td>
</tr>
<tr>
<td></td>
<td>SB/MGMT 4700 3.00 Project Management</td>
</tr>
<tr>
<td></td>
<td>SB/OMIS 4560 3.00 Supply Chain Management</td>
</tr>
<tr>
<td></td>
<td>SB/ORGS 4350 3.00 Managing Change</td>
</tr>
<tr>
<td></td>
<td>SB/PUBL 4000 3.00 Business and Government</td>
</tr>
<tr>
<td></td>
<td>SB/SGMT 4750 3.00 Strategy Execution</td>
</tr>
</tbody>
</table>

Explore this specialization online! 

schulich.yorku.ca/specializations/bba-strategic-management
Course Descriptions

AP/ECON 1000 3.00  
**Introduction to Microeconomics**
Introduces the principles and methods of economics with emphasis on microeconomic theory. Topics include general and basic concepts of demand and supply, utility analysis and demand, production and costs, pricing in competitive and monopolistic markets, and government regulation.

Note: Not available to exchange students visiting Schulich. Not available to iBBA students for credit.

Course Credit Exclusions: SB/INTL 1210 3.00, GL/ECON 2500 3.00

AP/ECON 1010 3.00  
**Introduction to Macroeconomics**
Introduces the principles and methods of economics with emphasis on macroeconomic theory. Topics include basic models of national income and employment determination, fiscal policy, banking and monetary policy, the theory of international trade and finance, and contemporary macro-economic issues such as unemployment, inflation, and government budget policy.

Note: Not available to exchange students visiting Schulich. Not available to iBBA students for credit.

Course Credit Exclusions: SB/INTL 1210 3.00, GL/ECON 2510 3.00

SB/ACTG 2010 3.00/2011 3.00  
**Introduction to Financial Accounting I and II**
These two core course sequence develops students’ understanding of financial accounting information so that they can be informed and effective users of the information. The courses focus on uses of accounting information for different decisions and from different stakeholder’s perspectives, and consider the economic and behavioural effects that accounting treatments have on users and preparers. Readings from current publications are used to demonstrate practical applications of the issues discussed in class. Classroom techniques such as case studies, classroom discussions, student presentations and group and individual research projects (intended to develop students critical skills) are employed.

Note 1: Successful completion of SB/ACTG 2010 3.00 is a prerequisite for SB/ACTG 2011 3.00. Students who have not successfully completed SB/ACTG 2010 3.00 will be withdrawn from SB/ACTG 2011 3.00.

Note 2: SB/ACTG 2011 3.00 is not available to exchange students visiting Schulich unless it is a full year exchange and SB/ACTG 2010 3.00 is taken in the fall.

Course Credit Exclusion: GL/ECON 2710 3.00, AP/ECON 3580 3.00, AP/ECON 4200 3.00

SB/ACTG 2020 3.00  
**Management Accounting Concepts**
This core course stresses the understanding of basic accounting concepts which underlie management decisions for performance appraisal, pricing, output, financing, investment and other purposes encountered in various organizational settings. Emphasis is placed on applying these concepts in case situations, rather than on technical aspects of management accounting.

Corequisite: SB/ACTG 2011 3.00

Course Credit Exclusion: GL/ECON 2720 3.00, AP/ECON 3590 3.00

SB/ACTG 3000 3.00  
**Financial Statement Analysis**
Publicly-issued financial statements are “general purpose” statements, issued to a variety of users and prepared using generally accepted accounting principles (GAAP). However, the statements are based on management’s financial reporting objectives (e.g., profit maximization; income smoothing; tax minimization) as well as on many management estimates and disclosure decisions. Statements based on GAAP do not usually reflect the needs of the individual user. In this course, students will learn to apply diagnostic, analytical and judgmental skills to understanding financial statements from the point of view of external users who need to make various types of decisions such as performance evaluation, loan decisions, and stock valuation.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 2011 3.00

SB/ACTG 3110 3.00  
**Intermediate Financial Accounting I**
This course examines the concepts, objectives and techniques underlying asset valuation and income determination, including alternative asset measurement bases and accounting for changing prices. The course has a decision orientation. Special emphasis is placed on accounting policy choices and the criteria by which such choices are made, as well as on analyzing financial statements prepared under differing accounting policy alternatives.

Note: Not available to exchange students visiting Schulich.

Prerequisite: ACTG 2011 3.00; Year 3 BBA/iBBA standing required

SB/ACTG 3120 3.00  
**Intermediate Financial Accounting II**
This is an extension of SB/ACTG 3110 3.00, but with a primary focus on the valuation and presentation of liabilities and owners’ equity. Major topics include current, long-term and contingent liabilities; leases; pensions; corporate income tax allocation; capital transactions; earnings per share and analysis of financial statements under differing accounting policies. The criteria by which both preparers and users make decisions are emphasized.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 3110 3.00

SB/ACTG 4200 3.00  
**Contemporary Issues in Accounting**
This course concentrates on the application of accounting theory to controversial issues in financial accounting. The topics covered vary with the changing importance of current accounting issues. Source materials include current accounting literature and the research publications of professional accounting organizations. The development of research, writing and analytical skills is emphasized.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 3110 3.00

SB/ACTG 4400 3.00  
**Managerial Cost Accounting and Analysis**
This course develops problem-solving skills for internal accounting applications. Topics include: cost concepts and analysis, cost accumulation for product costing and variance analysis, and cost analysis for decisions involving alternatives. Cases and problems are used.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 2020 3.00
SB/ACTG 4600 3.00 Auditing Standards and Applications
This course focuses on the standards and applications underlying the latest function and the responsibilities of external and internal auditors. The theory of audit evidence and certain basic techniques are used to provide an understanding of auditing methodology. The auditor’s responsibility beyond the financial audit and current developments in auditing are also examined. Students may be expected to complete a research paper or project.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 3120 3.00 and Year 4 BBA/iBBA standing. Students who were on exchange in Year 3 may take ACTG 3120 3.00 and ACTG 4600 3.00 concurrently.

SB/ACTG 4710 3.00 Introduction to Income Taxation
The basic concepts and techniques of income taxation and applications to personal and corporate contexts are examined. Emphasis is placed upon accounting applications.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 4710 3.00 and ACTG 4710 3.00 concurrently.

SB/ACTG 4720 3.00 Advanced Income Taxation
A continuation of SB/ACTG 4710 3.00, this course concentrates in greater detail on the taxation of business income.

Note: Not available to exchange students visiting Schulich.

Prerequisite: SB/ACTG 4720 3.00 and ACTG 4710 3.00 concurrently.

SB/BSUS 4400 3.00 Sustainability Accounting and Accountability
This course situates corporate activity within the wider context of Sustainability. In particular, emphasis is placed upon the information that corporations produce in order to inform society about its social and environmental impacts, assessing whether such reporting is relevant and/or credible. The course also helps understand the interactions between stakeholders and the inherent issues related to their conflicting demands.

Prerequisite: SB/ACTG 4710 3.00

SB/ECON 2000 3.00 Applied Macroeconomics
This core course provides students with an overview of the aggregate performance of the economy with emphasis on policy application and implications for business. Topics discussed include the determination of key macroeconomic variables such as real GDP, the inflation rate, the unemployment rate, interest rates and exchange rates and the effect of government monetary and fiscal policies.

Note: Not open to iBBA students for credit.

Prerequisites: AP/ECON 1000 3.00 (or equivalent) and AP/ECON 1010 3.00 (or equivalent)

Course Credit Exclusions: AP/ECON 2400 3.00
(Formerly: AS/AK/ECON 2300 3.00), AP/ECON 2450 3.00
(Formerly: AK/ECON 2450 3.00), and GL/ECON 3240 6.00

SB/ECON 3200 3.00 Economics of Business Management
Application of economic theory to provide guidance for business managers and to facilitate complex decision making in an environment of risk and uncertainty. This course is concerned with the firm’s competitive positioning and as such is designed as an integrative course to integrate into economics a variety of concepts from marketing, finance and accounting. Topics include firms’ boundaries; horizontal and vertical integration; market and competitive analysis; pricing decisions, advertising and promotional decisions; product quality and competitive strategy; and investment decisions.

Prerequisite: AP/ECON 1000 3.00 (or equivalent) or SB/INTL 1200 3.00

Course Credit Exclusions: AP/ECON 2300 3.00
(Formerly: AS/AK/ECON 2300 3.00), AP/ECON 3411 3.00
(Formerly: AK/ECON 3411 3.00), GL/ECON 3230 3.00

SB/ECON 3510 3.00 Applied International Economics
This course examines international economics from the viewpoint of the firm and the nation. International trade, foreign investment, tariffs, economic integration, the balance of payments, the foreign exchange market and the international system are among the topics studied.

Note: Not open to iBBA students for credit.

Prerequisite: SB/ECON 2000 3.00

Course Credit Exclusions: SB/INTL 2200 3.00, AP/ECON 3150 3.00
(Formerly: AS/AK/ECON 3150 3.00 or AK/ECON 3570 3.00),
AK/ECON 3479 3.00 (prior to Fall 2009), AP/ECON 3580 3.00
(Formerly: AK/ECON 3580 3.00), AP/ECON 4129 3.00
(Formerly: AK/ECON 4070 3.00), AP/ECON 4190 3.00
(Formerly: AS/AK/ECON 4190 3.00), GL/ECON 4290 3.00

SB/ECON 4210 3.00 Economic Forecasting and Analysis
An increasing number of organizations make explicit forecasts of the economic environment within which they will be operating as a basis for forward-looking plans. This course assesses the main forecasting methods in relation to the length of the forecasting time horizon. Several systematic appraisals of past forecasts are reviewed.

Prerequisites: SB/ACTG 2000 3.00 or SB/INTL 1200 3.00 and
SB/INTL 1210 3.00

Course Credit Exclusion: AP/ECON 3210 3.00
(Formerly: AS/AK/ECON 3210 3.00)

SB/ECON 4220 3.00 Macroeconomics and the Supply Side
Increasingly, governments are using fiscal, monetary and industrial policies to achieve major national goals. This course emphasizes economic theory and quantitative evidence to investigate the effects of such government policies on Canada’s international competitiveness. Attention is given to corporate strategies which respond to government initiatives and changes in the global marketplace.

Prerequisites: SB/ECON 2000 3.00 or SB/INTL 1200 3.00 and
SB/INTL 1210 3.00, SB/MGMT 1050 3.00

ENTR 3400 3.00 Business Essentials for Technology Entrepreneurs I
This course has three modules: Organizational Behaviour develops skills/knowledge of leadership, teamwork, negotiations and motivation. Marketing presents marketing strategy fundamental. Operations Management reviews business processes to maximize supply under resource constraints.

Prerequisite: Completion of 30 engineering credits.

Note: open to students in the Lassonde School of Engineering or by permission of the instructor and Lassonde Student Services.

SB/ENTR 3600 3.00 Business Essentials for Technology Entrepreneurs II
This course has three modules: Accounting presents financial accounting fundamentals for business planning; Finance presents finance fundamentals to enable fund raising and resource allocation decisions; Strategy explores competitive analysis and strategic planning.

Prerequisite: Completion of 30 engineering credits.

Note: open to students in the Lassonde School of Engineering or by permission of the instructor and Lassonde Student Services.
SB/ENTR 4400 3.00  Applied Entrepreneurship Field Study: Competitiveness of Entrepreneurial Firms
This course provides students with first-hand experience of the opportunities and challenges growing organizations face. Student groups are paired with an entrepreneurial firm to research an opportunity or project for the firm. Limited classes emphasize consulting, market research and presentation skills.
Prerequisites: Students must have completed at least second year of the BBA or iBBA program. Admission by instructor's permission.

SB/ENTR 4500 3.00  Entrepreneurship and Technology Ventures
This course brings forward the challenges and opportunities facing an entrepreneur creating a technology start-up. Students turn an idea into an enterprise by focusing on what customers want.
Note: open to Year 4 BBA/iBBA students, students who have completed 60.00 engineering credits in the Lassonde School of Engineering, or students with instructor permission.
Course Credit Exclusion: SB/ENTR 4600 3.00

SB/ENTR 4600 3.00  Entrepreneurship and New Venture Creation
Explores the many dimensions of new venture creation and growth and fosters innovation and new business formations. The focus will be on content and process questions as well as on formulation and implementation issues that relate to conceptualizing, developing and managing successful new ventures.
Note: open to Year 4 BBA and iBBA students only.
Course Credit Exclusion: SB/ENTR 4500 3.00.

SB/ENTR 4700 3.00  Financing Growing Ventures
This course engages a range of topics central to the private equity world including the challenges of fundraising, the perspectives of institutional investors, evaluating investment opportunities, structuring deals, monitoring investments and exiting investments.

SB/ENTR 4800 3.00  Social Entrepreneurship
This course is for students interested in the phenomenon of social entrepreneurship. Using a combination of assigned readings, videos, guest speakers, and extensive interaction with real-world social entrepreneurs, students will gain a broad understanding of business models within the field, as well as the challenges and decisions social entrepreneurs face during start-up and on an ongoing basis.

SB/ENTR 4950 3.00  Managing the Family Enterprise
Family businesses comprise three interacting systems: the business, the family and the ownership systems. This course helps students understand how these systems must be managed through the development stages of a family enterprise. The course pays particular attention to issues of conflict management, succession and governance. It prepares students to advise family business and to understand how advising can help firms avoid pitfalls and reap benefits common to family enterprises.

SB/FINE 2000 3.00  Introduction to Finance
Students learn about investment and financing in this core course. The investment decision allocates scarce resources to projects in the organization, and involves asset valuation, capital budgeting, risk management, working capital management and performance assessment. The financing decision chooses sources of cash to finance the investment decisions and involves capital structure, financial instruments, the risk-return trade-off, financial planning and the cost of capital. Ethical considerations and management in the global context are integrated into these topics.
Course Credit Exclusion: AP/ECON 4400 3.00

SB/FINE 3100 3.00  Financial Management
In this course, students develop their knowledge and skills as financial managers. The course includes both the study of financial management theories and the analysis of business cases. Building on the basics of financial management introduced in SB/FINE 2000 3.00, the course covers capital structure decisions, dividend policy, working capital management, and capital budgeting, business valuation, mergers and acquisitions and risk management.
Prerequisite: SB/FINE 2000 3.00
Course Credit Exclusions: AP/ECON 4400 3.00, AP/ECON 4220 3.00, and AP/ECON 4410 3.00

SB/FINE 3200 3.00  Investments
The course begins with an overview of the investment environment in developed markets, followed by a more in-depth analysis of key investment topics. These topics include modern portfolio theory, asset pricing models, term structure of interest rates, stock and bond portfolio management, evaluation of portfolio performance, and behavioral finance. This course serves as a useful introduction to the Chartered Financial Analyst (CFA) curriculum.
Prerequisite: SB/FINE 2000 3.00

SB/FINE 3500 3.00  Behavioural Finance
This course surveys finance topics where psychological factors influence security pricing and financial decisions. Much recent study contradicts the view of classical finance that incorporates fully rational and emotionless agents. This course presents situations in which behavioural biases lead to sub-optimal market outcomes. Students will gain a deeper understanding of state-of-the-art developments in behavioural finance and how they apply to practical settings in security analysis and portfolio selection.
Prerequisite: SB/FINE 2000 3.00

SB/FINE 3810 3.00  Fixed Income Fundamentals
This course introduces the basic concepts and valuation techniques used in the bond market. The first part of the course covers bond prices and their relationship to the no-arbitrage condition, the term structure of interest rates and its estimation. The next part focuses on determination of present value of different cash flows, valuation of financial instruments and bond portfolio.
Prerequisite: SB/FINE 2000 3.00

SB/FINE 4050 3.00  Personal Finance
Students learn personal financial management both for professional work in the financial services industry and for their own families. Topics include goal-setting, budgeting, taxation, debt management, risk management, insurance, investment principles and practice, and retirement planning. Much of the course is based upon realistic problems and cases.
Prerequisite: SB/FINE 2000 3.00

SB/FINE 4060 3.00  Advanced Personal Finance: Retirement Income Models
This course addresses advanced topics in personal finance. It focuses on the management of uncertainty (randomness) consumers face towards the end of the lifecycle in the areas of longevity, mortality, inflation, investment returns, pensions and income taxes. The instructional pedagogy is interactive and computational. Students will learn how to create R-scripts that optimize and solve real-world retirement income problems.
Pre-requisite: FINE 2000 3.00
Co-requisite: FINE 4050 3.00
SB/FINE 4150 3.00  Advanced Corporate Finance  
Building on the concepts, models, and decision situations presented in SB/FINE 2000 3.00 and 3100 3.00, the course exposes students to more advanced, complex, and specialized decision situations in the areas of corporate investment, financing, financial planning, and financial management. Applications and case analyses are important aspects of the course.  
Prerequisite: SB/FINE 3100 3.00  
Course Credit Exclusion: AP/ECON 4420 3.00

SB/FINE 4400 3.00  International Financial Management  
The course provides students with the analytical tools and frameworks required to address financial decision making in the modern global firm. The emphasis of the course is on the financial management from the perspective of global financial manager. The main issues include currency risk management using derivative contracts, cross-border investment decisions, and financing decisions in the international financial markets.  
Prerequisite for BBA/iBBA students: FINE 3100 3.00

SB/FINE 4700 3.00  Management of Canadian Financial Institutions  
This course is designed to prepare managers for the newly developing financial services industry. The initial part of the course provides the conceptual background for a broad view of the management function in financial services. The second part of the course develops a generic set of tools for managing return and the various kinds of risk facing managers in this industry. The final part reviews recent adventures and misadventures of industry sectors, including: financial regulators, central and chartered banking, trust companies, mortgage loan companies, credit unions and caisse populaires, investment bankers, property and casualty insurers, life insurers and investment funds. Near- and long-term market-size factors are considered, including demographics, foreign competition in the Canadian market, as well as the opportunities and threats facing Canadian institutions that venture abroad.  
Prerequisite: SB/FINE 2000 3.00  
Course Credit Exclusion: GL/ECON 3380 3.00

SB/FINE 4800 3.00  Options, Futures and Other Derivative Securities  
This course explains the way in which derivative securities such as options, futures contracts, forward contracts, swaps and interest rate caps can be valued. It discusses arbitrage relationships, risk neutral valuation, the creation of options synthetically, numerical procedures and the evaluation of credit risk.  
Prerequisites: SB/FINE 2000 3.00, SB/FINE 3200 3.00 and SB/GMT 1050 3.00  
Course Credit Exclusion: AP/ECON 4410 3.00

SB/IBUS 3100 3.00  Introduction to International Business  
This course provides a broad coverage of the essential elements of international business. Topics covered include: international business patterns; cross-cultural systems affecting the conduct of international business; theories of international business; international financial institutions; multinational corporations; and functional management and operational concerns.  
Note: Not open to iBBA students for credit.

SB/IBUS 3200 3.00  Managing International Business Activities  
This course focuses on how to deal with the issues affecting the success of organizations operating internationally through exporting, importing, licensing or engaging in foreign direct investment. Role-playing, and development of an international business plan will be utilized in generating the skills and mind-set required for dealing with real-life international business situations.  
Prerequisites/corequisites: BBA students must take SB/ECON 3510 3.00 Applied International Economics either as a corequisite or as a prerequisite for this course.  
Note: The course is required for the Schulich Certificate in Managing International Trade and Investment, but students do not have to enrol in the Certificate to take the course. Students must be enrolled in Year 3 or Year 4 of the BBA or iBBA program.

SB/IBUS 4100 3.00  Work Placement  
Work Placement provides BBA and iBBA students with an opportunity to earn credit for gaining relevant work experience. International or domestic work placement that offers a strong international learning component may be accepted. International work placement must be full-time. Approval of work placement must be obtained by the Undergraduate Program Director or Associate Director prior to the start of the course.

SB/IBUS 4200 3.00  Integrative International Business Seminar  
This course is the capstone for the Certificate in Managing International Trade and Investment. By exposure to senior executives operating in international business, who will be presenting seminars, and by actual visits to actual businesses, students will be able to see how real-life situations are dealt with, and what skills and mind-set are required to be successful in international business.  
Prerequisite/Co-requisite: SB/IBUS 3200 3.00  
Note: This course is required for the Schulich Certificate in Managing International Trade and Investment. It is only open to those students enrolled in the Certificate program.

SB/IBUS 4500 3.00  Managing Business in Developing Economies  
This course is designed to help students understand the opportunities and problems of managing business in developing economies. Through readings, cases and projects set in various geographical regions, students will learn how country and organizational-level characteristics of various developing economies differentially influence market entry and related business functions in these economies.  
Note: Students must be enrolled in Year 3 or Year 4 of the BBA or iBBA program.

SB/INTL 1200 3.00  Microeconomics for Managers  
This core course provides students with analytical tools useful for dealing with microeconomics from a manager’s perspective. The course focuses explicitly on the application of economic concepts and theories, including market behaviour, price determination, and theories of competition.  
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.  
Course Credit Exclusion: AP/ECON 1000 3.00 or equivalent.
SB/INTL 1210 3.00  Macroeconomics for Managers
This core course provides students with an overview of the aggregative performance of the economy with emphasis on policy application and implications for business. Topics discussed include the determination of key macroeconomic variables such as real GDP, the inflation rate, the unemployment rate, interest rates, and the effect of governments’ monetary and fiscal policies.
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.
Course Credit Exclusion: AP/ECON 1010 3.00 or equivalent.

SB/INTL 1300/2300 3.00  Organizational Behaviour Across Cultures
The purpose of this core course is to introduce students to organizational behaviour – a discipline that studies organizations and the individuals and groups within them. Furthermore, the course stresses the importance of developing an international perspective and cross-cultural sensitivity to organizational behaviour issues. Interpersonal and group skills and new ways of dealing with issues ranging from ethical use of organizationally based power to technological change to workforce diversity are introduced. Through cases, exercises, and experiential activities, skills in stress management, conflict, leadership, motivation, and other work-related issues will be introduced. The central objective of the course is to create a knowledge base from which students can develop organizational competence. The course is grounded in an assessment that the changing demands on managers imply a need for intellectual flexibility and an increasingly broad range of managerial skills.
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.
Course Credit Exclusions: SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00

SB/INTL 1400 3.00  Responsible Business in an International Context
Students will be challenged to think critically about the role of business in a sustainable world by considering some of the positive and negative impacts international business can have on society. Students will also be exposed to international companies that take a more integrated approach to responsible business and represent leaders in developing solutions to society’s most difficult problems.
Note: This course is not open to BBA students for credit, nor is it available to exchange students visiting Schulich.

Note 2: Effective Fall 2016, the course number for SB/INTL 1300 3.00 has been changed to SB/INTL 2300 3.00.
Course Credit Exclusions: SB/ORGS 1000/2100 3.00 and SB/ORGS 2010/2200 3.00

SB/INTL 3000 3.00  International Economics
This core course examines international economics from the viewpoint of the firm and the nation. International trade, foreign investment, tariffs and other trade barriers, economic integration, the balance of payments, the foreign exchange market, and the international monetary system are among the topics studied.
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.
Prerequisites: SB/INTL 1200 3.00 and SB/INTL 1210 3.00
Course Credit Exclusion: SB/ECON 3510 3.00

SB/INTL 2300 3.00  Organizational Behaviour Across Cultures
The purpose of this core course is to introduce students to organizational behaviour – a discipline that studies organizations and the individuals and groups within them. Furthermore, the course stresses the importance of developing an international perspective and cross-cultural sensitivity to organizational behaviour issues. Interpersonal and group skills and new ways of dealing with issues ranging from ethical use of organizationally based power to technological change to workforce diversity are introduced. Through cases, exercises, and experiential activities, skills in stress management, conflict, leadership, motivation, and other work-related issues will be introduced. The central objective of the course is to create a knowledge base from which students can develop organizational competence. The course is grounded in an assessment that the changing demands on managers imply a need for intellectual flexibility and an increasingly broad range of managerial skills.
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.
Course Credit Exclusions: SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00

SB/INTL 3350 1.50  Applied Cross Cultural Management
This core course contributes to the development of knowledge and skills needed to manage effectively in different cultural environments and to work effectively with people from other cultures. The course uses the case study methodology to provide the student an opportunity to examine, in a real world context, the many cross cultural management issues that organizations and managers face in today’s global business climate.

Note: Not open to BBA students for credit. This course is not available to exchange students visiting Schulich. Must be taken in conjunction with SB/INTL 3400 1.50

SB/INTL 3400 3.00  Business and Sustainability
This core course helps students understand how international businesses are re-aligning and re-inventing their corporate strategies toward more sustainable business models. Students can develop insights into cross-cultural approaches to sustainability and corporate social responsibility. The course also promotes understanding of how shareholder value can be reconciled with notions of “sustainable value added” - i.e., the preservation and creation of environmental and social capital and how sustainability strategy can create competitive advantage.
Note: Not open to BBA students for credit. This course is not available to exchange students visiting Schulich. Must be taken in conjunction with SB/INTL 3350 1.50
SB/INTL 3500 3.00  International Business Ethics
This core course develops students’ knowledge about the ethical issues facing corporations in their relations with different stakeholders in global economy. Dealing with a range of controversial business practices, such as outsourcing to sweatshops, polluting the environment, and paying bribes, the course outlines tools and frameworks for understanding and assessing such practices, and evaluating ways of managing international business ethics.
Note: Not open to BBA students for credit. This course is not available to exchange students visiting Schulich.

SB/INTL 4300 3.00  International Business Simulation
Student teams use a sophisticated business simulation program to manage a firm through multiple years of operation in a competitive industry. All teams must integrate their knowledge of functional areas of business and ethics to develop a mission and strategy for their firm and implement the strategy in a dynamic market and consistently revise their strategy in response to the strategic moves of competing firms. At the same time, students must analyze and reflect upon the dynamics of expanding their operations to successfully compete in an international market.
Prerequisites: SGMT 3000 or INTL 4400. Not open to exchange students visiting Schulich.

SB/MGMT 1030 3.00  History of Capitalism: Structures, Agents, Artefacts
This course provides students with a deeper understanding of the world they live in. It examines the historical forces that have shaped global capitalism, looking at the evolution of business organizations, different sectors, key stakeholders and their effect on individuals and society, both globally and in Canada. The course also helps develop critical thinking, analysis, reading and writing skills.
Note: Not open to iBBA students for credit.
Course Credit Exclusion: AP/HIST 1090 6.00 (prior to Fall 2009), AK/HIST 2110 3.00 (for BBA students only)

SB/MGMT 1050 3.00  Business Analytics I
(formerly Statistics For Management Decisions)
This core course will present the elements of basic statistics, probability and statistical modelling. It covers statistical measures of centrality and dispersion and graphical representation of data. The basic rules of probability covering marginal, joint and conditional probabilities, and some of the standard probability distributions are presented. The course also introduces estimation, hypothesis testing, ANOVA, and regression analysis.

SB/MGMT 2040 3.00  Ethics, Social Responsibility and Sustainability in Business
This core course introduces students to the role of ethics, corporate social responsibility and sustainability in management. In recent decades, the importance of ethics and social responsibility and sustainable economic development has become increasingly clear both for local and global economies and firms. The purpose of this course is to encourage a basic understanding of why this is the case and what it means for good management in the 21st century. Tools and skills required for the application of these frameworks in all aspects of business will be developed.
Note: Not open to iBBA students for credit.

SB/MGMT 2050 3.00  Business Analytics II
Managers use data to make critical decisions. Business analytics begins with data and transforms it into insights to aid organizational decisions making and problem solving. This course builds on MGMT 1050 3.00, equipping students with the skills to select relevant information, to use analytics tools, to apply appropriate quantitative techniques and to critically evaluate results leading to better and faster fact-based decisions.
Prerequisite: SB/MGMT 1050 3.00

SB/MGMT 3030 3.00  Creating Global Capitalism
This course examines the role of firms and entrepreneurs in the creation of the global economy over the past two centuries. Based on a historical perspective, the course addresses many contemporary issues related to globalization: the opportunities and problems of operating abroad, the role of governments in attracting and controlling foreign investment, the contribution of multinationals to growth and prosperity.
Note: Open only to students in year 3 or year 4.

SB/MGMT 3100 3.00  Business Administration and the Law
This course familiarizes students with basic legal concepts and principles relevant to business administration. Topics include: the Canadian judicial system; contract law; tort law (including negligence, product liability and defamation); forms of carrying on business (including sole proprietorships, partnerships and corporations); bailment, agency and employment law; real property and mortgage law; and intellectual property law (including trademarks, copyright and patents).
Course Credit Exclusion: AP/ECON 4500 3.00, AP/POLS 3165 3.00, AP/SOSC 3165 3.00

SB/MGMT 3200 3.00  Management Issues in the Nonprofit Sector
This course serves as a general introduction to the nonprofit organization. It explores the historic roots and social, political and economic function of the nonprofit sector in Canada. It examines both the legal and policy environments in which nonprofit organizations operate, and the unique organizational structures and governance practices that are characteristic of this sector. Additionally, this course will examine the accounting, marketing, staffing and fundraising issues of the sector. This course will appeal both to students who intend to pursue careers in the nonprofit sector, as well as to students who will be involved with nonprofit organizations over the course of their careers (either as board members and volunteers, or because their work in government or in the private sector brings them into contact and partnership with nonprofit organizations).

SB/MGMT 3300 3.00  Canada’s Business Environment
This course introduces visiting exchange students to Canada’s history and geography and their influence on today’s nation. Important learning objectives are to increase students’ awareness of Canada’s economic heritage, its social environment as well as its business sector, including entrepreneurship, leading industries, and “branch plant economy”. Emphasis is placed on Canada’s policy environment, including federal-provincial relations, corporate governance and foreign policy.
Note: Students must be on exchange from one of Schulich’s undergraduate exchange partner schools. Schulich students in the BBA and iBBA programs cannot take this course.
SB/MGMT 4100 3.00 Integrative Business Simulation
In this core course, student teams use a sophisticated business simulation program to manage a firm through multiple years of operation in a competitive industry. All teams must integrate their knowledge of functional areas of business and ethics to develop a mission and strategy for their firm, implement the strategy in a dynamic market and consistently revise their strategy in response to the strategic moves of competing firms.
Note: Not available to exchange students visiting Schulich. This is a core course for BBA students. IBBA students can choose to take this course to satisfy SB elective requirements.
Prerequisite: SB/SGMT 3000 3.00 or SB/INTL 3000/4400 3.00

SB/MGMT 4300 3.00 Corporate Social Responsibility in a Global Context
This course provides a comprehensive understanding of CSR by taking a distinctly global focus through readings and case analysis. The global focus not only reflects the main themes and issues raised in CSR debates, but also enables the student to appreciate the topic from the perspective of various regional settings. The emphasis is on providing an conceptual understanding of why CSR has become so important and a basic overview of how corporations have responded to this challenge.
Prerequisite: SB/MGMT 1040/2040 3.00 or SB/INTL 3400 1.50 and SB/INTL 3500 3.00
Note: For students who began the program after 2016, INTL 1400 3.00 will replace INTL 3400 1.50 and INTL 3500 3.00 as the prereq

SB/MGMT 4700 3.00 Project Management
This course prepares students to work on project teams. Students will learn the basic concepts of project management and will, through the use of project management software, be exposed to computerized methodology. In addition, students will learn the organizational and interpersonal aspects of project management. Topics include project strategy, time management and scheduling, risk management, cost management, and resource management.

SB/MGMT 4800 3.00 Management Consulting
Using lectures, cases, simulations and role-playing of typical client/consultant interactions, the course will detail the steps of consulting process. Emphasis is placed on the practical application of analytical, communication and teamwork skills required of consultants. The course will also include an overview of the management consulting profession and the different types of firms that make up the industry. When possible, practicing management consultants will visit as guest lectures and interact with students.
Note: Open to 4th Year BBA/IBBA students only.
Prerequisite: SB/SGMT 3000 3.00 or SB/INTL 3000/4400 3.00

SB/MKTG 1030/2030 3.00 Marketing Management
This core course examines the managerial problems involved in formulating and implementing marketing plans in business and non-profit enterprises. Emphasis is placed on the importance of buying behaviour in influencing marketing decisions. Each element of market responsibility, product development, pricing policy, promotional planning and relationships with marketing channels is examined. The course develops an understanding of the importance of an integrated marketing program and of the need to relate marketing to other departments within the enterprise.
Note: Effective Fall 2016, the course number for SB/MKTG 2030 3.00 has been changed to SB/MKTG 1030 3.00.

SB/MKTG 3100 3.00 Marketing Research
This course develops a managerial appreciation of marketing research. The steps of the research project are delineated, from problem definition through research design, sample selection, data collection, analysis and presentation. The concepts discussed are integrated into the broader requirements of a marketing information system. A major term project is required.
Prerequisite: SB/MKTG 1030/2030 3.00

SB/MKTG 4100 3.00 Strategic Market Communications
This course offers a focused approach to the formulation and implementations of an integrated communications strategy to meet particular marketing objectives. Topics of interest include advertising, sales, promotion, public relations, and social media communications, and their integration both online and offline. The approach to communications is cutting edge, multidisciplinary, integrative, practical and applied. Teaching approaches are varied and include case analysis, discussion and guest participants.
Prerequisite: SB/MKTG 1030/2030 3.00

SB/MKTG 4150 3.00 Consumer Behaviour
What do products and services mean to consumers? How do consumers decide what to buy? What are the effects of the social environment on purchases? This course examines these and other fundamental marketing concerns by blending contemporary theory and research with application to actual market problems. Recent contemporary theory topics have included low involvement buying, situation analysis and alternative explanations of consumer motivations.
Prerequisite: SB/MKTG 1030/2030 3.00

SB/MKTG 4226 3.00 Social Media for Marketing and Management
Social media (i.e. Facebook, Twitter, blogs, wikis) are changing society, marketing, and management. Beginning with an examination of the role of social media, this course expands into methods for researching and understanding it. We learn throughout about its strategic business applications. The course concludes with a focused team project that examines the reality and utility of this new communication form.
Prerequisite: SB/MKTG 1030/2030 3.00

SB/MKTG 4250 3.00 Retail Marketing Strategies
Retailing is a cornerstone of marketing because it brings together the two most important players in business – buyers and sellers. In this course the student will learn and apply such topics as category management, service quality, customer satisfaction, relationship marketing, and retention marketing to solve problems confronted by marketers in this rapidly evolving industry.
Prerequisite: SB/MKTG 1030/2030 3.00

SB/MKTG 4320 3.00 Tourism, Sport and Leisure Marketing
This course explores the tourism-sports-leisure (TSL) industry, one of the fastest growing sectors of the economy. Students will learn about unique strategic challenges of TSL marketing. In addition, expertise of the cultural, societal, and technological context of TSL production and consumption will be discussed to prepare students for jobs in this complex and competitive marketplace.
Prerequisite: SB/MKTG 1030/2030 3.00
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Course Credit Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/MKTG 4321 3.00</td>
<td>Entertainment Marketing</td>
<td>Using an effective combination of readings, class discussions, real world entertainment marketing cases, and guest speakers, this course develops a managerial and socio-cultural perspective on the marketing of entertainment. Attention is focused on analyzing the relationship between the global marketplace and entertainment business decision making; the determination of entertainment products, services, experiences, prices, channels, and communication strategies; and the firm's overall system for planning and controlling its entertainment marketing effort.</td>
<td>Prerequisite: SB/MKTG 1030/2030 3.00</td>
<td>SB/OMIS 4321 3.00</td>
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<tr>
<td>SB/MKTG 4400 3.00</td>
<td>International Marketing</td>
<td>This course satisfies two interrelated objectives: to improve the student's marketing decision-making ability through the solution of complex multinational marketing problems; and to increase the student's sensitivity to different cultural, socioeconomic and legal environments encountered in the international marketplace. The course uses readings, cases and a group project.</td>
<td>Prerequisite: SB/MKTG 1030/2030 3.00</td>
<td>SB/MKTG 4400 3.00</td>
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<tr>
<td>SB/MKTG 4550 3.00</td>
<td>Brand Management</td>
<td>This course focuses on the role of products in the marketing mix. Topics include: planning and creation of new products, deletion of obsolete products and management of mature products in the product line. Instructional methods include lectures, case analysis and textbook discussion.</td>
<td>Prerequisite: SB/MKTG 1030/2030 3.00</td>
<td>SB/MKTG 4550 3.00</td>
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<tr>
<td>SB/MKTG 4560 3.00</td>
<td>Digital Marketing</td>
<td>This course explores the ways in which digital marketing tools support overall marketing and business strategies. The course covers both fundamental strategic challenges as well as tools. It will discuss which aspects of the business should be delivered online, and to inform executive decisions about how digital marketing environments affect communication, pricing, channel, targeting and positioning strategy.</td>
<td>Prerequisite: SB/MKTG 1030/2030 3.00</td>
<td>SB/MKTG 4560 3.00</td>
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<tr>
<td>SB/MKTG 4300 3.00</td>
<td>Service Operations Management</td>
<td>This core course examines a broad range of concepts using management science models, particularly as they pertain to production and operations management. The course emphasizes techniques, but also strives to convey an appreciation of how these techniques can be used to solve problems in operations and planning.</td>
<td>Prerequisite: OMIS 1000 3.00 and MGMT 2000 3.00</td>
<td>SB/MKTG 4300 3.00</td>
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<tr>
<td>SB/OMIS 3670 3.00</td>
<td>Spreadsheet-Based Decision Support Systems</td>
<td>Decision support systems (DSS) are intelligent information systems that are used to extract data from various sources, provide interfaces and processing methods, and derive meaningful decisions there from. By combining Excel with its built-in programming language, VBA, this course shows how to create spreadsheet-based DSS and demonstrates how to successfully integrate them into actual business applications. No prior VBA background is required.</td>
<td>Prerequisite: SB/OMIS 2010 3.00</td>
<td>SB/OMIS 3670 3.00</td>
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<tr>
<td>SB/OMIS 3710 3.00</td>
<td>Information Systems</td>
<td>Managers use data to make critical decisions. Business analytics begins with data and transforms it into insights to aid organizational decision making and problem solving. This course builds on the prerequisite course, MGMT 1050 3.00, equipping students with the skills to select relevant information, to use analytics tools, to apply appropriate quantitative techniques and to critically evaluate results leading to better and faster fact-based decisions. Note: Effective Winter 2015, the course number for SB/OMIS 4710 3.00 has been changed to SB/OMIS 3710 3.00.</td>
<td>Prerequisite: SB/OMIS 2010 3.00</td>
<td>SB/OMIS 3710 3.00</td>
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<tr>
<td>SB/OMIS 3730 3.00</td>
<td>Database Management with Microsoft Access</td>
<td>Database Management Systems are computer-based systems used by organizations to manage the vast amount of data that accompany daily operations. This course provides an applied introduction to database management systems and their use in the business environment. The course covers the fundamentals of database analysis and design as well as provides a hands-on experience in designing and building databases using Microsoft Access. Specific topics covered include the role of database systems, the relational database model, and entity-relationship diagrams, as well as applied skills such as formulating queries, designing forms, and creating reports in Microsoft Access. At the end of the course students will be able to design and build a fully operational database to support the management of any business operation.</td>
<td>Course Credit Exclusion: SC/CSE 1550 3.00 (Formerly: AK/AS/SC/CSE 1550 3.00)</td>
<td>SB/OMIS 3730 3.00</td>
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<td>SB/OMIS 4000 3.00</td>
<td>Models and Applications in Operational Research</td>
<td>This course surveys selected topics in operational research. It focuses on developing quantitative methods and computer simulations for insight into real world problems. Emphasis is placed on practical applications rather than mathematical proofs. Students are expected to create mathematical models and solve them using Microsoft Excel and the Python programming language. Application areas include aggregate planning, revenue management and supply chains.</td>
<td>Prerequisite: SB/OMIS 2010 3.00 and SB/OMGMT 2050 3.00</td>
<td>SB/OMIS 4000 3.00</td>
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<tr>
<td>SB/OMIS 4300 3.00</td>
<td>Service Operations Management</td>
<td>Service Operations is the study of the processing of customers and their information and possessions, by the most effective means. Financial services, hospitality, healthcare, manufacturers whether private or public sector need to improve service delivery. This course examines best practices in service design and emerging technology for their value in generating breakthroughs in creating superior customer value.</td>
<td>Prerequisite: SB/OMIS 2010 3.00 and SB/OMGMT 2050 3.00</td>
<td>SB/OMIS 4300 3.00</td>
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<tr>
<td>SB/OMIS 4321 3.00</td>
<td>Inventory Management</td>
<td>This course explores practical methods for planning and controlling inventories that can be understood and implemented by managers. Inventories are studied as a component of total business strategy. Specific topics include: statistical forecasting procedures and their evaluations, the nature of production and inventory systems, scheduling and planning of aggregate production, workforce and inventories, and the design of operational decision systems for transmitting aggregate policy decisions consistently to the level of the individual stock keeping unit.</td>
<td>Prerequisite: SB/OMIS 2010 3.00</td>
<td>SB/OMIS 4321 3.00</td>
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<tr>
<td>SB/OMIS 4560 3.00</td>
<td>Supply Chain Management</td>
<td>Supply chain management (SCM) underlies the strategy and operations of all firms that manufacture or distribute products and services. The torrid pace of improvements in information technologies made SCM both possible and, along with their global reach, also more complicated. This course will provide students with an understanding of the choices and trade-offs involved in designing and operating supply chains domestically and globally.</td>
<td>Prerequisite: SB/OMIS 2010 3.00</td>
<td>SB/OMIS 4560 3.00</td>
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</tbody>
</table>
SB/ORGS 1000/2100 3.00  Individuals and Groups in Organizations

This core course provides an introduction to the study of organizations from a behavioural science frame of reference. The course emphasizes psychological and social approaches to understanding basic aspects of human behaviour in all types of work organizations. Topics include: the motivation to work, individual differences, leadership and authority, and group dynamics. As well as lectures and discussions, the course emphasizes experiential learning through the use of exercises, demonstrations, cases and projects.

Note: Not open to iBBA students for credit.

Note 2: Effective Fall 2016, the course number for SB/ORGS 1000 3.00 has been changed to SB/ORGS 2100 3.00.

Course Credit Exclusion: SB/INTL 1300/2300 3.00, HH/PSYC 3570 3.00 (Formerly: AK/AS/SC PSYC 3570 3.00)

SB/ORGS 2010/2200 3.00  Organizations and Their Environments

This core course centres on three complementary perspectives on organizations, which are simultaneously strategic designs constructed to achieve strategic goals, political arenas in which interests and power shape action and outcomes, and cultural systems of shared meanings and identities. Class sessions will develop and use these perspectives at a variety of levels, from teams in organizations to complex cross-border environments.

Note: BBA students who commenced the program between Fall 2009 and Fall 2015 must complete ORGS 2010/2200 3.00 in the Fall term of their 2nd year of study.

Note: Effective Fall 2016, the course number for SB/ORGS 2010 3.00 has been changed to SB/ORGS 2200 3.00.

Prerequisite: SB/ORGS 1000/2100 3.00 or equivalent

Course Credit Exclusion: SB/INTL 1300/2300 3.00

SB/ORGS 4200 3.00  Managing Human Resources

Employees are the most complex and critical of the resources organizations use. This course examines: the relationship between the overall management of the organization and human resources management (HRM), and the shared and complementary responsibilities of personnel specialists and other managers in effective HRM. Policies and practices affecting both HRM logistics (recruiting, selection, and training) and motivation (performance appraisal, reward systems) are included.

Prerequisites: SB/ORGS 1000/2100 3.00 (or equivalent) and SB/ORGS 2010/2200 3.00 (or equivalent) or SB/INTL 1300/2300 3.00

SB/ORGS 4350 3.00  Managing Change

As the environment of many business and nonprofit organizations becomes increasingly complex and unstable, it is imperative that top managers be able to create a climate of flexibility and adaptability in their operations. Organizations must be able to undertake major change without destructive side effects to be truly successful. This course surveys the major methods available to the modern manager for effectively managing the process of change and creating a general climate in which needed changes are sought and welcomed throughout the organization.

Prerequisites: SB/ORGS 1000/2100 3.00 (or equivalent) and SB/ORGS 2010/2200 3.00 (or equivalent), or SB/INTL 1300/2300 3.00

SB/ORGS 4400 3.00  Managing Across Cultures

This course extends the basic frameworks and theories of Organization Behaviour into the context of international business, using fundamental OB concepts, including mind-sets and identities, interests and power, organizational roles and design, to enable students to work more effectively in terms of teams, leadership, motivation, negotiation, ethics, and organizational learning in cross-border business.

Note: Not open to iBBA students for credit.

Prerequisites: SB/ORGS 2010/2200 3.00 (or equivalent)

SB/ORGS 4500 3.00  Developing Management Skills

This course provides basic instruction in, and extensive opportunities for, the practice of a number of personal and interpersonal skills of value to improving managerial effectiveness, including: stress and time management, presentation and meeting leadership skills, conflict management and negotiation skills, motivation, influencing others and effective listening. Classes are devoted primarily to experiential exercises; therefore, very little absenteeism is permitted. A high percentage of the grade is based on participation in class, and the remainder is based on real-world applications of skills covered in this course.

Prerequisites: SB/ORGS 1000/2100 3.00 (or equivalent) and SB/ORGS 2010/2200 3.00 (or equivalent) or SB/INTL 1300/2300 3.00

SB/ORGS 4560 3.00  Conflict and Negotiations

This course is designed to help students understand the theory and practice of negotiation, persuasion, and group decision making in the workplace and to help them become more comfortable and confident with the negotiation process. The course will provide participants with an opportunity to develop skills experientially and to understand negotiation in useful analytic frameworks. Considerable emphasis will be placed on role-playing exercises and case studies.

Prerequisites: SB/ORGS 1000/2100 3.00 (or equivalent) and SB/ORGS 2010/2200 3.00 (or equivalent), or SB/INTL 1300/2300 3.00

SB/ORGS 4950 3.00  Leaders, Heroes and Culture

This course examines leadership in business and public life through popular culture (film, literature, media, biography, myth) and academic and practitioner articles; critically reviews and analyzes contemporary thinking about leadership; contrasts leader, hero and culture hero archetypes; explores intuitive ideas of leaders, heroes, followers and groups; develops an objective, critical understanding of the ‘what’, ‘how’, ‘why’, and ‘who’ of leadership.

Prerequisites: SB/ORGS 1000/2100 3.00 (or equivalent) and SB/ORGS 2010/2200 3.00 (or equivalent), or SB/INTL 1300/2300 3.00

SOB/PROP 4800 3.00  Real Estate Development and Marketing

The course will provide a conceptual framework that allows students to identify and explore issues fundamental to all real estate decisions. This framework will then be applied with tools and techniques of analysis that pertain specifically to new real estate development in the current economy while integrating the various marketing strategies integral to all new real estate ventures.
SB/PROP 4950 3.00  
**Real Estate Finance**

This course provides an understanding of the fundamental tools and techniques of financial analysis used when making decisions to borrow, lend, invest in, or manage real property assets. Set within an overview of the real estate industry that provides some important institutional characteristics of the industry, the course focuses on applied analytical approaches and methodologies that are transferable to many different problem areas. Topics include methods of evaluation and appraisal, risk assessment, discounted cash flow analysis, mortgage calculations, taxation, use of leverage, debt and deal structuring, and portfolio investment.

SB/PUBL 4000 3.00  
**Business and Government**

This course covers the process of public policy formulation and governmental planning and programming. Particular study is given to business-government relations in Canada. Through readings and case studies, this course will explore: (1) the structure and process of government; (2) the differences between managing in government and in the private sector; (3) the dominant values and concerns of government; (4) how public policy is developed and the role business can play in the process, and (5) mechanisms for business-government interactions.

SB/SGMT 3000 3.00  
**Strategic Management**

This core course focuses on the fundamental concepts of strategy and strategic management, and explores the task of developing, implementing, executing, and monitoring an organization's strategy. The emphasis is on the kinds of problems and issues that affect the success of the entire organization. Examples are drawn from all sizes and types of organizations, businesses, not-for-profits, government agencies, and the third sector. Nevertheless, the majority of content and the cases discussed deal with profit oriented enterprises operating in a competitive environment. The course uses readings, lectures, case discussions and role playing to expose students to a wide range of concepts and to the many types of situations that face managers and bear directly on an organization's ultimate success.

**Note:** Not open to iBBA students for credit. This course cannot be completed on Exchange by BBA Direct-Entry students. Exceptions may be made only for Delayed-Entry students going on Exchange during their 4th year of study.

SB/SGMT 4750 3.00  
**Strategy Execution**

This course addresses the managerial challenge of executing a firm’s strategy, by focusing on organizational elements that must be aligned to support a strategy as well as the tremendous difficulty of doing so. These elements include, but are not limited to, organizational structures and control mechanisms that “match” the given strategy as well as strategic leadership. Students learn and apply theory regarding strategy execution by analyzing implementation and performance in specific firms.

**Prerequisite:** SB/SGMT 3000 3.00 or SB/INTL 3000/4400 3.00

SB/XXXX 4900 3.00  
**Schulich Guided Study**

Under guidance of a full-time Schulich faculty member, individual students in Year 3 or 4 may undertake a special program of Guided Studies tailored to the mutual interests of the student and the faculty member. These studies are co-designed by the student and the faculty member in advance of start of the academic term. The student and faculty member must sign a **Guided Study Form** that includes:

1. the explicit learning objectives for the student,
2. an agreement on the most appropriate means of achieving these objectives, and
3. a means of assessment to demonstrate that the learning objectives have been met.

Guided Study courses should have a minimal overlap with courses that a student has previously taken and with courses that otherwise are available through normal course offerings.

A student can take a maximum of 6.00 credits of Guided Study courses for BBA or iBBA degree credit.

Guided Study courses are coded as SB/XXXX 4900 3.00. The XXXX portion of the course code uses the functional area or program a faculty member is associated with, such as FINE 4900 3.00 or ECON 4900 3.00. Please refer to page 13 for Enrolment Guidelines related to adding a Guided Study course.

Guided Study courses normally are supervised by a full-time (i.e. tenure-stream) faculty member. If the supervisor is a part-time or contract instructor, a signature form a Tenure Stream or CLA faculty member is required.

**Note 1:** Faculty members are not obligated to agree to assist a student with a Guided Study course.

**Note 2:** Not available to exchange students visiting Schulich.
Scholarships and Financial Assistance

New and current students in the BBA or iBBA programs are eligible for a range of financial assistance options, including programs administered by the government on the basis of financial need (OSAP), entrance scholarships, and in-course awards given by the University in recognition of scholastic achievement. For full details regarding scholarships, awards and bursaries, visit [sfs.yorku.ca](http://sfs.yorku.ca).

York University Renewable Scholarships

Students who applied for admission to the BBA or iBBA will be considered for a York University Automatic Entrance Scholarship. This is a scholarship that does not require an application. Student Financial Services will automatically determine which students are eligible for the award and make the appropriate allocation.

York Continuing Scholarships

To be considered for all other York Continuing Scholarships, students must complete a Student Financial Profile by visiting the Student Financial Services website at [sfs.yorku.ca/aid/sfp](http://sfs.yorku.ca/aid/sfp). Please note that international students are not eligible for most continuing scholarships. Visit [yorkinternational.yorku.ca](http://yorkinternational.yorku.ca) for more information on international scholarships and bursaries. Questions regarding financial aid can be directed to finaid@schulich.yorku.ca.

**SCHULICH AWARDS FOR CONTINUING STUDENTS**

Students can apply online for Schulich-specific awards each September by completing York University’s Student Financial Profile. Recipients of scholarships, awards and bursaries will be notified via their Schulich e-mail. For full details about individual awards, scholarships and bursaries, including information on eligibility, visit the Financial Aid website.

### Continuing Student Awards

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KPMG Undergraduate Scholarship</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Ernst &amp; Young BBA Award</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Devin Traux Memorial iBBA Scholarship</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>HSBC LGBT Student Award</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>HSBC President’s Award for iBBA</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Toronto Dominion Bank Award</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Michael Paul Sardella Award for International Students</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>The Isaac Akande Scholarship Trust Fund</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Keun-Chang Kim Memorial Award</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Women in Leadership Student Award</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>The Winchcombe Scholarship Fund</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>The Aleksander Shved 50th Anniversary BBA Bursary</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Thomas H. Beechy Award for International Exchange</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>General Motors of Canada Limited Bursary</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>The Schulich School of Business Single Parent Bursary</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Lawrence S. (Al) Rosen BBA Award</td>
<td>$1,000.00</td>
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<tr>
<td>MBA Class of 2007 Schulich Ambassador Award</td>
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<tr>
<td>John Perzoco Memorial Scholarship</td>
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<tr>
<td>Toronto and Area Road Builders Association</td>
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<tr>
<td>The Federation of Chinese Canadian Professionals (Ontario) Education Award</td>
<td>$750.00</td>
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<tr>
<td>Nicholas Garelli Award</td>
<td>$500.00</td>
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<tr>
<td>Michael A. Katigbak Award</td>
<td>$500.00</td>
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<tr>
<td>Class of ’97 BBA Bursary</td>
<td>$500.00</td>
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<tr>
<td>The James Bray Bursary in memory of Mrs. Anne Bray</td>
<td>$500.00</td>
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<tr>
<td>Michael Bond Memorial Scholarship</td>
<td>$400.00</td>
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<tr>
<td>Joshua Tan Memorial Scholarship</td>
<td>$350.00</td>
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<tr>
<td>Maritime Life Award</td>
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</table>

### Graduating Student Awards

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Peterson Family Gold Medal &amp; Scholarship in Entrepreneurial Studies</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Alan and Esther Hockin Achievement Award</td>
<td>$500.00</td>
</tr>
<tr>
<td>Gordon Charlton Shaw Award Fund</td>
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</tr>
<tr>
<td>Gordon Charlton Shaw Achievement Award</td>
<td>$200.00</td>
</tr>
<tr>
<td>Stanley L. Warner Memorial Award</td>
<td>$250.00</td>
</tr>
<tr>
<td>Bernadine Nightingale Memorial Foundation Marketing Scholarship</td>
<td>$50.00</td>
</tr>
<tr>
<td>The BBA/iBBA Invitational Conference and Case Competition Award</td>
<td>Variable</td>
</tr>
<tr>
<td>Schulich School of Business Alumni Bursary</td>
<td>Variable</td>
</tr>
<tr>
<td>YUFA (York University Faculty Association) Foundation Undergraduate Scholarships</td>
<td>Variable</td>
</tr>
<tr>
<td>Governor General Silver Medal</td>
<td>Medal</td>
</tr>
<tr>
<td>Murray G. Ross Award</td>
<td>Medal</td>
</tr>
</tbody>
</table>

### External Awards

External organizations offer various scholarships open to undergraduate students of the Schulich School of Business. For information on all external awards, visit: [sfs.yorku.ca/scholarships/external](http://sfs.yorku.ca/scholarships/external).
BURSARIES AND FINANCIAL ASSISTANCE

There are two offices undergraduate students can approach for financial assistance: the Schulich Financial Aid unit as well as Student Financial Services located in the Bennett Centre for Student Services. York University remains committed to helping students and their families. York has brought together funds from various sources to increase the resources available for student support. After listening to the students, York has created new and flexible programs for making this aid available. York’s bursary program recognizes that students may need assistance to reach their goals – assistance that is based on their financial needs. Information and application is available at:

sfs.yorku.ca/scholarships.

York University Undergraduate Bursary

The value of the award is variable and based upon financial need. Applications are available on the York website after the beginning of classes in September. These bursaries are available to Canadian citizens or Permanent Residents or Protected Persons. Undergraduate students are eligible to apply for the York Undergraduate Bursary, which is available online. International students are eligible to apply for the Emergency Bursary Fund.

Undergraduate Residence Life Bursaries

The value of this award is variable and available to encourage students to make a valuable contribution to their residence community. Applicants must be living in one of the undergraduate residences at the Keele or Glendon Campus. Recipients must be Canadian Citizens, permanent residents or protected persons, residents of Ontario and demonstrate financial need. A Residence Bursary application is required to be eligible for this award. Students may obtain an application from the Residence Life Coordinator from their College.

Work/Study Program

The Work/Study program provides on-campus part-time job opportunities for eligible full-time York University students. These jobs are primarily available during the September to April academic session, although a limited number of jobs are also available in the Summer to students who will be continuing their students in the following Fall/Winter session or are enrolled in Summer courses. Various administrative and Faculty departments participate in this program so there is a broad range of jobs from which to choose. Students who are awarded a Work/Study position cannot hold another Work/Study, RAY, CLAY or YES position concurrently. Details are available online at:
sfs.yorku.ca/employment/workstudy.

Research at York (RAY)

The Research at York (RAY) program was created to enhance both the research culture of the University and the undergraduate student academic experience. Through the RAY program, eligible undergraduate students will have the opportunity to participate in research projects with faculty members and/or fellow students, while receiving compensation at a competitive rate. Students who are awarded a RAY position cannot hold another RAY, Work/Study, CLAY or YES position concurrently. Details are available online at:
sfs.yorku.ca/employment/ray.

College Life at York (CLAY)

CLAY is a Work/Study program for the Colleges on the Keele campus where positions focus on enhancing the student experience within the college system. These positions provide undergraduate students with opportunities to establish new programs or provide services to fellow students within the college and contain less than 20 per cent clerical work. These jobs are primarily available during the September to April academic session, although a limited number of jobs are also available in the summer to students who will be continuing their studies in the following fall/winter session or are enrolled in summer courses. Students who are awarded a CLAY position cannot hold another CLAY, RAY, YES or Work/Study position concurrently. Details are available online at sfs.yorku.ca/employment/clay.

York Engaged Students (YES)

YES is a Work/Study program designed to support the outstanding contributions, services and campus engagement activities organized and performed by our student leaders on campus. YES positions focus on enhancing a student employee’s engagement and success at such things as peer mentoring, ambassadorship and advising. These positions provide undergraduate students with opportunities to establish new programs or provide services to fellow students at York and contain less than 20 percent clerical work. Students who are awarded a YES position cannot hold another YES, CLAY, RAY or Work/Study position concurrently. Details are available at sfs.yorku.ca/employment/yes.
ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

Financial aid is available to students in the form of Canada and Ontario Student Loans through the Ontario Student Assistance Program. For information and to apply, visit the OSAP website at ontario.ca/osap.

General Information About OSAP
OSAP is designed to relieve the financial burden of pursuing higher education through a combination of repayable loans and grants. It is a need-based loan program.

Loans are payment-free and interest-free as long as one is enrolled as a full-time student for every term of assessment. At York, to be considered a full-time student one must be enrolled in at least 9.00 credits per term; one cannot average out the credits over the year.

Changes in circumstances throughout the school year can affect OSAP entitlement for the year. Depending on the change, awards may increase or decrease. Changes such as increase or decrease in course load, increase or decrease in income, change of residence etc. can all affect entitlement. To ensure that any change in entitlement is not detrimental to post-secondary studies, consult with a representative from Student Financial Services in the Bennett Centre at York University prior to making any changes.

For more information on OSAP for York University students contact:
Student Financial Services
Bennett Centre for Student Services
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Tel: (416) 872-YORK (9675)
Fax: (416) 736-5386
sfs.yorku.ca

Out-of-Province Students
For information regarding other provincial student loan programs, please consult the website of the provincial student assistance office. Out-of-province student assistance information and website links are available at: sfs.yorku.ca/aid/outofprovince.
Student Services & Student Life at Schulich

The faculty, management and support staff of the Schulich School of Business are dedicated to supporting the academic efforts of each individual student to realize his or her fullest potential. The School’s Division of Student Services & International Relations should be consulted on questions related to all aspects of study at the School.

For more detailed academic information on specific functional areas or programs, use the contacts listed at the beginning of this publication.

Division of Student Services and International Relations

The Division of Student Services & International Relations (SSIR) supports students in their pursuit of academic, professional and personal goals. The division offers specialized services and facilitates connection within the larger university community for Schulich students. The SSIR office is located in the Scotiabank Suite on the 2nd floor, West Wing of the Schulich School of Business. When dealing with the Division, it is important to talk to the appropriate person.

Academic Planning

The Undergraduate Programs Unit (UPU) within Student Services and International Relations provides support to students from the time of program entry through to graduation. The UPU is responsible for one-to-one academic advising, assistance with deferred exams and letters of permission and the Schulich Ambassador Program. Students can seek help in a variety of formats including in-person appointments, e-mail, the blog, telephone, and even via social media. Students are welcome to speak with an Undergraduate Academic Advisor about both academic and non-academic issues affecting their performance. To make an appointment, please visit undergradblog.schulich.yorku.ca and click the “1-1 Advising” tab. For general inquiries feel free to contact the Undergraduate Programs Unit at (416) 736-5081 or drop by W263K.

Career Development Centre (CDC)

The Schulich Career Development Centre provides career services exclusively to Schulich students. We are located on the second floor of the Schulich School of Business building:

**CDC Office Hours**

| Monday-Friday* | 8:30am - 4:30pm* |

*Extended hours during heavy recruitment season. After-hour appointments available upon request.

**CDC Contact Information**

Room N202, Seymour Schulich Building
Tel: 416-736-5080 Fax: 416-650-4915
E-mail: career@schulich.yorku.ca
Website: schulich.yorku.ca/careerportal

Some of the services available to students include:

- One-on-one industry advising by Certified Career Coaches
- Access to Networking Events
- Invitations to Recruitment and Company Information Sessions
- Access to online portal and job postings
- Career modules and workshops

Every student is encouraged to visit the Career Portal and review ‘Your Career Guide’ before meeting with an Industry Advisor. The guide is essential in preparing for a successful job search and outlines the services the Career Development Centre provides to Schulich students.

Alumni Relations

schulich.yorku.ca/alumni

With over 85 alumni chapters in more than 62 countries, the Schulich Global Alumni Network represents a highly successful community of more than 29,000 graduates from Schulich’s degree programs dating back to the first graduating class in 1967. Schulich’s Alumni Relations programs delivers lifelong value to student and graduates by providing networking and leadership opportunities, mentorship programs for students and alumni, a robust calendar of professional development and social events, career services and other valuable benefits.

The Office of Alumni Relations seeks to build long-term and highly engaged relationships with Schulich students, alumni and other stakeholders to foster a strong and connected alumni community to advance the mission of the Schulich School. The Alumni Relations Office is actively involved in student life and promoting a lifelong alumni relationship that starts the first day you arrive at Schulich. Through an extensive schedule of events and programs to promote interaction between students and alumni, students gain access to alumni and their unique perspectives. Alumni serve as a valuable resource to current students seeking to better understand the impact of the Schulich degree experience and the many exciting opportunities that await them after Convocation.
You’re A Part of it!
As a current student, you can enhance your Schulich experience by engaging with the Schulich Global Alumni Network. Consider:

Attending Networking and Signature Events:
As future Schulich alumni, you are encouraged to get connected to alumni, meet other students, and begin expanding your professional network right away. Consider attending some of the many alumni industry and social events, professional development activities and student club events. Signature events organized during the academic year include the Schulich Alumni Recognition Awards, CONNECT: Schulich Alumni Forum and the Real Estate and Infrastructure Perspectives Lecture.

Participating in the Schulich Alumni Mentorship Program:
Enrich your student experience by connecting one-to-one with alumni through the Schulich Alumni Mentorship Program. This high demand program has intake dates in both September and January and can provide you with valuable insights and knowledge designed to maximize your Schulich experience, future career development, and improve your skills. Participating Schulich alumni mentors come from the private, public and social sectors. Student mentees are encouraged to choose the alumni mentors they wish to be matched with facilitated through the Schulich Alumni Online Community. All program participants are screened and provided guidelines to ensure a successful match. The program is open to all Schulich 3rd and 4th year undergraduate students. For more information, please visit the Alumni website and click on Alumni2Student Mentorship Program.

Involving Alumni in Student Clubs and Activities:
Engaging alumni in your student club programming and events is an ideal way to gain valuable perspectives and insights from our accomplished alumni. Visit with the Alumni Relations team to learn about how your student club can benefit from engaging alumni as speakers, advisors and attendees. Throughout the academic year, the Office is available to provide support and advice to ensure your club events and programming are the most successful.

Connecting with Alumni Abroad:
Schulich alumni are living and working in more than 90 countries. That means an instant community of contacts for current Schulich students who participate in official Schulich study exchanges or internships. In partnership with the International Relations Office and the CDC, the Alumni Relations Office can help connect you with alumni leaders in the region you are traveling to.

Staying Informed:
With numerous events and activities taking place each day at Schulich, we encourage you to keep updated on the latest news and events by following one or all of Schulich’s exclusive Alumni social media channels: LinkedIn, Twitter and Facebook. Or, visit the Alumni website, schulich.yorku.ca/alumni-services-for-students, for regular updates. The Alumni Relations Office will also regularly post updates on key programs and events via student and alumni Facebook groups and the Schulich CDC Newsletter.

Information Services & Technology

Locations/Hours
Schulich School students have access to university-wide and Schulich-specific services in a number of locations:
• Schulich Information Services and Technology Helpdesk Room W354, SSB (416) 736-5824, option #1
• Schulich Information Services and Technology General Office Room W354, SSB (416) 736-5824, option #2

Schulich Helpdesk and Drop-In Computer Lab Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>10:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Weekends</td>
<td></td>
</tr>
</tbody>
</table>

During the month of August, the hours for the Schulich Computer Lab may be reduced. Changes in hours will be posted.

York University Client Support Services
Computing Commons Lab, William Small Centre

Counter Office Hours
Monday – Friday 8:30 a.m. – 5:15 p.m.

(416) 736-5800
online help: student.computing.yorku.ca
E-mail: askit@yorku.ca
Fax: (416) 736-5830

Hours for Computing Commons Lab

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m. – 10:50 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m. – 10:50 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 7:50 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 7:50 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 p.m. – 10:50 p.m.</td>
</tr>
</tbody>
</table>

Connectivity
Note: A Passport York account is required to authenticate to all University networks and internet resources.

Schulich School
24-hour connectivity to the Internet is available to mobile device users through public wired network jacks in various locations throughout the building or via wireless access.

Schulich Helpdesk staff in room W354, SSB can provide details.

Microcomputers
• HP computers running a Windows operating system are located in Room S336, SSB and networked to the Internet. A valid YorkU domain user id and password are required.

Personal Computing Recommendations
• Access to a computer with the following minimum configuration: (a notebook is highly recommended)

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Central Processor</td>
<td>Intel Core i3</td>
</tr>
<tr>
<td>Installed Memory</td>
<td>4 Gigabytes</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>128 Gigabytes</td>
</tr>
<tr>
<td>Connectivity Connections:</td>
<td>Integrated Ethernet &amp; Wireless 802.11 B/G/N Network Interface Connections</td>
</tr>
</tbody>
</table>

Technical Support
Helpdesk staff are available for additional help for all Schulich students in Room W354, SSB
Printing
Printing services are available in the computer lab in S336 on the third floor of the Schulich School of Business. The cost is 10 cents per page and payment may be made using your YUcard. Only black and white printing is offered. Refer to the Library Services section of this handbook for details regarding colour printing services available at the Bronfman Business Library.

Schulich Software
The University provides free antivirus software. All students using University facilities to link personal machines to the internet are expected to install and regularly update virus protection.

Lab Desktop (YorkU domain):
- MS Office
- SAS, SPSS, STATA available through WebFAS
- Internet Explorer and Firefox
- MS Project
- FTP
- MAPLE
- MATLAB
- Visual Studio

IBM Lotus Sametime-based Conferencing and Messaging System
- Accessible from home, lab computers and laptops
- Available for collaborative work

Schulich Services

Lockers
A limited number of lockers are available for rental to students at the start of the Fall term, on a first-come, first-served basis. Lockers are also available at the start of the Winter term, subject to availability.

- Rental fees are non-refundable.
- Students may place their name on a waiting list during the first week of the term; the exact date and time will be communicated to students prior to the start of the term.
- Individual requests for specific locker locations cannot be accommodated without supporting documentation from a licensed physician.
- Students will be notified via Lotus Notes email as to whether or not they received a locker. Priority will be given to students living off-campus.
- Lockers are located in the basement of the Schulich School of Business.
- Locker codes are reset prior to the rental period and reassigned every Fall.

The Schulich School of Business will not assume any responsibility for items stolen or damaged in assigned lockers.
All lockers must be cleaned out by July 31. Any materials left in the lockers after this date will be removed and discarded after a week.

The Trading Floor
The Trading Floor is Schulich’s retail store for Schulich logo merchandise. It is located on the main floor of the Schulich Building adjacent to the CIBC Marketplace and across from Starbuck’s coffee shop. The Trading Floor creates customized items for clubs and events.

Tuchner’s
Located in the basement of the Schulich School of Business, Tuchner’s offers a place to relax, meet as a group and purchase a variety of foods and beverages. Visit Tuchner’s for hours of operation, menus and for information on special event accommodation.

Schulich Market Cafe
Located on the main floor of the Schulich School of Business, in the CIBC Marketplace. The Schulich Market Café is open:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:00 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday*</td>
<td>8:00 a.m. - 3:00 p.m.</td>
</tr>
</tbody>
</table>

*seasonal closures apply
Note: Hours vary throughout the year and are posted at the Market Cafe counter.

Library Services

The Peter F. Bronfman Business Library, located on the second floor of the Schulich School of Business provides access to a comprehensive collection of print materials, and an outstanding collection of online marketing, financial, company, industry, articles/ newspapers and numeric databases. To access these e-resources off-campus, students should log in and authenticate using Passport York IDs. The Bronfman Business Library offers extensive hours seven days a week. For current hours see: library.yorku.ca/web/bbl.

An A-Z list of business databases can be viewed here: library.yorku.ca/web/bbl/collections/businessonline

- The Bronfman Library’s online research guides cover a wide variety of business research tasks and will help students find information and resources for their assignments: library.yorku.ca/web/bbl/guides
- Research support is available in person, via e-mail, IM Chat and phone; all contact details are available here: library.yorku.ca/web/bbl/ask-a-question
- BRYT (Business Research at York Toolkit): Visit the BRYT website at bryt.library.yorku.ca and learn how to conduct business research using library databases by watching short how-to videos, downloading PDF resources, and using real-time database walk-throughs.
- The library provides an environment which fosters individual and group study, including individual study carrels, a silent study room, lounge seating, computing workstations, and six group study rooms. Group study rooms can be booked using Passport York IDs at: library.yorku.ca/rooms/bronfman
- Students can use their YU-cards to print and photocopy at the Bronfman Business Library. Black and white printing and photocopying costs 10 cents per page. Colour printing and photocopying costs 25 cents per page. For more information about printing, copying and scanning at the library see: library.yorku.ca/web/ask-services/print-copy-scan
- Students have access to four other York University Libraries. At the Keele campus this includes the Scott Library (humanities and social sciences), the Steacie Science and Engineering Library and the Osgoode Hall Law School Library. The Leslie Frost Library is located at the Glendon campus.
### Schulich Ambassador Program

The Schulich Ambassador Program is an opportunity for undergraduate BBA/iBBA students to become involved with the Schulich Community while developing essential leadership skills necessary to be successful in the global marketplace. Through participation in various recruitment events, transitional activities and projects that help students strive towards personal excellence, the Schulich Ambassador Program is designed with the intention to help students meet its basic objective: Becoming an Inspiring Leader.

For more information: Please contact undergradambassador@schulich.yorku.ca.

### Undergraduate Business Society (UBS)

The Undergraduate Business Society (UBS) is the official student government of the Schulich School of Business. As the governing body, our mission is to represent our undergraduate students on a social, academic, and professional level. The UBS' fundamental purpose is to enhance our undergraduate students' university experience by instilling a sense of identity and involvement with their peers, the faculty and the Schulich community. Feel free to stop by and visit us at the UBS office located on the main floor of the Schulich School of Business, room W140C or check out our website. For a comprehensive list of student clubs and activities, visit the UBS website.

http://schulich.yorku.ca/

Learn more about undergrad student life online! schulich.yorku.ca/student-life

### Stay Connected with Bronfman!

Receive important library updates by following Bronfman Business Library on Twitter @bronfmanlibrary or liking their Facebook page: facebook.com/BronfmanLibrary

York University Libraries provide a full range of services to students with special needs such as adaptive equipment, facilitated services for library materials retrieval, etc. For more information see: library.yorku.ca/web/ask-services/accessibility-services

### SCHULICH CENTRE FOR TEACHING EXCELLENCE

The overarching goal of the Schulich Centre for Teaching Excellence (SCTE) is to help create an academic community within Schulich that is committed to teaching and learning excellence. The SCTE seeks to maximize the learning experience in the classroom. The SCTE supports tenure stream and contract faculty members through teaching orientations, workshops, coaching, teaching development grants, and a physical and online library of teaching resources.

Jointly with the Undergraduate Business Society and Graduate Business Council, the SCTE also supports a variety of initiatives each year to promote continuous teaching innovation and excellence, including the Just-In-Time (JIT) Teaching Feedback Process and the Seymour Schulich Teaching Excellence Awards.

For more information on the SCTE, visit the Centre’s homepage or email scte@schulich.yorku.ca

### CLASSROOM-BASED ACADEMIC CONCERNS & JUST-IN-TIME (JIT) TEACHING FEEDBACK PROCESS

The Schulich School has put in place a process for addressing students' classroom-based academic concerns. When an issue arises, students should first speak to the professor concerned to see if the matter can be resolved directly. Faculty at Schulich are receptive to feedback and generally prefer to have the feedback come directly to them from students. It is recognized, however, that under some circumstances, a student may prefer not to speak directly to the professor, but to use the Just-In-Time Teaching Feedback Process instead.

Just-In-Time (JIT) Teaching Feedback Process

The JIT Teaching Feedback Process, run jointly by the student governments and the Schulich Centre for Teaching Excellence (SCTE), was developed as a communication vehicle for resolving issues that arise in the classroom while the term is still in progress. The goals of the JIT system are:

- to catch issues early (during the term) rather than waiting for mid-term or end-of-term evaluations
- to prevent an issue from escalating or snowballing
- to take action quickly
- to recognize that there is joint responsibility for the learning environment, and that both students and instructors have to work together

To initiate the JIT process, students should complete the JIT Feedback form (available through the MySchulich Portal) and contact the SCTE, either directly or via the GBC Vice President. The SCTE, in consultation with the relevant parties, implements a strategy for addressing the issue. For more information, please contact the SCTE at scte@schulich.yorku.ca or 416-736-5088.
Student Services & Student Life at York University

Bookstore

The York University Bookstore is located in York Lanes. The Bookstore carries all course books related to undergraduate and graduate courses. The Bookstore offers new books from publishers and also offers a huge supply of used copies, sells the e-book version of books when available, and has an in-store textbook rental program to supplement its web based rental program. Information on instructors’ required and optional readings is linked to the Bookstore website, and the store is organized by course and course section, to make selection of books simple for in-store purchasers. The Bookstore stocks and sells customized books (course kits) with content specific to the instructors’ curriculum using its print on demand technology. When necessary, the Bookstore obtains permission to reprint out of print editions for course work. The Bookstore buys used books from students for resale in the store, and for other campuses. Over 50,000 titles of general interest (including business titles, journals, magazines, academic remainders, and sale books etc.), as well as texts prescribed for courses, are stocked. A wide selection of stationery and gift items, York and Schulich logo clothing, and electronic accessories are also available. The Bookstore has expanded its fair trade clothing lines, offers more recycled paper products, and sells York’s Fair Trade Las Nubes coffee as a result of Schulich student projects and recommendations.

Launched in 2012, the Bookstore has a loyalty program in which “Scholar Dollars” accumulate at the rate of 5% on all purchases made with the YU-card. The program includes a bonus which can double the benefit of using the YU-card when buying at the campus Bookstore. Since 2013: some outside food vendors now accept the YU-card and credit students with Scholar Dollars, redeemable only at the Bookstore.

The Bookstore’s website offers a variety of products and services, including online ordering and shipping anywhere in the world. The website also hosts a free system to connect buyers and sellers of used textbooks. The store hours and information on many events that the Bookstore hosts is posted on its website.

The Bookstore can be reached by:
Tel: (416) 736-5024 Fax: (416) 736-5733
Email: bookstore@yorku.ca
Or through our website: bookstore.yorku.ca

Office of Student Conduct and Dispute Resolution

The office of Student Conflict Resolution is responsible for administering the Code of Student Rights and Responsibilities (CSRR). In addition to receiving and investigating complaints, the Office also provides advice, training and resources to the University community in interpreting the CSRR. The Office is also home to the Peer Support Team, a group of student volunteers who provide York students with dispute resolutions services and assistance in clarifying CSRR.

For more information, contact the Office of Student Conflict Resolution at 416-736-5231 or yorku.ca/oscr.

Office of the Ombudsperson

The role of the York University Ombudsperson is to provide an impartial and confidential service to assist current members of York University who have been unable to resolve their concerns about University authorities’ application of York University policies, procedures and/or practices. The Ombudsperson is generally an office for last resort. This means that your should first try to resolve your problem by using the complaint and appeal procedures offered by the department you are dealing with. Many complaints can be resolved quickly by first approaching the department involved and using its internal complaint mechanisms. If you are not certain what complaint procedures are available, the Ombudsperson can assist you by providing referral information on how to address your problem. The Office of the Ombudsperson is located in 1050 Kaneff Tower. For more information please visit: ombuds.info.yorku.ca.

Office of Student Community Relations

Under the umbrella of Community Support & Services, the Office of Student Community Relations (OSCR) provides a broad range of care and support services that positively foster learning experience and enhance student success by working with and on behalf of students to address personal, academic and financial difficulties. Through its CARE model OSCR takes a holistic approach in supporting students impacted by critical incidents, facing personal crises or multiple complex issues, including referrals to on and off campus resources. OSCR advocates for students to secure academic accommodations, financial assistance, stop-outs/leaves and emergency housing with a view to furthering divisional as well as institutional strategic plans/objectives. OSCR collaborates extensively with campus partners to ensure student well-being and compliance with University policies, rules and regulations including but not limited to the Code of Student Rights and Responsibilities.

For more information please contact the office at 416.736.5231 or by email: oscr@yorku.ca.

Sexual Violence Response Office

In close partnerships the Office of Community Support and Services oversees administration of the University’s Sexual Violence Policy for Faculty, Staff and Students. The Sexual Violence Response Office (SVRO) provides institutional awareness and co-ordination of services aimed at prevention and care for survivors. Central to this mandate is the HERE campaign which articulate, identify and focus on the immediate and long term needs of survivors as the basis for response and care. For more information For more information please contact the office at 416.736.5211 or by email: svro@yorku.ca.
Undergraduate Academic Handbook

Centre for Human Rights, Equity and Inclusion

The Centre for Human Rights, Equity and Inclusion (REI) promotes and builds a respectful, equitable, diverse and inclusive (REDI) university community. It strives to be a leader in providing accessible, impartial, non-adversarial, and confidential programs and services that uphold human rights, facilitate equitable access to opportunities, and champion diversity and inclusion. REI offers current students, faculty, and staff:

- resources on York’s inclusion and human rights-related policies, procedures and services
- assistance with questions or concerns related to human rights matters
- training and events on human rights, equity and inclusion
- funding for REDI initiatives on campus
- opportunities to support a REDI York environment

Check out the Centre for Human Rights, Equity and Inclusion’s online training module “REDI” that uses interactive training methods to assist York students, faculty and staff in better identifying and preventing harassment and discrimination: rights.info.yorku.ca/redi

Centre for Student Community and Leadership Development

The Centre for Student Community and Leadership Development is dedicated to continuously improving the quality of student life at York University. We are leaders in facilitating learning through the creation of community and transitional co-curricular experiences. The Centre for Student Community and Leadership Development includes the following core units:

- Elections
- Student Media and Communications
- Health Education and Promotion
- Leadership
- RED Zone
- Parent and Family

The Centre for Student Community and Leadership Development is located at Ross S172. More information is available on the Centre’s website: Call (416) 736-5144 or visit us on the web at: scld.yorku.ca

Health Education and Promotion at York

Located in the Centre for Student Community and Leadership Development, Health Education and Promotion at York exists to guide and support the development and maintenance of a comprehensive healthy campus. Their goal is to provide education and information to students through various formats, and to work behind the scenes to make York a healthier place to live, work, and learn through advocacy, strategy development, and student-centred initiatives. And yes, they give out free condoms!

A professional health educator is available to students, free of charge. Students can schedule an appointment, send an email, or place a phone call to discuss any personal health questions. Whether you want to ask a question about a recent medical diagnosis, learn more about how to eat healthy with little time and money, or share your feedback on how you think York can better contribute to student health, Health Education and Promotion is available to you. All services are free and confidential.

To learn more about upcoming events, book the peer health education team, access resources, or learn more about what Health Education and Promotion is doing to support a healthy campus, visit the website: healthed.scld.yorku.ca

Tel:  (416) 736-5196
E-mail:  lstate@yorku.ca
Website:  healthed.scld.yorku.ca
Location:  Centre for Student Community and Leadership Development, 5172 Ross Building

Counselling & Disability Services (CDS)

cds.info.yorku.ca

Mission Statement

Counselling & Disability Services provides a range of essential counselling and disability related services to the York University community. The primary aim of CDS is to help students realize, develop, and fulfill their personal and academic potential in order to maximally benefit from their university experience. Achieving this aim requires ready access to a range of services available to all students currently enrolled at York University. Services provided are listed below.

Personal Counselling Services (PCS)

Location:  N110 BCSS
Phone:  (416) 736-5297 Fax: (416) 736-5633
Hours of operation:
Mon., Wed., Thurs., Fri.: 9:00 a.m. – 4:30 p.m.
Tues.: 9:00 a.m. – 7:00 p.m.

Students come to Personal Counselling Services because of a wide range of concerns such as depression, anxiety, abuse, self-esteem, eating and body image, issues about sexuality and stress. We offer short-term individual and couples therapy. Students seeking personal counselling are encouraged to contact us to make an appointment for an initial consultation which will be scheduled for the earliest available appointment time. The initial consultation is a brief interview during which our Intake Counsellor assesses the student’s counselling needs. After the initial consultation, the student may be offered an appointment at CDS or an outside referral depending upon the nature of the issue and the availability of staff. At peak times during the year, students may have to wait a short while for an initial appointment or for further counselling.

In the case of a life-threatening situation, call 911 or proceed to the nearest hospital. In a non life-threatening crisis situation, same-day crisis-intervention services are available. For more information about our services visit our website at yorku.ca/cds/pcs.

Personal Counselling Services also offers workshops and group programs for students on such topics as: mindfulness meditation for depression, shame and communication skills, body image and disordered eating, test anxiety, etc.

Learning Skills Services (LSS)

Location:  N110 BCSS
Phone:  (416) 736-5297 Fax: (416) 736-5633
Hours of operation:
Mon., Wed., Thurs., Fri.: 9:00 a.m. – 4:30 p.m.
Tues.: 9:00 a.m. – 7:00 p.m.

Throughout the year, students may meet individually with a learning skills counsellor or attend workshops to help in developing and improving study skills and strategies. Workshops
Walk-in patients are always welcome. Patients can check the On-campus medical facilities are located at the Appletree Medical Centre Health Services reach us at dhh@yorku.ca psmd.info.yorku.ca.

For more detailed information, please visit our website at mhds.info.yorku.ca

Mental Health Disability Services (MHDS)
Location: N110 BCSS
Phone: (416) 736-5297 Fax: (416) 736-5633
Hours of operation: Mon., Wed., Thurs., Fri.: 9:00 a.m. – 4:30 p.m.
Tues.: 9:00 a.m. – 7:00 p.m.

Mental Health Disability Services provides educational support for students with specific learning disabilities, ADHD, Autism Spectrum Disorders. Interested students should arrange an initial intake appointment to discuss appropriate academic accommodations and additional supports. For a more detailed information, please visit our website at: lds.info.yorku.ca

Physical, Sensory and Medical Disability Services (PSMDS)
Location: N108 Ross
Phone: (416) 736-5140 or (416) 736-5263 (TTY)
Fax: (416) 650-8068
Hours of operation: Mon., Wed., Thurs., Fri.: 9:00 a.m. – 4:30 p.m.
Tues.: 9:00 a.m. – 7:00 p.m. (After 4:30 p.m. by appointment only)

Services include educational support for students who experience a physical, sensory or medical disability. Students are expected to complete a registration package prior to their initial intake appointment with a disability counsellor. To request a registration package, students can contact us by phone at (416) 736-5140 or in person at N108 Ross Building. Once that package is completed and returned, the student will be contacted for an initial meeting. For more detailed information, please visit our website at psmd.info.yorku.ca. Deaf and Hard of Hearing students can also reach us at dhh@yorku.ca

Health Services
Appletree Medical Centre
On-campus medical facilities are located at the Appletree Medical Centre located in York Lanes. No appointment is necessary. Walk-in patients are always welcome. Patients can check the

Health Services Include:
• General medicine
• Annual and Employment physicals
• Travel medicine
• Pap and Birth Control clinics
• Psychiatry
• Allergy testing
• Immunizations
• STD infection testing
• Foot care

Mandatory Health and Dental Insurance Plan:
All Full-Time Domestic Students
For information on the compulsory York University Health and Dental Insurance Plan, visit the York Federation of Students (YFS) website at yfs.ca. Questions should be directed to the YFS Health Plan Office at healthplan@yfs.ca or (416) 736-2100 ext. 58066.

Mandatory Health Insurance Plan:
All International Students
For information on the compulsory York University Health Insurance Plan (UHIP), contact the York International UHIP staff at: uhip@yorku.ca.

Athlete’s Care on Campus
Location: Toronto Track & Field Centre
Accolade East Building – Rm 145
Phone: (416) 479-8799 Website: athletescare.com

Whether it’s a sport related injury, stiff muscles from long hours at the computer or everyday aches and pains, we have the professionals that can keep you active and injury free. Athlete’s Care Sports Medicine Centres is a network of twenty multidisciplinary clinics offering assessment, treatment, and rehabilitation services. Collectively, our experience spans decades of clinical practice, education and research. We have treated athletes participating at all levels of competition, performing artists and weekend warriors.

Our services on campus include:
• Sports Medicine Physicians
• Physiotherapy
• Massage Therapy
• Chiropractic
• ART® Practitioners
• Bracing & Orthotic Specialists

We have two convenient locations on campus and offer weekend and evening appointments. Most services are covered by extended health care plans or the YFS Health Plan. Find out what your plan covers!

Ron Cope Gateway Resource Room
117A Curtis Lecture Hall
(416) 736-5081 (voice)
(416) 736-5829 (TTY and Fax)
rcope@yorku.ca (e-mail)

Resources for students who are Deaf and hard of hearing, including a specialized resource collection, bursary support, and e-mentoring.
Security, Parking and Transportation Services

Security Services

The York University Security Services department is located in the William Small Centre, room 228, at the Keele Campus and in the Greenhouse at the Glendon Campus. We are comprised of dedicated security personnel who are focused on the delivery of quality security services to all people within our community. Our service is ‘community based’. This means we seek collegial partnerships with community stakeholders and provide inclusive solutions to security problems for our campus’ that best meet the needs of the large and diverse community we serve. Security Services remains committed to the timely delivery of security services in a professional and sensitive manner, treating all persons with the utmost respect, dignity and absolute fairness.

York University Security Services is comprised of four groups: patrol, property watch, campus relations and investigations. Each partners with various community groups or external agencies to provide a specific need to the community, such as pro-active patrolling, service response, emergency response, pro-active event planning, crime prevention, safety programs, statistical analysis, outreach liaison, and investigation of complaints and criminal activity. Security Services has partnerships within the University community and with external agencies and organizations to provide a better, more efficient and effective service to our community.

The security and safety of the campus requires the cooperation and support of the whole community. Security Services encourages the community to take personal precautions and report any suspicious activity immediately.

The Security Control Centre is staffed and operational 24 hours a day. Any security related information may be obtained by contacting Security Services’ general telephone number at (416) 650-8000 or ext. 58000. For all urgent matters contact (416) 736-5333 or ext. 33333.

911 Emergencies:
In a Life Threatening emergency call 911 Direct.
For situations where people or property is at immediate risk, for example a medical emergency, fire or a crime in progress we ask that you contact 911 directly, and then notify Security Services at (416) 736-5333 or ext. 33333. York Security meets and expedites emergency vehicles directly to the scene of the emergency so that valuable time is not lost searching for a particular building or location.

Keele Campus:
York University
4700 Keele Street, 228 William Small Centre
Toronto, Ontario, M3J 1P3
General matters: (416) 650-8000 or ext. 58000
Emergencies: (416) 736-5333 or ext. 33333
Fax: (416) 736-5377 or ext. 55377
E-mail: scc@yorku.ca

Glendon Campus:
York University
2275 Bayview Avenue, Greenhouse
Toronto, Ontario, M4N 3M6
General matters: (416) 650-8000 or ext. 58000
Emergencies: (416) 736-5333 or ext. 33333
Fax: (416) 736-5377 or ext. 55377
E-mail: scc@yorku.ca
For more information on Security Services, please visit our website: security.info.yorku.ca

Parking Services

A limited supply of parking permits are available to all community members on a first come, first serve basis. Parking Services encourages early purchases for the availability of space and to avoid any line ups.

Please ensure you have fully completed an application form. Incomplete applications will result in unnecessary delays. In order to purchase a parking permit, you must provide a valid vehicle ownership or registration (photocopy of the front and back of your vehicle ownership will be sufficient for mail in and drop off applications). If the vehicle driver is different than the vehicle owner, the vehicle owner must also sign the application.

Parking permits can not be issued to persons or vehicles with outstanding violations on their parking account. For information regarding outstanding violations please call (416) 736-5705 for the Keele Campus, and (416) 487-6788 for Glendon Campus and ask to speak to a Violations Officer.

Acceptable payment methods to purchase your permit are cash, cheque, debit, Visa, Mastercard, or AMEX. To avoid line-ups and the need to apply in person, applications can be processed by mail/fax.

Applicants renewing their parking permits may be eligible to renew online. Please visit our website at yorku.ca/parking for more information.

Parking and Transportation Services are located in:
Keele Campus Parking Services
Parking and Transportation Services Room 222, William Small Centre, 155 Campus Walk
York University

Daily parking is also available in selected lots and Parking Garages on a first-come, first-served basis. For more information, visit our website at yorku.ca/parking or call (416) 736-5335, or ext 55335.

Transportation Services

Visit the Transportation Services website

Carpooling
Carpooling is an effective option for individuals who commute long distances to and from school/work and have limited access to public transit. For information on how to start carpooling or to register for a free ride-matching service, go to the Smart Commute North Toronto, Vaughan website smartcommuteNTV.ca to find a carpool partner to York University.

On average it costs $9,000 a year to own and operate a personal vehicle. When you switch from driving alone, you can save a lot of money while helping to reduce traffic congestion, improve air quality and conserve energy.

Van-Go
Transportation Services, in partnership with the Office of Physical, Sensory and Medical Disability Services, offer Van-Go service, designed to assist students and staff with disabilities to get around campus safely. For further information contact 416-736-5140 or 416-736-5263 (TTY).
GoSAFE

GoSAFE is a complimentary service provided by York University to help students, faculty, staff and their guests get safely from one on-campus location to another. GoSAFE staff members will meet you at campus bus stops, parking lots, buildings and/or residences and safely accompany you to your destination. For more information or hours of operation, please call the GoSAFE office at (416) 736-5454 or ext. 55454, or visit us at: gosafe.info.yorku.ca

Lost and Found

A Lost & Found Office is maintained on the Keele Campus at South Ross 107. Lost & Found staff can also be reached via e-mail lost@yorku.ca. If you are leaving a message by phone or e-mail, please indicate a description of the item that you lost, the date and time that you last saw it and a contact name and number (or e-mail) where you can be reached. On the Glendon campus, enquiries should be directed to Security Services in the Glendon Greenhouse or call (416) 487-6808.

The University regrets that it cannot be responsible for items of personal property left unattended on the grounds or within buildings. For further information, please visit our website at: gosafe.info.yorku.ca/lost-and-found or call us at (416)736-5534 ext 55534.

Find Transit Details Online!

- TTC
- PRESTO
- York Region Transit
- Carsharing
- Cycling

Shopping Services

The York Lanes Building is York University’s unique enclosed shopping centre. Anchored by the York University Bookstore, York Lanes has over 30 shops and services, including a medical and dental clinic, computer store, post office, photo-processor, hairdresser, bank, credit union and 10 restaurants. In addition, there are many other pubs and food services located across the university.

Sports and Recreation

The multi-purpose Tait McKenzie Centre located at the Northwest edge of campus features four gymnasias, 5 North American squash courts, fitness centre (free weights, selectorized weight machines, cardio equipment) high performance centre (free weights and lifting platforms), upper gym aerobic centre, 5 multi-purpose studios, spinning studio, 25 metre swimming pool and sport injury clinic. Adjacent to Tait McKenzie there are a number of sports fields which include The York Stadium, 1 sport playing field (with lights), 9 outdoor tennis courts (4 courts with lights), and 4 softball fields. Other facilities include Canlan Ice Sports with a feature rink and 5 additional rinks; City of Toronto Track and Field Centre with an outdoor track (8 lane, 400m synthetic track and separate jumps and throwing areas), an indoor track (4 lane banked 200 metre) and 2 weight training areas; and the Revell Centre with 12 outdoor tennis courts and 4 indoor tennis courts.

York University, through the Sport & Recreation Department, has developed programs aimed at offering opportunities across the broad continuum of physical activity to all students. Programs include interuniversity sports; casual recreation in basketball, indoor soccer, badminton, table tennis, tennis, swimming, hockey, squash, pleasure skating; intramural sports; instructional classes in dance, martial arts, tennis, aquatics, mind and body fitness, squash, spinning and skating; aerobics and cross-training classes; and a variety of sport clubs.

The University also encourages students to take advantage of the exciting environment generated through sport at York by attending interuniversity events held on campus and cheering on the Lions. York students can attend all regular-season games for free with the presentation of a YU-card. For more information call customer service at (416) 736-5185 or check the website at: york[lions].ca.

York University Student Centre (YUSC)

The York University Student Centre is dedicated to enhancing the quality of student and community life at York University by providing a dynamic, central, multi-purpose facility and by also providing effective, relevant services, resources, events and commercial activities. The YUSC is at the forefront of facilitating student life by expanding the building and its services, dramatically growing its businesses, and more thoroughly integrating itself into the University community.

The facility houses the York Federation of Students, and student service groups including: The Centre for Women and Trans People, SASSL (Sexual Assault Survivors Support Line), TBLGAY, OPIRG (Ontario Public Interest Research Group), The Access Center, YUBSA (York United Black Students’ Alliance), ASAY (Aboriginal Students Association at York), USAY (United South Asians at York) and 35 Student Clubs. The Underground, York’s...
largest full-service restaurant, is located in the lower level of the YUSC. The YUSC also features the Lee Wiggins Childcare Centre, Gateway Newsstand, and a 500 seat food court. Other restaurants include: Treats, Wendy's, Jimmy the Greek, Gino's Pizza, Pagoda Tree, The Islands Caribbean Restaurant, Mac's Sushi, Dirty Bird and Yogen Früz.

As a historic achievement the York University Student Centre successfully secured innovative financing for the construction of a second Student Centre building on York University's Keele campus. The 126,000 sq ft building was designed by global design firm CannonDesign with EllisDon contracted for construction services. The building is expected to open in Spring 2018.

Centre for Women and Trans People at York University

The Centre for Women and Trans People ("the Centre") is a student-funded, collectively run, volunteer-driven organization at York University. The Centre is a progressive, pro-choice, anti-racist, queer-positive, trans-positive, feminist organization committed to:
- helping to break the social isolation that women and trans people face on campus through programming, socials and networking events
- individual and collective empowerment through esteem building, education & decolonization
- providing services such as peer-to-peer crisis intervention, peer counselling & referrals from a feminist, anti-oppressive framework
- acting as a resource base for understanding, exposing and organizing on issues around gender violence and social justice
- creating working relationships between students and the University administration, where students are directly involved in developing programs and policies that make the campus safer for everyone
- developing a culture of resistance and celebration by supporting local artists

The Centre offers free workshops and programs every semester. We also offer a comfortable lounge with couches and chairs, free local phone, computer and internet access, a fridge, a microwave, and good company! Whether students want to debrief with someone about their day, or are looking for a place to chill/eat their lunch/catch up on their readings/get involved in the Centre's work - don't be shy, drop by and check it out! The Centre is located in room 322 in the Student Centre.
Tel: (416) 736-2100 ext. 33484
Website: cwtpyork.ca Email: cwtpyork@gmail.com
INFORMATION FOR INTERNATIONAL STUDENTS

BENEFITS OF STUDY IN CANADA

The United Nations Human Development Report consistently ranks Canada amongst the best countries to live in.

What does Canada offer?

- a high-quality educational system subject to strict government standards (see 'Accreditation and Canadian Business Schools' on this page)
- internationally recognized Canadian university degrees
- a world-class healthcare system
- a multicultural society which values customs and traditions
- a stable, safe and peaceful country
- clean and environmentally friendly cities
- year-round, affordable sport and cultural activities
- the beauty of Canadian nature
- four distinct seasons (fall, winter, spring, summer)
- excellent second-language training programs
- eligibility to work in Canada as a student and after graduation
- For more information on Canadian universities, visit univcan.ca

ACCREDITATION AND CANADIAN BUSINESS SCHOOLS

In Canada, education is the responsibility of the provinces, not the federal government. All degree programs in business or management must meet the quality-control criteria of their respective provincial governments. The level of quality across Canada is consistently high. There is no separate accreditation body for university degree programs in business or most other disciplines.

COST OF STUDYING AND LIVING IN CANADA

Please note: Undergraduate Schulich students study in the Fall (September to December) and Winter (January to April) Terms. The BBA/iBBA are four year programs. See study options/ Curriculum Charts for each undergraduate program.

Tuition and Related Academic Fees

In Ontario, there are different sets of fees for domestic and international students. Students who move permanently to Canada and are awarded permanent resident status become eligible for the government subsidized domestic fees paid by Canadian citizens and permanent residents beginning in the term after status has been awarded.

Financial Assistance

There is some limited financial assistance, including scholarships and bursaries for international students studying in Canada on a study permit. Only Canadian citizens and permanent residents are eligible to apply for government-supported student financial aid programs. See the Schulich School of Business Awards and Financial Support brochure available from Student Services and International Relations, or online at sfs.yorku.ca.

RESOURCES AND SUPPORT

The International Relations unit provides support to international students from pre-arrival through to graduation. Support services include orientation services, English language support and international student advising.

Orientation Services

Pre-Arrival Webinars will be offered in the summer to prepare students for their transition to Canada. International Student Orientation sessions are provided for new international students before the beginning of classes in the Fall. This orientation provides important information including study and work permits, Canadian culture, finances and banking, and health insurance. For more information, please contact: intlrelations@schulich.yorku.ca

English Language Support

The Schulich School of Business operates entirely in English. The pace of study is rapid and it is essential that students have high oral and written proficiency in English. To meet course requirements students must be able to participate fully in class and contribute to small-group discussions and analysis. Schulich’s Office of International Relations offers services for students who have English as a second language (ESL).

Academic Peer Support

The Academic Peer Support program provides students with one-on-one English language writing assistance on assignments, cases and papers. Students with English as a second or additional language can bring their written work in for review and feedback on grammar, structure, and citations. Students may also use the service to practice their spoken English to help prepare for presentations. These free sessions can be booked through the student portal. Email intlrelations@schulich.yorku.ca for more information. There are weekly support hours set whereby students can make an appointment to bring their written work in for review, editing, and general feedback.

YUELI

The York University English Language Institute (YUELI) offers extra-free intensive non-credit courses for students who wish to improve their English skills. Students are required to have an intermediate proficiency level in English to enter this program. Information on the Institute’s programs can be obtained from

ESL Open Learning Centre

The English as a Second Language Open Learning Centre (ESLOLC) is available to all Schulich students whose first language is not English (yorku.ca/esloc). Practical individual instruction is provided in reading, writing, listening and speaking. Professionally trained tutors from the ESLOLC are available. Appointments should be made in advance by contacting (416) 736-2100 ext. 22940, 327 South Ross.

Telephone: (416) 736-5353
E-mail: yueili@yorku.ca
Website: yueili.yorku.ca

International Student Advising

All students who are new to Canada can take advantage of specialized advising, seminars and services offered by the International Relations Office (Room W262). Services include supports to help with adjustment to Canada including a including a pre-arrival webinar, buddy program and ongoing events. Students may visit or contact the International Relations Office (intlrelations@schulich.yorku.ca) with any questions related to transition including health insurance information or navigating government websites.

Schulich School of Business - 83
Visa and Study Permit
Degree-seeking international candidates wishing to study at the Schulich School of Business must obtain a study permit in advance of beginning their academic program in Canada. The length of time required to obtain a study permit and/or temporary resident visa (TRV) or electronic travel authorization (eTA) may vary from country to country. The duration of a study permit can be extended within Canada if required. For more information on how to apply for study permit and/or temporary resident visa (TRV) please visit cic.gc.ca/english/study/study.asp.

*For correct and region specific information on permits and visas, contact the appropriate Canadian Embassy or Consulate in your country/region. Visit cic.gc.ca/english/information/offices/index.asp for a complete listing.

Work Eligibility During Studies
Full-time students with a study permit are eligible to work on-campus or off-campus at York University without obtaining a work permit. Visit cic.gc.ca/english/study/work.asp for more detail on the regulations and the number of hours permitted per week.

Working in Canada After Graduation
International students are eligible to apply for a post graduation work permit (PGWP) upon completing their degree requirements. Students may submit a completed letter request form to Schulich’s Student and Enrolment Services to request a letter confirming degree completion. For more information on the post-graduation work permit (PGWP) visit: cic.gc.ca/english/study/work-postgrad.asp.

You may contact Schulich’s International Relations Office intrelations@schulich.yorku.ca if you require assistance with navigating government websites.
### DIRECT ENTRY BBA (FALL 2017 ENTRY)

#### YEAR 1 (2017)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Introduction to Microeconomics  
AP/ECON 1000 3.00 | Introduction to Macroeconomics  
AP/ECON 1010 3.00 |
| Managing Contemporary Enterprise  
SB/MGMT 1000 3.00 | Business Analytics I  
SB/MGMT 1050 3.00 |
| Introduction to Financial Accounting I  
SB/ACTG 2010 3.00 | Introduction to Financial Accounting II  
SB/ACTG 2011 3.00 |
| Marketing Management or  
History of Capitalism: Structures, Agents, Artefacts  
SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00 | Marketing Management or  
History of Capitalism: Structures, Agents, Artefacts  
SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00 |

**Non-Business Elective(s)**  
Total of 6.00 credits

#### YEAR 2 (2018)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Management Accounting Concepts or  
Ethics, Social Responsibility and  
Sustainability in Business  
SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00 | Management Accounting Concepts or  
Ethics, Social Responsibility and  
Sustainability in Business  
SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00 |
| Individuals and Groups in Organizations  
SB/ORGS 2100 3.00 | Organizations and Their Environments  
SB/ORGS 2200 3.00 |
| Introduction to Finance  
SB/FINE 2000 3.00 | Applied Macroeconomics  
SB/ECON 2000 3.00 |
| Business Analytics II or Operations Management  
SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00 | Business Analytics II or Operations Management  
SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00 |

**Non-Business Elective(s)**  
Total of 6.00 credits

#### YEAR 3 (2019)* and YEAR 4 (2020)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Strategic Management  
SB/SGMT 3000 3.00 | Integrative Business Simulation  
SB/SGMT 4100 3.00 |

**Schulich Electives**  
Total of 18.00 credits

**Schulich Electives or Non-Business Electives**  
Total of 24.00 credits

**Non-Business Electives**  
Total of 12.00 credits

---

*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

**Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

***This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.

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Please note that non-business electives at the 1000 level are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.
### DIRECT ENTRY BBA (FALL 2016 ENTRY)

#### YEAR 1 (2016)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Microeconomics AP/ECON 1000 3.00</td>
<td>Introduction to Macroeconomics AP/ECON 1010 3.00</td>
</tr>
<tr>
<td>Managing Contemporary Enterprise SB/MGMT 1000 3.00</td>
<td>Business Analytics I SB/MGMT 1050 3.00</td>
</tr>
<tr>
<td>Introduction to Financial Accounting I SB/ACTG 2010 3.00</td>
<td>Introduction to Financial Accounting II SB/ACTG 2011 3.00</td>
</tr>
<tr>
<td>Marketing Management or Ethics, Social Responsibility and Sustainability in Business SB/MKTG 1030 3.00 or SB/MGMT 1040 3.00</td>
<td>Marketing Management or Ethics, Social Responsibility and Sustainability in Business SB/MKTG 1030 3.00 or SB/MGMT 1040 3.00</td>
</tr>
</tbody>
</table>

Non-Business Elective(s)  
Total of 6.00 credits

#### YEAR 2 (2017)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of Capitalism: Structures, Agents, Artefacts or Management Accounting Concepts SB/MGMT 1030 3.00 or SB/ACTG 2020 3.00</td>
<td>History of Capitalism: Structures, Agents, Artefacts or Management Accounting Concepts SB/MGMT 1030 3.00 or SB/ACTG 2020 3.00</td>
</tr>
<tr>
<td>Individuals and Groups in Organizations SB/ORGS 2100 3.00</td>
<td>Organizations and their Environments SB/ORGS 2200 3.00</td>
</tr>
<tr>
<td>Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
<td>Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
</tr>
<tr>
<td>Introduction to Finance SB/FINE 2000 3.00</td>
<td>Applied Macroeconomics SB/ECON 2000 3.00</td>
</tr>
</tbody>
</table>

Non-Business Elective(s)  
Total of 6.00 credits


<table>
<thead>
<tr>
<th><strong>Strategic Management SB/SGMT 3000 3.00</strong></th>
<th>*<strong>Integrative Business Simulation SB/SGMT 4100 3.00</strong></th>
</tr>
</thead>
</table>

Schulich Electives  
Total of 18.00 credits

Schulich Electives or Non-Business Electives  
Total of 24.00 credits

Non-Business Electives  
Total of 12.00 credits

---

*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.*  
**Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.*  
***This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.*

Please note that non-business electives at the 1000 level are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.
**DIRECT ENTRY BBA (FALL 2015 ENTRY)**

<table>
<thead>
<tr>
<th>YEAR 1 (2015)</th>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Microeconomics</td>
<td>AP/ECON 1000 3.00</td>
<td>Introduction to Macroeconomics</td>
</tr>
<tr>
<td>Managing Contemporary Enterprise</td>
<td>SB/MGMT 1000 3.00</td>
<td>Individuals and Groups in Organizations</td>
</tr>
<tr>
<td>Business History or Ethics, Social Responsibility and Sustainability in Business</td>
<td>SB/MGMT 1030 3.00 or SB/MGMT 1040 3.00</td>
<td>Business History or Ethics, Social Responsibility and Sustainability in Business</td>
</tr>
<tr>
<td>Business Analytics I or Introduction to Financial Accounting I</td>
<td>SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00</td>
<td>Business Analytics I or Introduction to Financial Accounting I</td>
</tr>
<tr>
<td>Non-Business Elective(s)</td>
<td>Total of 6.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2 (2016)</th>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Financial Accounting II</td>
<td>SB/ACTG 2011 3.00</td>
<td>Management Accounting Concepts</td>
</tr>
<tr>
<td>Applied Macroeconomics</td>
<td>SB/ECON 2000 3.00</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>Business Analytics II or Operations Management</td>
<td>SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
<td>Business Analytics II or Operations Management</td>
</tr>
<tr>
<td>Organizations and Their Environments</td>
<td>SB/ORGS 2010 3.00</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>Non-Business Elective(s)</td>
<td>Total of 6.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3 (2017)* and YEAR 4 (2018)</th>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Management</strong></td>
<td>SB/SGMT 3000 3.00</td>
<td><strong>Integrative Business Simulation</strong></td>
</tr>
<tr>
<td>Schulpich Electives</td>
<td>Total of 18.00 credits</td>
<td></td>
</tr>
<tr>
<td>Schulpich Electives or Non-Business Electives</td>
<td>Total of 24.00 credits</td>
<td></td>
</tr>
<tr>
<td>Non-Business Electives</td>
<td>Total of 12.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

* Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.
** Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.
*** This course may be completed in either Year 3 or Year 4. Prerequisite is SB/SGMT 3000 3.00

Please note that non-business electives at the 1000 level are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.
## DIRECT ENTRY BBA (FALL 2014 ENTRY)

### YEAR 1 (2014)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Introduction to Microeconomics  
AP/ECON 1000 3.00 | Introduction to Macroeconomics  
AP/ECON 1010 3.00 |
| Managing Contemporary Enterprise  
SB/MGMT 1000 3.00 | Individuals and Groups in Organizations  
SB/ORGS 1000 3.00 |
| Business History  
or Ethics, Social Responsibility and Sustainability in Business  
SB/MGMT 1030 3.00 or SB/MGMT 1040 3.00 | Business History  
or Ethics, Social Responsibility and Sustainability in Business  
SB/MGMT 1030 3.00 or SB/MGMT 1040 3.00 |
| Statistics for Management Decisions or Introduction to Financial Accounting I  
SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00 | Statistics for Management Decisions or Introduction to Financial Accounting I  
SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00 |

**Non-Business Elective(s)**  
Total of 6.00 credits

### YEAR 2 (2015)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Introduction to Financial Accounting II  
SB/ACTG 2011 3.00 | Management Accounting Concepts  
SB/ACTG 2020 3.00 |
| Applied Macroeconomics  
SB/ECON 2000 3.00 | Introduction to Finance  
SB/FINE 2030 3.00 |
| Business Analytics II  
SB/MGMT 2050 3.00 | Marketing Management  
SB/MKTG 2030 3.00 |
| Organizations and Their Environments  
SB/ORGS 2010 3.00 | Operations Management  
SB/OMIS 2010 3.00 |

**Non-Business Elective(s)**  
Total of 6.00 credits

### YEAR 3 (2016)* and YEAR 4 (2017)

| **Strategic Management**  
SB/SGMT 3000 3.00 | **Integrative Business Simulation**  
SB/MGMT 4100 3.00 |

**Schulich Electives**  
Total of 18.00 credits

**Schulich Electives or Non-Business Electives**  
Total of 24.00 credits

**Non-Business Electives**  
Total of 12.00 credits

---

* Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

** Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

*** This course may be completed in either Year 3 or Year 4. Prerequisite is SB/SGMT 3000 3.00

Please note that non-business electives at the 1000 level are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.
## BBA DELAYED-ENTRY (FALL 2015 ENTRY)

### YEAR 2 (2015)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business History</strong></td>
<td><strong>Introduction to Financial Accounting I</strong></td>
</tr>
<tr>
<td>SB/MGMT 1030 3.00</td>
<td>SB/ACTG 2010 3.00</td>
</tr>
<tr>
<td><strong>Business Analytics I</strong></td>
<td><strong>Marketing Management</strong></td>
</tr>
<tr>
<td>SB/MGMT 1050 3.00</td>
<td>SB/MKTG 2030 3.00</td>
</tr>
<tr>
<td><strong>Applied Macroeconomics</strong></td>
<td><strong>Ethics, Social Responsibility and Sustainability in Business</strong></td>
</tr>
<tr>
<td>SB/ECON 2000 3.00</td>
<td>SB/MGMT 1040 3.00</td>
</tr>
<tr>
<td><strong>Managing Contemporary Enterprise</strong></td>
<td><strong>Individuals and Groups in Organizations</strong></td>
</tr>
<tr>
<td>SB/MGMT 1000 3.00</td>
<td>SB/ORGS 1000 3.00</td>
</tr>
</tbody>
</table>

Non-Business Elective(s)

Total of 6.00 credits

### YEAR 3 (2016)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Financial Accounting II</strong></td>
<td><strong>Introduction to Finance</strong></td>
</tr>
<tr>
<td>SB/ACTG 2011 3.00</td>
<td>SB/FINE 2000 3.00</td>
</tr>
<tr>
<td><strong>Business Analytics II</strong></td>
<td><strong>Operations Management</strong></td>
</tr>
<tr>
<td>MGMT 2050 3.00</td>
<td>SB/OMIS 2010 3.00</td>
</tr>
<tr>
<td><strong>Organizations and Their Environments</strong></td>
<td><strong>Schulich Elective</strong></td>
</tr>
<tr>
<td>SB/ORGS 2010 3.00</td>
<td>Total of 3.00 credits</td>
</tr>
<tr>
<td><strong>Schulich Elective</strong></td>
<td><strong>Management Accounting Concepts</strong></td>
</tr>
<tr>
<td>Total of 3.00 credits</td>
<td>SB/ACTG 2020 3.00</td>
</tr>
</tbody>
</table>

**Schulich Electives or Non-Business Elective(s)**

Total of 6.00 credits (Minimum 2000 Level)

### YEAR 4 (2017)*

| **Strategic Management**                       | **Integrative Business Simulation**                   |
| SB/SGMT 3000 3.00                              | SB/MGMT 4100 3.00                                     |
| **Schulich Elective**                          | **Schulich Elective**                                 |
| Total of 3.00 credits                          | Total of 3.00 credits                                 |
| **Schulich or Non-Business Elective**          | **Non-Business Elective**                             |
| Total of 3.00 credits                          | Total of 3.00 credits                                 |

**Schulich Elective or Non-Business Elective(s)**

Total of 6.00 credits (Minimum 3000 Level)

<table>
<thead>
<tr>
<th><strong>Non-Business Elective(s)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of 6.00 credits (Minimum 3000 Level)</td>
</tr>
</tbody>
</table>

* Delayed-Entry students wishing to go on Exchange can only go in their 4th year of study, after having completed all 2000 level core courses.

** Delayed-Entry students must complete this course during the Fall session of their 4th year of study. Effective Fall 2008, this course cannot be completed on Exchange by Direct-Entry BBA students. However, exceptions may be made for Delayed-Entry students planning to go on Exchange.

*** Delayed-Entry students must complete this course during the Winter term of their 4th year of study.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher. Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.
# DIRECT ENTRY iBBA (FALL 2017 ENTRY)

## YEAR 1 (2017)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Microeconomics for Managers  
SB/INTL 1200 3.00 | Macroeconomics for Managers  
SB/INTL 1210 3.00 |
| Managing Contemporary Enterprise  
SB/MGMT 1000 3.00 | Business Analytics I  
SB/MGMT 1050 3.00 |
| Introduction to Financial Accounting I  
or SB/ACTG 2010 3.00 | Introduction to Financial Accounting II  
SB/ACTG 2011 3.00 |
| Marketing Management or Responsible Business in an International Context  
SB/MKTG 1030 3.00 or SB/INTL 1400 3.00 | Marketing Management or Responsible Business in an International Context  
SB/MKTG 1030 3.00 or SB/INTL 1400 3.00 |
| *Language Study  
Total of 6.00 credits | |

## YEAR 2 (2018)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Introduction to Finance  
SB/FINE 2000 3.00 | Management Accounting Concepts  
SB/ACTG 2020 3.00 |
| Organizational Behaviour Across Cultures  
SB/INTL 2300 3.00 | International Economics  
SB/INTL 2200 3.00 |
| Business Analytics II or Operations Management  
SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00 | Business Analytics II or Operations Management  
SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00 |
| *Language Study (or Regionally-Focused Elective)  
Total of 6.00 credits | **Regionally-Focused Elective(s)  
Total of 6.00 credits |

## YEAR 3 (2019) and YEAR 4 (2020)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Strategic Management for International Business*  
SB/INTL 3000 3.00 | International Business Simulation**  
SB/INTL 4300 3.00 |
| Schulich Electives  
Total of 24.00 credits (3000 or 4000 level) | |
| * Language Study (or Regionally-Focused Elective)  
Total of 6.00 credits | **Regionally-Focused Elective(s)  
Total of 6.00 credits |
| **Regionally-Focused Elective(s)  
Total of 6.00 credits | ***Non-Business or Schulich Electives  
Total of 18.00 credits |

*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

** Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

*** A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

** This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.

### NOTE
In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program in Fall 2016 are required to have successfully completed Intermediate Level language competency, or higher, with a minimum grade of C.
## DIRECT ENTRY iBBA (FALL 2016 ENTRY)

### YEAR 1 (2016)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microeconomics for Managers</td>
<td>Macroeconomics for Managers</td>
</tr>
<tr>
<td>SB/INTL 1200 3.00</td>
<td>SB/INTL 1210 3.00</td>
</tr>
<tr>
<td>Managing Contemporary Enterprise</td>
<td>Business Analytics I</td>
</tr>
<tr>
<td>SB/MGMT 1000 3.00</td>
<td>SB/MGMT 1050 3.00</td>
</tr>
<tr>
<td>Introduction to Financial Accounting I</td>
<td>Introduction to Financial Accounting II</td>
</tr>
<tr>
<td>or SB/ACTG 2010 3.00</td>
<td>SB/ACTG 2011 3.00</td>
</tr>
<tr>
<td>Marketing Management or Responsible Business in an International Context</td>
<td>Marketing Management or Responsible Business in an International Context</td>
</tr>
<tr>
<td>SB/MKTG 1030 3.00 or SB/INTL 1400 3.00</td>
<td>SB/MKTG 1030 3.00 or SB/INTL 1400 3.00</td>
</tr>
</tbody>
</table>

*Language Study  
Total of 6.00 credits

### YEAR 2 (2017)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Finance</td>
<td>Management Accounting Concepts</td>
</tr>
<tr>
<td>SB/FINE 2000 3.00</td>
<td>SB/ACTG 2020 3.00</td>
</tr>
<tr>
<td>Organizational Behaviour Across Cultures</td>
<td>International Economics</td>
</tr>
<tr>
<td>SB/INTL 2300 3.00</td>
<td>SB/INTL 2200 3.00</td>
</tr>
<tr>
<td>Business Analytics II or Operations Management</td>
<td>Business Analytics II or Operations Management</td>
</tr>
<tr>
<td>SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
<td>SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
</tr>
</tbody>
</table>

*Language Study (or Regionally-Focused Elective)  
Total of 6.00 credits

**Regionally-Focused Elective(s)  
Total of 6.00 credits

### YEAR 3 (2018) and YEAR 4 (2019)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
</table>
| Strategic Management for International Business* | International Business Simulation**  
| SB/INTL 3000 3.00                           | SB/INTL 4300 3.00                              |
| Schulich Electives                          |                                              |
| Total of 24.00 credits (3000 or 4000 level) |                                              |

*Language Study (or Regionally-Focused Elective)  
Total of 6.00 credits

**Regionally-Focused Elective(s)  
Total of 6.00 credits

***Non-Business or Schulich Electives  
Total of 18.00 credits

*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

**Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

***A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

** This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.

NOTE: In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program in Fall 2016 are required to have successfully completed Intermediate Level language competency, or higher, with a minimum grade of C.
### DIRECT ENTRY iBBA (FALL 2015 ENTRY)

#### YEAR 1 (2015)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
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</thead>
<tbody>
<tr>
<td>Microeconomics for Managers</td>
<td>Macroeconomics for Managers</td>
</tr>
<tr>
<td>SB/INTL 1200 3.00</td>
<td>SB/INTL 1210 3.00</td>
</tr>
<tr>
<td>Managing Contemporary Enterprise</td>
<td>Organizational Behaviour Across Cultures</td>
</tr>
<tr>
<td>SB/MGMT 1000 3.00</td>
<td>SB/INTL 1300 3.00</td>
</tr>
<tr>
<td>Business Analytics I or Introduction to Financial Accounting I</td>
<td>Business Analytics I or Introduction to Financial Accounting I</td>
</tr>
<tr>
<td>SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00</td>
<td>SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00</td>
</tr>
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*Language Study<br>Total of 6.00 credits*  
Non-Business Elective(s) or **Globally Focused Study<br>Total of 6.00 credits*

#### YEAR 2 (2016)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Financial Accounting II</td>
<td>Management Accounting Concepts</td>
</tr>
<tr>
<td>SB/ACTG 2011 3.00</td>
<td>SB/ACTG 2020 3.00</td>
</tr>
<tr>
<td>International Economics</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>SB/INTL 2200 3.00</td>
<td>SB/FINE 2000 3.00</td>
</tr>
<tr>
<td>Business Analytics II</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>SB/MGMT 2050 3.00</td>
<td>SB/MKTG 2030 3.00</td>
</tr>
</tbody>
</table>

*Language Study<br>Total of 6.00 credits*  
Non-Business Elective(s) or **Globally Focused Study<br>Total of 6.00 credits*

#### YEAR 3 (2017) and YEAR 4 (2018)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>***Applied Cross Cultural Management</td>
<td>***Business &amp; Sustainability</td>
</tr>
<tr>
<td>SB/INTL 3350 1.50†</td>
<td>SB/INTL 3400 1.50†</td>
</tr>
<tr>
<td>***International Business Ethics</td>
<td>***Operations Management</td>
</tr>
<tr>
<td>SB/INTL 3500 3.00</td>
<td>SB/OMIS 2010 3.00</td>
</tr>
<tr>
<td>***Strategic Management for International Business</td>
<td>***Strategic Management for International Business</td>
</tr>
<tr>
<td>SB/INTL 4400 3.00</td>
<td>SB/INTL 4400 3.00</td>
</tr>
</tbody>
</table>

*Language Study<br>Total of 6.00 credits*  
Non-Business Elective(s) or Schulich Electives<br>Total of 12.00 credits  
Non-Business Elective(s) or **Globally-Focused Study<br>Total of 6.00 credits*

---

* Students are required to complete 18.00 credits of language study, achieving Advanced Level competency to meet graduation requirements. Year level requirements do not apply.  
** Students are required to complete 12.00 credits of Globally-Focused study to meet graduation requirements. Year level requirements do not apply.  
*** Recommended for Year 3.  
† SB/INTL 3350 1.50 and SB/INTL 3400 1.50 must be taken together in the same term and in the same year. (Only offered in the Fall Term).  
**** Must be taken in the Fall Term of Year 4 at the Schulich School of Business. Effective Fall 2008, this course cannot be completed on Exchange.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher, except for language and globally-focused study.  
In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher, except for language and globally-focused courses.

NOTE: Students who are planning on going on exchange in Year 3 must successfully complete all 1st and 2nd year core courses and 12.00 credits of Language Study including Intermediate Level Competency with a minimum grade of C, prior to the Fall term of Year 3. Students who are planning to go on Exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.
### DIRECT ENTRY iBBA (FALL 2014 ENTRY)

#### YEAR 1 (2014)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microeconomics for Managers SB/INTL 1200 3.00</td>
<td>Macroeconomics for Managers SB/INTL 1210 3.00</td>
</tr>
<tr>
<td>Managing Contemporary Enterprise SB/MGMT 1000 3.00</td>
<td>Organizational Behaviour Across Cultures SB/INTL 1300 3.00</td>
</tr>
<tr>
<td>Statistics for Management Decisions or Introduction to Financial Accounting I SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00</td>
<td>Statistics for Management Decisions or Introduction to Financial Accounting I SB/MGMT 1050 3.00 or SB/ACTG 2010 3.00</td>
</tr>
</tbody>
</table>

*Language Study
Total of 6.00 credits

Non-Business Elective(s) or **Globally Focused Study
Total of 6.00 credits

#### YEAR 2 (2015)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Financial Accounting II SB/ACTG 2011 3.00</td>
<td>Management Accounting Concepts SB/ACTG 2020 3.00</td>
</tr>
<tr>
<td>International Economics SB/INTL 2200 3.00</td>
<td>Introduction to Finance SB/FINE 2000 3.00</td>
</tr>
<tr>
<td>Business Analytics II SB/MGMT 2050 3.00</td>
<td>Marketing Management SB/MKTG 2030 3.00</td>
</tr>
</tbody>
</table>

*Language Study
Total of 6.00 credits

Non-Business Elective(s) or **Globally Focused Study
Total of 6.00 credits

#### YEAR 3 (2016) and YEAR 4 (2017)

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>***Applied Cross Cultural Management SB/INTL 3350 1.50†</td>
<td></td>
</tr>
<tr>
<td>**Business &amp; Sustainability SB/INTL 3400 1.50†</td>
<td></td>
</tr>
<tr>
<td>***International Business Ethics SB/INTL 3500 3.00</td>
<td></td>
</tr>
<tr>
<td>***Operations Management SB/OMIS 2010 3.00</td>
<td></td>
</tr>
<tr>
<td>***Strategic Management for International Business SB/INTL-4400 3.00</td>
<td></td>
</tr>
</tbody>
</table>

*Language Study
Total of 6.00 credits

Non-Business Elective(s) or Schulich Electives
Total of 12.00 credits

Non-Business Elective(s) or **Globally-Focused Study
Total of 6.00 credits

* Students are required to complete 18.00 credits of language study, achieving Advanced Level competency to meet graduation requirements. Year level requirements do not apply.
** Students are required to complete 12.00 credits of Globally-Focused study to meet graduation requirements. Year level requirements do not apply.
*** Recommended for Year 3.
† SB/INTL 3350 1.50 and SB/INTL 3400 1.50 must be taken together in the same term and in the same year. (Only offered in the Fall Term).
**** Must be taken in the Fall Term of Year 4 at the Schulich School of Business. Effective Fall 2008, this course cannot be completed on Exchange.
### BBA Degree Program Checklist (Fall 2017 Entry)

<table>
<thead>
<tr>
<th>CR</th>
<th>FAC</th>
<th>T</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00</td>
<td>AP</td>
<td>F</td>
<td>ECON 1000</td>
<td>Introduction to Microeconomics</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>ACTG 2010</td>
<td>Management Contemporary Enterprise</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>MGMT 1000</td>
<td>Business Analytics I</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>AP</td>
<td>W</td>
<td>ECON 1010</td>
<td>Introduction to Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>ACTG 2011</td>
<td>Introduction to Financial Accounting II</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F or W</td>
<td>ACTG 2030</td>
<td>Marketing Management</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F or W</td>
<td>MGMT 1030</td>
<td>History of Capitalism: Structures, Agents, Artefacts</td>
<td></td>
</tr>
<tr>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td>Non-Business Elective(s) (at the 1000 or 2000 level)</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>FINE 2000</td>
<td>Introduction to Finance</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>ORGS 2100</td>
<td>Individuals and Groups in Organizations</td>
<td></td>
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<tr>
<td>3.00</td>
<td>SB</td>
<td>W</td>
<td>ORGS 2200</td>
<td>Organizations and Their Environments</td>
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<tr>
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<td>SB</td>
<td>W</td>
<td>ECON 2000</td>
<td>Applied Macroeconomics</td>
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<tr>
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<td>SB</td>
<td>F or W</td>
<td>MGMT 2050</td>
<td>Business Analytics II</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F or W</td>
<td>OMIS 2010</td>
<td>Operations Management</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F or W</td>
<td>MGMT 2040</td>
<td>Ethics, Social Responsibility, and Sustainability in Business</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F or W</td>
<td>ACTG 2020</td>
<td>Management Accounting Concepts</td>
<td></td>
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<tr>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td>Non-Business Elective(s) (at the 1000 or 2000 level)</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>SGMT 3000</td>
<td>Strategic Management*</td>
<td>* Must be completed in Year 3; this course cannot be completed on exchange.</td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>W</td>
<td>MGMT 4100</td>
<td>Integrative Business Simulation**</td>
<td>** Year 3 or 4, SGMT 3000 is the prerequisite</td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td></td>
<td></td>
<td>Schulich Elective</td>
<td>• In Year 3, electives must be at the 2000 level or higher</td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td></td>
<td></td>
<td>Schulich Elective</td>
<td>• In Year 4, electives must be at the 3000 level or higher</td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td></td>
<td></td>
<td>Schulich Elective</td>
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<tr>
<td>3.00</td>
<td>SB</td>
<td></td>
<td></td>
<td>Schulich Elective</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td></td>
<td></td>
<td>Schulich Elective</td>
<td></td>
</tr>
<tr>
<td>24.00</td>
<td></td>
<td></td>
<td>Schulich Electives or Non-Business Electives***</td>
<td>*** Year level requirements apply</td>
<td></td>
</tr>
<tr>
<td>12.00</td>
<td></td>
<td></td>
<td>Non-Business Electives***</td>
<td>Minimum 5.00 OGPA required to be eligible for graduation</td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- Please refer to the Prohibited Courses List and promotion requirements.
**iBBA Degree Program Checklist (Fall 2017 Entry)**

<table>
<thead>
<tr>
<th>CR</th>
<th>FAC</th>
<th>T</th>
<th>CODE</th>
<th>COURSE NAME</th>
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<td>F</td>
<td>INTL 1200</td>
<td>Microeconomics for Managers</td>
<td>* Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally focused electives</td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>F</td>
<td>ACTG 2010</td>
<td>Introduction to Financial Accounting I</td>
<td></td>
</tr>
<tr>
<td>3.00</td>
<td>SB</td>
<td>W</td>
<td>MGMT 1000</td>
<td>Managing Contemporary Enterprise</td>
<td></td>
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<td>SB</td>
<td>W</td>
<td>MGMT 1050</td>
<td>Business Analytics I</td>
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<td>W</td>
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<td>Macroeconomics for Managers</td>
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<td>W</td>
<td>ACTG 2011</td>
<td>Introduction to Financial Accounting II</td>
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</tr>
<tr>
<td>3.00</td>
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<td>F or W</td>
<td>MKTG 1030</td>
<td>Marketing Management</td>
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<tr>
<td>3.00</td>
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<td>F or W</td>
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<td>6.00</td>
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<td>SB</td>
<td>F</td>
<td>FINE 2000</td>
<td>Introduction to Finance</td>
<td>** Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.</td>
</tr>
<tr>
<td>3.00</td>
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<td>F</td>
<td>INTL 2300</td>
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<td>W</td>
<td>ACTG 2020</td>
<td>Management Accounting Concepts</td>
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<td>SB</td>
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<td>F or W</td>
<td>MGMT 2050</td>
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<td>F or W</td>
<td>OMIS 2010</td>
<td>Operations Management</td>
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<tr>
<td>6.00</td>
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<td></td>
<td>Language Study (or Regionally-Focused Elective)*</td>
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<td>SB</td>
<td></td>
<td>Regionally-Focused Elective(s)**</td>
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<td>3.00</td>
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<td>INTL 3000</td>
<td>Strategic Management for International Business***</td>
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<tr>
<td>3.00</td>
<td>SB</td>
<td>W</td>
<td>INTL 4300</td>
<td>International Business Simulation****</td>
<td>*** Must be completed prior to mandatory exchange term ** Must be completed prior to mandatory exchange term</td>
</tr>
<tr>
<td>3.00</td>
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<td>Schulich Elective</td>
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Contact Us

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