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ACADEMIC COUNSELLING

Each BBA/IBBA student at the Schulich School of Business has access to academic advising through Student & Enrolment Services in the Schulich Student Services and International Relations Division (Room W263, 5SB). 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, at the School or University deemed to be appropriate, in order to fulfil 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 Student & Enrolment Services (W263) for drop in inquiries, e-mail undergrad@schulich.yorku.ca or telephone (416) 736-5081 with their questions. Office hours are 9:00 a.m. to 5:30 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
- complete and submit the Application to Graduate form to the Office of Undergraduate Admissions at grad.student.ca;
- 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 advising team.

Resource | URL | Go here for...
--- | --- | ---
Schulich School of Business official website | schulich.yorku.ca | Program Information, Financial Aid, International Opportunities, Important Dates, Career Development Centre, MySchulich student portal
Academic Honesty | yorku.ca/secretariat/policies | University Legislation on Academic Honesty, Student Rights & Responsibilities Code, Policies, Procedures & Regulations
TheMarkeplace Blog | undergradblog.schulich.yorku.ca | Important Dates, Events, Financial Aid Opportunities, Enrolment Reminders, Student Stories
York Online Services | currentstudents.yorku.ca | Enrolment & Fees, Housing & Transportation, Academic Regulations & Grade Reports
Student Counseling & Development | counselling.schulich.yorku.ca | Resources for academic and personal development, individual and group counselling, Learning Skills Workshops
Student Accessibility Services | accessibility.schulich.yorku.ca | Academic accommodation and support to students with disabilities in accordance with the Ontario Human Rights Commission
Undergraduate Business Society | ubischulich.ca | Student Clubs, Case Competitions, Leadership Conferences, Events, Orientation Week
International Opportunities | schulich.yorku.ca/student-life-services/international-opportunities | Schulich Partner Schools, Exchange, Summer Study Abroad
### 2021-2022 Important Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fall 2021 (Term F)</th>
<th>Fall 2021 - Winter 2022 Year (Y)</th>
<th>Winter 2022 (Term W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Start Date</td>
<td>Sept. 8</td>
<td>Sept. 8</td>
<td>Jan. 10</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. 11</td>
<td>Oct. 11</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Reading Days*</td>
<td>Oct. 9-15</td>
<td>Oct. 9-15</td>
<td>N/A</td>
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<tr>
<td>Fall Classes End</td>
<td>Dec. 7</td>
<td>Dec. 7</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Study Day**</td>
<td>Dec. 8</td>
<td>Dec. 8</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Examinations***</td>
<td>Dec. 9-23</td>
<td>Dec. 9-23</td>
<td>N/A</td>
</tr>
<tr>
<td>Winter Break (University Closed)</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</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. 19-25</td>
<td>Feb. 19-25</td>
</tr>
<tr>
<td>Family Day (University Closed)</td>
<td>N/A</td>
<td>Feb. 21</td>
<td>Feb. 21</td>
</tr>
<tr>
<td>Good Friday (University Closed)</td>
<td>N/A</td>
<td>Apr. 15</td>
<td>Apr. 15</td>
</tr>
<tr>
<td>Winter Classes End**</td>
<td>N/A</td>
<td>Apr. 10</td>
<td>Apr. 10</td>
</tr>
<tr>
<td>Winter Study Days***</td>
<td>N/A</td>
<td>Apr. 11</td>
<td>Apr. 11</td>
</tr>
<tr>
<td>Winter Examinations****</td>
<td>N/A</td>
<td>Apr. 12-29</td>
<td>Apr. 12-29</td>
</tr>
</tbody>
</table>

**NOTES:**

* There are designated Reading Weeks in the Fall and Winter terms during which classes, examinations and tests will not be held. The University itself will be open and administrative services available.
** The Winter classes end on April 10. The final Monday meet will be held on April 4.
*** The Dec. 8, 2021 and April 11, 2022 study days are in compliance of the Senate Policy requiring a day off prior to the start of exams.
**** Important: 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.

### For Assistance and Additional Information

The School’s Division of Student Services & International Relations should be consulted on questions related to admissions, enrolment, registration, grade or course problems, financial assistance or special advising.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean, Students</td>
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<td><a href="mailto:studentservices@schulich.yorku.ca">studentservices@schulich.yorku.ca</a></td>
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<tr>
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<td><a href="mailto:vshan@schulich.yorku.ca">vshan@schulich.yorku.ca</a></td>
</tr>
</tbody>
</table>

Please Note (2021):

In light of recent COVID-19 public health sanctions and changes to operations, certain academic policies, student services and curricular information in the handbook may be subject to change.

Please refer to your Schulich e-mail and your academic advisor for updated information related to accommodations, services and study options.

For updates related to campus operations: [https://yubettertogether.info.yorku.ca](https://yubettertogether.info.yorku.ca)

Enrolment and Registration Information

Students will take place just prior to an enrolment appointment. 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 must deposit $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 space 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 how their academic standing may be affected by dropping a course.

**SECTIONAL COURSE DATES**

Please refer to York’s Registrar’s Office website for all Sessional and Important Dates at registrar.yorku.ca/enroll/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 financial 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**

During the enrolment period, a Schulich course may reach its enrollment 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 Passport York account 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 Schulich e-mail account. Students who are added to Wait Lists will be told via e-mail that they are on the Wait List. If a new section is added, the Student & Enrolment Services staff will e-mail Schulich students and advise them 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 Schulich 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 OSPAP 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.

**OFFICE 365 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 time of the First Year Enrolment Appointment each student is given a Office 365 email account. The student must keep abreast of any University related news via this email communication. Moreover, Office 365 credentials are used to provide the student with access to a number of academic and career related databases at York University. Schulich Student Services please refer to the following databases which are created for each course and the Career Services Portal which provides access to online job postings and job hunting

**REFUNDS AND LEAVES OF ABSENCE**

The student is financially liable for any fees paid. Unless you are fully entitled to a refund, a 25% refund is due for Class withdrawals. Students are encouraged to make changes to their timetable to avoid possible financial consequences. LoveSick, Sickness, or哀 are not grounds for a refund of registration fees. A 100% refund is due in case of death in the family or serious physical illness of the student, or if the student has been called to active duty in the army. In these cases, a copy of the required documentation must be submitted to Schulich Student & Enrolment Services. A 50% refund is due for in the case of a serious mental illness of the student related to the course requirements, a valid doctor’s note or letter is required. The financial officer reserves the right to request evidence. A 25% refund is due for other legitimate reasons but does not include previous year’s fees for core and elective courses. Schulich Undergraduate Current Students 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.


**Registration and Fees**

Students who receive financial assistance should note 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 deadline due to rare and unforeseen circumstances may apply for special consideration to the York University Financial Petitions Committee. For more information, please visit "My Student Record".

**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, 2020 to August 31, 2021. 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.

**NOTE:** 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 Unit (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.

**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 to 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 regionally-focused studies (for iBBA students 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**

(iBBA students entering the program as of or after September 2016)

iBBA students 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**

Students will select language study courses and regionally-focused electives that support their region of choice, and are encouraged to apply for exchange partner schools that align with their region of focus. Preference for exchange partner schools will be given to iBBA students who can present compelling cases of regional-focus throughout their degree in the terms leading up to their exchange term.

**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 (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 session of the following year 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. International students should also meet with the International Student Support Specialist to discuss possible immigration concerns.

COURSES

Schulich Business Electives
The BBAs and iBBAs 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 BBAs and iBBAs curriculum 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:

- 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 0120 6.00 (Beginner), AP/Fr 0130 6.00 (Intermediate), and $8/INTL 2030 3.00/2031 3.00 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 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-.

French Language Placement
If you are an iBBA student who is taking French as your second language or a BBA student who is taking French towards your non-Schulich electives, we recommend taking advanced Business-French at Schulich.

INTL 2030 3.00 and INTL 2031 3.00 are the equivalent of AP/Fr 1080 and can be enrolled into if you have completed Fr 1030 through the York University French Department or by taking the Schulich Placement test, or by permission of course director.

INTL 2030 3.00 and INTL 3021 3.00 are the equivalent of AP/Fr 2083 3.00 and 2083 3.00 (the former) AP/Fr 2060 3.00, AP/Fr 2061 3.00.

Please refer to pages 68-69 for full course descriptions.

If you would like to take these courses, you must complete this form:

ssiforms.app01.yorku.ca/macform

You will be required to take a French placement test for enrollment in these courses.

For more information, speak to your Academic Advisor.

Regionally-Focused Courses
In order to graduate from the program, iBBAs students must complete at least 12.00 credits of regionally-focused study. Year level requirements do not apply. 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”). However, students do not need to take regionally-focused electives related to the region they are going on exchange. Regionally focused courses do not 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 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. Carefully review the Regionally-Focused Courses list starting on page 12 to see which language courses may count. Many courses may be found in the Faculty of Liberal Arts & Professional Studies. 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 regionally-focused courses on the following pages.

Note: The list is not exhaustive. If an iBBA student finds a course that meets the regionally-focused criteria and is not on the appropriate sample list, the course name, number and description should be forwarded to Student & Enrollment Services 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.
Regionally-Focused Courses

The following list contains courses currently approved as globally and/or regionally-focused for the 2021-2022 academic year.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>RF Region</th>
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<tbody>
<tr>
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<td>German Romanticism: Tradition and Revolution</td>
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<td>AP/GER 3989 6.00</td>
<td>Germany and the Global Imaginary</td>
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<td>AP/GER 4440 3.00</td>
<td>Women in German Literature and Culture</td>
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<tr>
<td>AP/GEOG 3560 6.00</td>
<td>Modern Greek Literature and Culture after Independence</td>
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<td>AP/HIST 3010 6.00</td>
<td>War, Revolution and Society in the 20th Century</td>
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<td>AP/HIST 3015 3.00</td>
<td>Michaelangelo’s Rome, Pepys’ London</td>
<td>Europe</td>
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<td>AP/HIST 3020 6.00</td>
<td>Imperialism and Nationalism in Modern Asia</td>
<td>Asia</td>
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<td>AP/HIST 3075 6.00</td>
<td>Food and Clothing in Traditional China and the West: Daily Life, Technology and Science in Cross-Cultural Perspective</td>
<td>Asia</td>
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<tr>
<td>AP/EN 3460 3.00</td>
<td>German Romanticism: Tradition and Revolution</td>
<td>Europe</td>
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<td>AP/EN 3454 3.00</td>
<td>Petersburg in Russian Literature and Culture (in translation)</td>
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<tr>
<td>AP/EN 3430 6.00</td>
<td>South Asian Literature</td>
<td>South Asia</td>
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<tr>
<td>AP/EN 3410 3.00</td>
<td>Caribbean Literature</td>
<td>Latin America</td>
</tr>
<tr>
<td>AP/HIST 3382 6.00</td>
<td>Russian and East European Film and Culture (in translation)</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 3381 3.00</td>
<td>Eastern Europe, Since 1918</td>
<td>Europe</td>
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<tr>
<td>AP/HIST 3280 3.00</td>
<td>Europeans and the Natural World to 1800</td>
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<tr>
<td>AP/HIST 3226 3.00</td>
<td>Europe’s Ottoman History</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 3234 3.00</td>
<td>Women and Gender in Early Modern Europe</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 3160 6.00</td>
<td>Women and Gender in Ancient Greece and Rome</td>
<td>Europe</td>
</tr>
<tr>
<td>AP/HIST 2010 6.00</td>
<td>Ancient Greece and Rome</td>
<td>Europe</td>
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<tr>
<td>AP/HIST 2150 6.00</td>
<td>Classical Greek and Roman Archaeology: An Introduction</td>
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<tr>
<td>AP/HIST 2220 6.00</td>
<td>Medieval and Early Modern Europe</td>
<td>Europe</td>
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<tr>
<td>AP/HIST 2300 6.00</td>
<td>Modern Europe: From the French Revolution to the European Union</td>
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<td>AP/HIST 2310 6.00</td>
<td>Modern Europe</td>
<td>Europe</td>
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<td>AP/HIST 2310 6.00</td>
<td>Russian Culture: Continuity and Conflict (in translation)</td>
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<td>AP/HIST 2400 6.00</td>
<td>British History</td>
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<tr>
<td>AP/HIST 2400 6.00</td>
<td>British History (1500 - 2000)</td>
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<tr>
<td>AP/HIST 2710 6.00</td>
<td>History of East Asia</td>
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<td>History of East Asia</td>
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<tr>
<td>AP/HIST 2721 3.00</td>
<td>Introduction to Latin American History</td>
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<td>AP/HIST 2723 3.00</td>
<td>Introduction to Caribbean History</td>
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<td>AP/HIST 2710 6.00</td>
<td>African History, From 1800 to the Present</td>
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<tr>
<td>AP/HIST 3125 3.00</td>
<td>Sport and Society in Ancient Greece</td>
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<tr>
<td>AP/HIST 3135 3.00</td>
<td>Spectacle and Society in Ancient Rome</td>
<td>Europe</td>
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<tr>
<td>AP/HIST 3140 3.00</td>
<td>The City in the Roman World</td>
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<tr>
<td>AP/HIST 3160 6.00</td>
<td>Women and Gender in Ancient Greece and Rome</td>
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<td>AP/HIST 3212 3.00</td>
<td>Society in Preindustrial Europe</td>
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<tr>
<td>AP/HIST 3226 3.00</td>
<td>Europe’s Ottoman History</td>
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<tr>
<td>AP/HIST 3280 3.00</td>
<td>Europeans and the Natural World to 1800</td>
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<tr>
<td>AP/HIST 3381 3.00</td>
<td>Eastern Europe, Since 1918</td>
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<tr>
<td>AP/HIST 3382 6.00</td>
<td>Russian and East European Film and Culture (in translation)</td>
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</table>

Regionally-Focused Courses continued...

These are sample lists. Courses included will not necessarily be available in future years. The list is subject to change. Please check the course offerings listed online for course availability to plan future terms.
### Regionally-Focused Courses continued:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>RF Region</th>
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<tr>
<td>AP/HIST 1300.600</td>
<td>Europe Since 1870</td>
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<td>AP/HIST 1392.300</td>
<td>The Spanish Civil War</td>
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<td>AP/HIST 1395.600</td>
<td>From the Outbreak of Fascism to the Fall of Communism in Europe since 1945</td>
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<td>AP/HIST 1420.600</td>
<td>The British Empire from 1600 to the Present</td>
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<td>AP/HIST 1490.300</td>
<td>Twentieth-Century Britain in Film and Culture</td>
<td>Europe</td>
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<td>AP/HIST 1500.600</td>
<td>African, Caribbean and Latin American Connections: The Making of the South Atlantic World</td>
<td>America/Latin America</td>
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<td>AP/HIST 1720.300</td>
<td>Contemporary Mexican History 1940-2000</td>
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<td>AP/HIST 1734.300</td>
<td>Conflict, Resistance and Revolution in Latin American History</td>
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<td>AP/HIST 1736.600</td>
<td>Indigenous Struggles in the Andes</td>
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<td>AP/HIST 1760.600</td>
<td>Modern Japan: Meiji Restoration to Postwar Era (1868-Present)</td>
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<td>Modern Chinese History 1</td>
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<td>AP/HIST 1775.300</td>
<td>Utopia, Rebellion and the Woman Question in China 1800-1911</td>
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<td>AP/HIST 1775.300</td>
<td>History of Hong Kong</td>
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<td>AP/HIST 1781.300</td>
<td>African Civilizations before Colonialian</td>
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<td>Africa and Europe in the Age of Colonization</td>
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<td>Modern History of the Jews</td>
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<td>AP/HIST 1871.300</td>
<td>Boom and Bust: A History of Economic Crises</td>
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<td>Church, Mosque and Synagogue: Jews, Muslims and Christians in Medieval Spain</td>
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<td>AP/HIST 2436.600</td>
<td>Europe Between Wars 1918-1939</td>
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<td>AP/HUMD 2700.600</td>
<td>South Asian Literature and Culture</td>
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<td>AP/HUMD 3600.300</td>
<td>South Asian Literary Activism: Women Writers and Filmmakers in South Asia and the Diaspora</td>
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<tr>
<td>AP/HUMD 3710.300</td>
<td>Contemporary Literature of the South Asian</td>
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<td>AP/HUMH 1910.600</td>
<td>The Global South, Human Rights and Development</td>
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<td>Human Rights, Islamic Thought and Politics</td>
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<td>AP/HUMA 1010.600</td>
<td>Word Power: Building Essential English Vocabulary Using Latin and Greek Roots</td>
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<tr>
<td>AP/HUMA 1100.900</td>
<td>Worlds of Ancient Greece and Rome</td>
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<td>AP/HUMA 1105.900</td>
<td>Myth and Imagination in Ancient Greece and Rome</td>
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<td>AP/HUMA 1125.900</td>
<td>Civilization of Medieval and Renaissance Europe</td>
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<td>AP/HUMA 1400.900</td>
<td>Culture and Society in East Asia</td>
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<td>Introduction to Korean Culture</td>
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<td>AP/HUMA 1425.900</td>
<td>Japanese Culture, Literature and Film</td>
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<td>AP/HUMA 1720.600</td>
<td>The Roots of Western Culture: The Modern Period (circa 1550-1900)</td>
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<td>Italian Culture: The Great Ideas and the Masterworks</td>
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### Regionally-Focused Courses continued:

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<th>Course Code</th>
<th>Course Title</th>
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<td>Italian Cinema, Literature and Society</td>
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<td>AP/HUMA 1840.900</td>
<td>Existence, Freedom and Meaning: The Idea of Human in European Thought</td>
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<td>AP/HUMA 1845.600</td>
<td>Islamic Traditions</td>
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<td>AP/HUMA 1846.600</td>
<td>Arts and Culture in South East Asia</td>
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<td>The Nature of Religion: An Introduction</td>
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<td>AP/HUMA 1865.600</td>
<td>Introduction to World Religions</td>
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<td>AP/HUMA 1880.600</td>
<td>The Jewish Experience, Civilization and Culture</td>
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<td>AP/HUMA 2100.600</td>
<td>The World of Ancient Greeks</td>
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<td>Defining Europe: Introduction to European Studies</td>
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<td>Russian Culture: Continuity and Conflict (in translation)</td>
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<td>Caribbean Thought: A Post-colonial Perspective</td>
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<td>How the Irish Saved Western Civilization</td>
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<td>Chinese Culture in Hong Kong, Taiwan and Singapore: Their Literary Texts and Film</td>
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<td>Religion, Gender and Korean Culture</td>
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<td>Imagining the European City in Literature and Film</td>
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<td>Israeli Cinema Cultures, Vokes, Art</td>
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<td>Thinking Religion in South Asia, Teachings and Orientalism</td>
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<td>Religion, Culture and Identity in the Balkans</td>
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<td>Family Fictions: Narrating the Family in German Cinema</td>
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<td>Recent German Film and Culture (In Translation)</td>
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<td>AP/HUMA 4416.600</td>
<td>Citing the Classics: the “Premodern” in Modern Japanese Literature and Film</td>
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### Regionally-Focused Courses continued:

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<tr>
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<td>Using Confucianism: Confucian Philosophy and Practice in Traditional and Contemporary East Asia</td>
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<td>AP/HUMA 4775 3.00</td>
<td>South Asian Religions and Popular Culture</td>
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<td>Women in Islamic Literatures</td>
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<td>Women in Islamic Literatures</td>
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<td>Culture, Society and Values in Israel</td>
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<td>Migration, Immigrant and Beyond: Italians in North America</td>
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<td>Gateways to Italian Literature</td>
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<td>AP/PHIL 2761/1761 9.00</td>
<td>Italian Language, Literature and Society</td>
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<tr>
<td>AP/PHIL 3700/70 1.50</td>
<td>Modern and Contemporary Italian Culture</td>
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<tr>
<td>AP/PHIL 3775 6.00</td>
<td>Media and the Idea of Italy</td>
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<tr>
<td>AP/PHIL 4750 6.00</td>
<td>Modern Italian Culture (in translation)</td>
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<tr>
<td>AP/HUMA 2701 3.00</td>
<td>Jamaican Language and Culture</td>
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<tr>
<td>AP/SOSC 3735 3.00</td>
<td>Postcolonial Urbanism: Asian Cities in Context</td>
<td>East Asia</td>
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<tr>
<td>AP/SOSC 3541 6.00</td>
<td>Land, Food and Development in Africa and South Asia</td>
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<tr>
<td>AP/SOSC 2480 6.00</td>
<td>Introduction to African Studies</td>
<td>Africa</td>
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<tr>
<td>AP/SOSC 2435 3.00</td>
<td>Introduction to South African Studies</td>
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<tr>
<td>AP/SOSC 2310 3.00</td>
<td>African Studies and Politics</td>
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<tr>
<td>AP/SOSC 2345 3.00</td>
<td>Food, Agriculture, and Women in Africa</td>
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### Regionally-Focused Courses continued:

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<tr>
<td>AP/POLS 3500 3.00</td>
<td>The Rise and Fall of Communism in Russia and Eastern Europe</td>
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<td>AP/POLS 3510 3.00</td>
<td>China: The Path to Modernization and Democracy</td>
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<tr>
<td>AP/POLS 3515 3.00</td>
<td>China: 21st Century Superpower</td>
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<td>Governing the New Europe</td>
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<tr>
<td>AP/POLS 3521 3.00</td>
<td>European Unions: A Polity in Flux</td>
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<td>AP/POLS 3535 6.00</td>
<td>Political Economy of Latin America and the Caribbean</td>
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<tr>
<td>AP/POLS 3535 3.00</td>
<td>Dictatorship and Democratization in South America</td>
<td>Latin America</td>
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<td>AP/POLS 3560 6.00</td>
<td>The Global South: Politics, Policy &amp; Development</td>
<td>Europe, Latin America, Asia</td>
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<td>AP/POLS 3570 3.00</td>
<td>Africa: The Politics of Transition and Resistance</td>
<td>Africa, Latin America, Asia</td>
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<td>AP/POLS 3580 4.00</td>
<td>South Korea: The Politics of Compressed Modernity</td>
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<td>AP/POLS 4075 3.00</td>
<td>Encounters of Islam and Modernity</td>
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<td>AP/POLS 4205 3.00</td>
<td>The New German Politics and European Integration</td>
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<tr>
<td>AP/POLS 4280 6.00</td>
<td>Russia in World Affairs</td>
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<td>AP/POLS 4283 3.00</td>
<td>Topics in the International Political Economy of Eastern Asia</td>
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<td>Inequality, Development and the Global South</td>
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<td>AP/POLS 4510 3.00</td>
<td>Advanced Topics in Chinese Politics</td>
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<td>AP/POLS 4517 3.00</td>
<td>Debates in Contemporary European Union Politics</td>
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<td>AP/POLS 4555 3.00</td>
<td>Latin American Development</td>
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<td>AP/POLS 4561 3.00</td>
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<td>AP/POLS 4575 3.00</td>
<td>The Politics of Southern Africa</td>
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<td>AP/POLS 4595 3.00</td>
<td>Asia in the New Global Order</td>
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<td>AP/PHIL 2700 6.00</td>
<td>Luso-Brazilian cultures and cinema</td>
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<td>AP/PHIL 2795 6.00</td>
<td>Russian Culture: Continuity and Conflict (in translation)</td>
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<td>AP/PHIL 3795 3.00</td>
<td>Petersburg in Russian Literature and Culture (in translation)</td>
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<tr>
<td>AP/PHIL 3799 6.00</td>
<td>Russian and East European Film and Culture (in translation)</td>
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<td>AP/SOSC 1732 6.00</td>
<td>The Culture of Cities</td>
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<td>AP/SOSC 1733 6.00</td>
<td>World of Cities</td>
<td>All Regions</td>
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<td>AP/SOSC 1710 6.00</td>
<td>The Global South, Human Rights and Development</td>
<td>Asia, Latin America, Asia</td>
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<tr>
<td>AP/SOSC 2345 6.00</td>
<td>Introduction to South African Studies</td>
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<td>Introduction to African Studies</td>
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<td>Political Economy of Latin America and the Caribbean</td>
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<td>AP/SOSC 3541 3.00</td>
<td>Land, Food and Development in Africa and South Asia</td>
<td>Africa, Asia</td>
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<td>AP/SOSC 3735 3.00</td>
<td>Asian Cities in Context</td>
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<td>Postcolonial Urbanism: Asian Cities in Context</td>
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Globally and Regionally-Focused Courses continued:

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<tbody>
<tr>
<td>AP/ALC 4450 3.00</td>
<td>Aspects of Modern Latin American and Caribbean Studies: Culture and Politics</td>
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<tr>
<td>AP/ALC 4452 3.00</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/ALC 4510 6.00</td>
<td>Culture, Democracy and Development in Africa</td>
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<td>AP/SP 3220 3.00</td>
<td>Hispanic Caribbean Literature: The City, the Nation and the Sea</td>
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<td>AP/SP 4130 3.00</td>
<td>Varieties of Spanish Worldwide</td>
<td>Latin America/ Europe</td>
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<td>AP/SP 4670 3.00</td>
<td>The Spanish Post-Civil War Novel: Money, Desire and History</td>
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<td>FA/ARTH 2310 3.00</td>
<td>An Introduction to Classical and Medieval Architecture</td>
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<td>FA/ARTH 2340 3.00</td>
<td>The Art of Asia</td>
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<td>High Medieval Art and Architecture</td>
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<td>Visual Culture in Modern Asia</td>
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<td>FA/ARTH 3562 3.00</td>
<td>Women in Renaissance and Baroque Art</td>
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<td>FA/DES 4101 3.00</td>
<td>East Asia Design History and Material Culture in Transnational Perspectives</td>
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<td>National Cinema: Chinese Film</td>
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<td>FA/FILM 3610D 3.00</td>
<td>Studies in National Cinema: Japanese Cinema</td>
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<td>FA/MUSI 3060 3.00</td>
<td>History of Gospel Music</td>
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<td>FA/VAISA 2340 3.00</td>
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<td>FA/VAISA 3345 3.00</td>
<td>Visual Culture in Modern Asia</td>
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<td>GL/CAT 2670 3.00</td>
<td>Catalan Language and Culture</td>
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<td>GL/HIST 2301 4.00</td>
<td>Introduction to Latin American History</td>
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<td>GL/HIST 2392 3.00</td>
<td>Ancient Greece</td>
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<td>GL/HIST 2393 3.00</td>
<td>Ancient Rome</td>
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<tr>
<td>GL/HIST 3639 3.00</td>
<td>Comparative Slavery and Emancipation in the Americas</td>
<td>Latin America (Americas)</td>
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<td>GL/SP 3301 3.00</td>
<td>Spanish for Business I</td>
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<tr>
<td>GL/SP 4201 3.00</td>
<td>Spanish for Business II</td>
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</table>

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. Submit the completed form to Schulich Student Services, Academic Forms database. To enrol in the Schulich Guided Study 4900-series elective courses, students must:
2. Include the approved course topic, title and signature by the end of the first week of classes in which the course is taken.
3. Enroll 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 & MGMT 4850 3.00

IBUS 4100 3.00: Work Placement in the Global Context provides BBA and IBBA students who have completed at least second year with an opportunity to earn credit while gaining relevant international work experience.

MGMT 4850 3.00: Work Placement provides BBA and IBBA students who have completed at least second year with an opportunity to earn credit for gaining relevant work experience that need not have a global focus.

Work Placement courses develop competencies and skills in organizational work environments that augment the theories learned in an academic program setting. Students will apply concepts from their coursework in a practice-based work environment and reflect upon their actions.

The Schulich Startups Program Team-up with Professor Farrokh Zandi unlocks exciting work placements that match hand-picked Schulich BBA students with a collection of top Schulich Startups companies!

This special stream of the MGMT 4850 Course (managed jointly by Chris Cander, Executive Director, Office of Innovation & Entrepreneurship, and Professor Zandi) offers students the opportunity to gain relevant work experience while developing critical thinking and reflecting on the startup’s theories and initiatives.

Student Eligibility:

Work Placement and/or Work Placement in the Global Context can start after the completion of second-year courses, subject to approval obtained from the Undergraduate Program Director or Associate Director, and completion of all pre-departure requirements prior to start of the placement. In addition, students must have a GPA of 5.0 or greater.

Note: International students may have to meet with International Relations if intending to undertake a work placement in Canada.

Student Application Process:

Students will be given access to an online Work Placement course on their learning management system Canvas, after they have successfully completed Year 2 of the IBBA program. Students apply for Work Placement courses via Canvas. Full application instructions and details can be found in the Work Placement course on Canvas. Applications are reviewed by the Associate Director, Undergraduate Programs. If eligible, students will be notified by Student & Enrolment Services and their enrollment in either MGMT 4850 3.00 or IBUS 4100 3.00 confirmed at that time.

For questions regarding Work Placement courses, students should contact undergrad@schulich.yorku.ca.
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 Student & Enrolment Services 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, in addition to all Administrative Studies (ADMS) and Human Resources Management (HRM) courses offered by the Faculty of Liberal Arts & Professional Studies which are also prohibited. This list is subject to change.

### 2021-2022 PROHIBITED COURSES

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<thead>
<tr>
<th>COURSE NUMBER</th>
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<td>SC/BIOL 2060</td>
<td>Statistics for Biologists</td>
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<td>LE/CS/ECECS 3401</td>
<td>Introduction to Database Systems</td>
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<td>AP/ECON 4190</td>
<td>Topics in International Trade</td>
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<tr>
<td>GL/ECON 4210</td>
<td>Forecasting Techniques in Economics and Business</td>
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<td>GL/ECON 4230</td>
<td>International Economics</td>
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<td>AP/ECON 1910</td>
<td>Macroeconomics for Citizens: Government Hands-Off or Hands-On?</td>
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<td>AP/ECON 1920</td>
<td>International Macroeconomic Theory I</td>
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<td>International Macroeconomic Theory III</td>
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<td>AP/ECON 2500</td>
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<td>GL/ECON 3120</td>
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<td>AP/ECON 3130</td>
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<td>Use of Economic Data</td>
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<td>Microeconomic Theory</td>
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<td>AP/ECON 3580</td>
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<tr>
<td>AP/ECON 4129</td>
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Continued on next page...

**NOTE:** This list may change from one academic session to the other. If you have questions please contact Student & Enrolment Services via email at undergrad@schulich.yorku.ca.
### 2021-2022 PROHIBITED COURSES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
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<td>International Finance</td>
<td>GL/INDDR 1620 3.00</td>
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<td>Systems Analysis and Design</td>
<td>GL/INDDR 1670 6.00</td>
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<td>AP/ITEC 1220 3.00</td>
<td>Using and Designing Database Systems</td>
<td>SC/INATS 1500 6.00</td>
<td>Statistics and Reasoning in Modern Society</td>
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<td>AP/PHIL 3050 3.00</td>
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<td>Business Process Management Systems</td>
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<td>Ethics of Administration</td>
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<td>AP/PHIL 3540 6.00</td>
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<td>SC/MATH 3690 6.00</td>
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<td>Fundamentals of Mathematics II</td>
<td>SC/MATH 3403 6.00</td>
<td>Statistics for Business</td>
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<td>SC/MATH 3621 3.00</td>
<td>The Mathematical Theory of Interest</td>
<td>GL/PHIL 3250 3.00</td>
<td>Introduction à la Statistique</td>
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<td>SC/MATH 3622 3.00</td>
<td>The Mathematical Theory of Interest</td>
<td>GL/PHIL 3330 6.00</td>
<td>Intermediate Statistics</td>
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<td>SC/MATH 2500 3.00</td>
<td>An Introduction to the Basic Practice of Science</td>
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<td>Introduction to Statistical Methods II</td>
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<td>Elementary Statistics II</td>
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<td>Statistics for Social Sciences</td>
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<td>SC/MATH 2580 6.00</td>
<td>Mathematics of Investment and Actuarial Science</td>
<td>AP/SCI 3480 6.00</td>
<td>Organizations, Work and Society</td>
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<td>AP/SCI 3495 6.00</td>
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<td>Operations Research I</td>
<td>AP/SCI 3040 6.00</td>
<td>Corporate Social Responsibility</td>
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<td>Linear Optimization</td>
<td>AP/SCI 3160 6.00</td>
<td>Problems in Canadian Business Law</td>
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<td>Regression Analysis</td>
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<td>Introduction to Statistical Methods I</td>
<td>SC/MATH 1180 3.00</td>
<td>Principles of Risk Management and Insurance</td>
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<td>Principles of Risk Management and Insurance</td>
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</tbody>
</table>

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

### Academic Policies and Regulations

**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 Form will usually only be granted under the following three circumstances:

1. If the request to overload 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 to it 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 Student & Enrolment Services or downloaded from the Undergraduate Academic Forms database on your MySchulich Student Portal. Once completed, requests can be forwarded to Student & Enrolment Services 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 Student & Enrolment Services 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 Student & Enrolment Services, 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 reviewed by all Faculties and programs, and are subject to change following the individual course descriptions. When a student completes a pair of elective courses designated as course credit exclusions (CCE), the second 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/OMIS 1050 3.00 he/she cannot do this with SC/MATH 2563 3.00 (or equivalent). He/she can only upgrade his/ her grade for SB/OMIS 1050 3.00 by repeating SB/OMIS 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 (W263). Forms can be downloaded from the Undergraduate Academic Forms database on your MySchulich Student Portal. Non-degree status students are not permitted to take Schulich courses after graduation.

**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 must consult with an academic advisor for required course progression. Students admitted to the Delayed-Entry program can complete their degree in three years and take the Delayed-Entry study plan. For more information, please visit Student & Enrolment Services (room W263, 3SB) or contact them via telephone at (416) 736-5081 or via e-mail at undergrad@schulich.yorku.ca.
There is no prescribed conversion formula from percentages to letter grades. For example, a cumulative percentage mark of 90% in a course does not necessarily mean that a student would pass the course. Students should clarify any uncertainties about grading with the course instructor.

Common Grading Scale at York
The York undergraduate grading scale is the common undergraduate grading system used by the University.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Index Value</th>
<th>Percent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>9</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>80-89.9</td>
</tr>
<tr>
<td>A-</td>
<td>7</td>
<td>79.9-75.9</td>
</tr>
<tr>
<td>B+</td>
<td>6</td>
<td>74.9-70.4</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td>69.9-65.0</td>
</tr>
<tr>
<td>B-</td>
<td>4</td>
<td>64.9-60.0</td>
</tr>
<tr>
<td>C+</td>
<td>3</td>
<td>59.9-55.0</td>
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<tr>
<td>C</td>
<td>2</td>
<td>54.9-50.0</td>
</tr>
<tr>
<td>C-</td>
<td>1</td>
<td>49.9-45.0</td>
</tr>
<tr>
<td>D+</td>
<td>Margingly below 50%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below 50%</td>
<td></td>
</tr>
</tbody>
</table>

* The letter grade E is not used within the Schulich School of Business, although other York Faculties use it. A failing grade of ‘F’ obtained in a non-Schulich course will be recorded as such and calculated into the GPA using an index value of 1.

For full details on grading, visit https://teachinglearning.schulich.yorku.ca/grading-and-feedback.

GRADING GUIDELINES
1. Class participation should not account for more than 20% of the final grade. Exceptions to this guideline should be supported by a clear rationale.
2. Due dates for assignments should generally not fall within the set final examination period.
3. When presenting an assignment and returning marked work of qualitative nature, it is recommended that students receive a copy of the grading standards or marking rubric; to avoid the perception of unfair grading practices and ensure transparency with regards to how marks are assigned. Rubrics explicitly state grading criteria and link grades to the learning goals of an assignment and course.
4. Instructors are encouraged to provide regular opportunities for formative feedback throughout their course. Formative feedback helps students identify their strengths and target areas to focus on. It is still timely enough in the course for improvement. Providing shorter but more regular feedback creates a continuous dialogue between students and instructors that manages students' expectations and develops their reflective skills.
5. If marks are allocated for participation, instructors should be transparent about how these marks will be determined. The inclusion of mark descriptors in the course outline (that indicate what students need to do to earn a particular participation mark) will clearly convey an instructor's expectations right from the start of the course. It is also recommended that instructors provide students with ongoing feedback regarding their participation. Mid-term check-ins, for example, will ensure students are not surprised by their result at the end of the course.
6. Please also refer to the Faculty's course design guidelines.

GRADING POLICIES
1. The components of the Schulich course outline template should be included in all course outlines. In addition to the items included in this template, course outlines should include the following information:
   - a statement as to whether grades will be curved and/or rounded in some way
   - a description of the components (attendance, quality and quantity of contributions, ...) upon which the participation mark will be based and how these components will be weighted.
2. The course outline should be made available one month prior to the start of the course.
3. 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.
4. If curving of grades is needed, it should take place at the time each component is graded, not at the time final grades are calculated. Final course grades should be calculated by simply multiplying the component grades by their appropriate weighting.
5. The option to curve grades rests at the discretion of the instructor. If final grades are to be curved, this should be stated in the course outline. A consistent rounding policy should be applied to all classes.
6. For core courses with multiple sections, grades should be calculated in the same manner.
7. Each component of the final grade should be reported separately to students (this includes class participation grades).

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 whatever 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 (Incomplete) will not be calculated in the GPA.
3. Approved courses completed on Letters of Permission (LOPs) outside York University are not used in computing the GPA. 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...
2. 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 attempt(s) designated as ‘No Credit Retained’. The grade awarded in the prior attempt 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.

GPA CALCULATIONS

Students receive a letter grade as a final mark for a course. For GPA calculation purposes, letter grades are translated to their corresponding Index Value on the above nine-point scale. The average of the Index Values, weighted by the number of credits of the corresponding courses, constitutes the GPA.

A student transcript or grade report will contain all courses taken and their final marks. The grade report will also list the cumulative GPA (including all courses to date) and a sessional GPA (including only the courses for the session most recently completed). The GPA will be calculated based on the required courses as laid out in each program’s requirements along with the elective courses with the highest grade where surplus elective course(s) exist. Additional elective courses will appear on the transcript but will not be included in the GPA. Courses with NCR designation will not be calculated into the GPA.

PROMOTION STANDARDS

Students must satisfy the following requirements to continue in good standing. Students who fail to meet any of the listed requirements will be withdrawn from their program.

1. To remain in good standing, students must maintain a minimum cumulative 5.00 GPA. The cumulative GPA is calculated after the Fall/Winter term and again after the Summer session of each academic year.

2. Students may not fail more than 6.00 credits (excluding repeated courses).

3. Students must meet the minimum number of credits completed to continue in their program (includes Fall/Winter/Summer):
   - 30.00 credits at the end of Year 1
   - 60.00 credits at the end of Year 2
   - 90.00 credits at the end of Year 3

Failure to meet any of the outlined promotion standards will result in students ineligibility to continue.

Students who are ineligible to continue will receive official notification from Student Services and provided with options including how to petition for reinstatement.

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 previous major requirements from their Overall Cumulative GPA (OGCGPA) 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 learned credits, who meet the eligibility requirements for the new program
   - [ii] students returning from a Required Withdrawal or Debammit who meet the eligibility requirements for the new program and whose request for a program change has been approved by the new program
   - [iii] Course Relief is available to a student once. Petitions for subsequent applications are not permitted.
   - [iv] 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 “No Credit Retained”.

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
- 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 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.
ACADEMIC POLICIES & REGULATIONS

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) Late 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.
(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
   • make alternate arrangements that are mutually agreeable for submission,
   • as a default option, use conventional mail, making sure that the envelope containing the assignment is date stamped, 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 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/UBB student is unable to attend classes for medical or personal reasons, it is important to notify the professor as soon as possible that alternate arrangements can be made to complete course materials. Students must also contact Student & Enrolment Services. See “Enrolment and Registration” for more information.

ATTENDANCE
Attendance is expected at all Schulich undergraduate classes. Students who do not attend class for any reason, may be administratively de-enrolled in order to make space in the course for other students who wish to attend; that is, 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’. Students must be enrolled in the classes they attend.

CONDUCT
Student/Instructor
Students and instructors are expected to maintain a professional relationship characterized by courteous 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 Vice-Provost, 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 Conduct, (416) 736-5231 or yorku.ca/oscr.

The Office of Student Conduct is responsible for administering the University’s non-academic code of 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. Informal 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 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 Schulich School of Business is committed to respecting the religious needs and beliefs of its members. Students and instructors may request reasonable accommodations to accommodate their religious beliefs, and the school does its best to accommodate these needs. The school will not impede the ability of students to attend classes on the basis of religious belief or practice.

Course/Instructor Evaluations
At the end of each term, students are asked to complete confidential evaluations of each of their courses. These evaluations are 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).

Participants 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 “Schulich School of Business”). 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 on the “Academic Honesty” Conduct in Examinations.

Alternate Exams
Students who require alternate exam arrangements must be registered with York’s Student Accessibility Services (accessibility.students.yorku.ca) to be eligible. Requests for alternate exam arrangements must be made online well in advance of the test or exam (currently three weeks before the test or exam). If you need exam accommodations, please see yorku.ca/access/academic supports/guidelines for details. In an emergency, please contact Student Services & International Relations at Schulich.

Auditor Exams
The Schulich School is committed to respecting the religious needs of its students and instructors. The school provides accommodations to students who require reasonable accommodations to accommodate their religious beliefs, and the school does its best to accommodate these needs. The school will not impede the ability of students to attend classes on the basis of religious belief or practice.

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.
belief and practices of all members of the community, and making accommodations for observances of special religious significance throughout the year. Students who, because of significant religious observances, cannot write a formal 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 Religious Accommodation Agreement Form, obtain the professor’s signature and return a copy of the signed form to both the professor and to Student & Enrolment Services (W263).

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

Midterms

Students who miss a midterm examination must contact their course instructor within 24 hours and provide the course instructor with documentation substantiating the reason for the absence. Instructors may request that students submit a copy of their documentation to Student & Enrolment Services. According to the regulations of the mid-term exam, the instructor will be left to the discretion of the course instructor with the expectation that the case be resolved within 14 calendar days.

Deferred Final Exams

Students may be eligible for final examination deferrals on the grounds of other academic 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 their course instructor.

Within 48 hours of missing a final examination, students must submit a copy of the Deferred Standing Request form online. Formal documentation (e.g. Attending Physician’s Statement, Counselor’s Statement, death certificate, etc.) regarding the reason for missing the exam must be submitted electronically via file upload as part of the online form.

The Deferred Standing Request form can be found at: schulich.yorku.ca/exam-deferral, and via the Academic Forms Database on your MySchulich portal. Student & Enrolment Services will notify the instructor and copy the student by email if appropriate documentation has been received.

Submitting documentation substantiating the reason for the absence will not guarantee approval of a deferred final exam. If a deferred final exam is denied, the student may petition to the Schulich Student Affairs Committee within 14 calendar days of the decision.

The course instructor/area will reschedule the exam. Students will not be permitted to take any subsequent course for which the exam is a pre-requisite, based on their inclusion from such subsequent courses, which could result in a financial penalty.

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 a form of 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.

SENATE POLICY ON 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 of Business, like the University, is governed by the Senate Policy, Guidelines and Procedures on Academic Honesty and has established following the 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 BA/MBA 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 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 set and enforce 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 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 must appear at a hearing (complete course is a pre-requisite), based on the evidence and compelling evidence, a committee determines the student has violated the academic honesty standards of the University. A student in 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 a criminal trial. Charges may also be laid against York University 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;
- Using an unauthorized source during an examination;
- Disruption of an academic evaluation by any means;
- Obtaining assistance by means of documents, 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 course or project to a second class, or as a second project, without the prior informed consent of the relevant instructor;
- Submitting work prepared in collaboration with another or another 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 at a student for appraisal;
- Preparing work in whole or in part, with the expectation that these works will be submitted at a student for appraisal;

2.1.2 Impersonation is to have someone impersonate one’s self 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 one’s own. In some cases, one has written an essay without proper acknowledgment, 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 acknowledgment.

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 investigatory results, either through fabrication or falsification;
- Taking or using the research results of others without permission or due acknowledgment;
- 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, 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, applications or manuscripts that may be or may have been submitted for possible funding or publication. Unless one is authorized to report, information may be released to another to or 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, a course student examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician’s
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 or deceive for the purpose of acquiring academic advantage. This includes helping others to do or attempt any of the above with intent to mislead or deceive for the purpose of acquiring academic advantage.

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 in the course.

2.2.5 Failure in the course.

2.2.6 Permanent grade record of the course. The grade assigned shall remain as the one grade of record for the course, even if the course is repeated.

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2.2.8 Notation on transcript. Notation on transcript can be a second (or subsequent) one to be added to any other penalty, but shall always be attached to the penalty of failure in the course.

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 or gross violations of academic honesty 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 incidents 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, as far as possible, 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:

2.3.1 Extent of violation: The actions which constitute specific offences of academic dishonesty (i.e., plagiarism, cheating) vary in terms of severity. Some instances of academic dishonesty may constitute only minor violations, while other instances 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 an active participant in remedial committees, the committee 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 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 shall be handled by separate procedures unique to the joint EMBA 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 Allegations 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 proceeding.

3.2.2 All allegations of breaches of academic honesty other than those in course work shall be communicated by the administrative 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 charge 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

3.3.1 On assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the concerned committee. For courses in which the instructor is not a faculty member, the instructor shall assign the penalty.

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 the confiscated material, to the concerned faculty member.

3.3.3 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.

3.3.4 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.
3.5 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 at the hearing of supporting materials and file names of those witnesses at least seven calendar days prior to the hearing.

3.6 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 hearing.

i. In this statement, the student may make submissions as to appropriate penalty and give reasons. If the Associate Dean Academic or the Senate Academic Committee, as the case may require, recommends a penalty, the student shall be informed of the 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 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.

3.6.1 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 and individual submissions by the student and the Associate Dean Academic to the faculty member 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.

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 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 signed document 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 if the breach is a subsequent or repeat 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 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 at the hearing of supporting materials and file names of those witnesses at least seven calendar days prior to the hearing.

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3.6.3 Only the Faculty committee members and secretary, the petitioner’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 without being present at the hearing. 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 any 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 or the student’s representative. Committee members have 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 case. Each party shall have the right to present support for his/her case through oral testimony and documentary evidence filed with the Faculty committee. Each party shall have the right to present support for his/her case through oral testimony and documentary evidence filed with the Faculty committee. 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.

3.6.7 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 agreed-upon 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.

3.6.8 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 offenses.

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 presenter (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 the presenter’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 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 on 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, 2012.  

GRADE APPEALS FOR SCHULICH COURSES 

Grounds for Appeal  
A student may appeal 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 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, complete the online Grade Appeal Form and submit all supporting documentation at schulich.yorku.ca/grade-appeal. The form is also linked 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.  

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 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, digitised, 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.  

REQUk chromium
Undergraduate Academic Handbook

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 offering. 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 researcher. 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.

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 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 partner school. 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 satisfy language degree requirements by successfully completing 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. Level placement will be tested and determined by the partner school. Students who wish to satisfy advanced level language on exchange must have the course evaluated by the Department of Language, Literatures and Linguistics at York. Language course taken abroad can also satisfy non-business elective credits.

BBA/iBBA International Opportunities

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 and global network
- 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).

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Exchange 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. Approved 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.

Partner School Information, Application and Selection

Students are asked to research potential partner schools as part of the application for the exchange program. An International Opportunities 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. Students are HIGHLY encouraged to attend. Applications for the Fall/Winter 2023-2024 academic year are due shortly after Reading Week in the Fall 2021 term.

In addition to the online 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.

For detailed information about the exchange program, visit the International Opportunities Website, 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 partner schools. Courses, programs offered can vary year-to-year. Programs available for the Summer 2022 term will be announced by the Winter term and posted on the Summer Study Abroad website.
## Exchange Partner Schools

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<td>Uruguay</td>
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<td>Universidad ORT</td>
<td>Spanish/Limited English</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! [schulich.yorku.ca/ug-international](http://schulich.yorku.ca/ug-international)

Follow #schulichexchange to share in the international adventures!

Photos via the #schulichexchange Instagram public feed.
Certificate in International Management (CIM)

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 business 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 (CIMIT).

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.

CIM is the first Certificate to be offered to undergraduate Schulich students. 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.

**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 3.00). The work placement normally takes place during the summer between the third and fourth year of study.
- BBA students can satisfy this requirement by completing an exchange semester at one of Schulich’s partner business schools.
- 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.
- As part of the requirements for the Schulich Certificate in International Management, students will be required to engage in an international experiential component.

**FACULTY**

- Bernard M. Wolf
  - BA (Carleton), MA (Toronto), PhD (Yale)
  - Director, Certificate in International Management
  - Professor, Economics/Management
- Prem S. Aulakh
  - BSc & MA (Purdue, Indiana), PhD (Brown)
  - Professor of Strategy/International Business/Policy, Pierre Lassonde Chair in International Management
- Atiqul Haque
  - BA (Carleton), MA (Northwestern), PhD (Carleton)
  - Associate Professor of Economics and International Business
  - Executive Director, Centre for Global Enterprise (CGE)
- Stephen Weiss
  - BA (Queens), MSc & PhD (Sheffield/Carleton)
  - Associate Professor of Strategic Management/Policy and International Business
- Farrokh Zandi
  - BA (Pahlavi), MA (Lakehead), PhD (Carleton)
  - Associate Director BBA/iBBA Programs
- Atipol Bhanich Supapol
  - BA (Pahlavi), MA (Bangkok), PhD (Carleton)
  - Assistant Professor in Economics and International Business
- Tom Haxo
  - BComm (Queen’s), MBA & PhD (Harvard)
  - Associate Professor of Strategic Management/Policy and International Business
- Nawrooz Dibaji
  - PhD (Waterloo), MA (Ryerson), BComm (University of Toronto)
  - Sessional Lecturer in Economics and International Business
- Preet S. Aulakh
  - BComm (Queen’s), MBA & PhD (Harvard)
  - Associate Professor of Strategic Management/Policy and International Business
- Tom Haxo
  - BComm (Queen’s), MBA & PhD (Harvard)
  - Associate Professor of Strategic Management/Policy and International Business
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  - PhD (Waterloo), MA (Ryerson), BComm (University of Toronto)
  - Sessional Lecturer in Economics and International Business

**REQUIREMENTS**

To achieve these objectives, the Certificate consists of:

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

**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 (IBUS 4100 3.00). The work placement normally takes place during the summer between the third and fourth year of study.

**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.

**Certificate Requirements**

**How do I earn a CIM?**

1. Complete all Required Courses
2. Complete the Required International Experiential Component
3. Complete 9.00 credits of Elective Courses*

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>ECON 3510 3.00</td>
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<tr>
<td>IBUS 3200 3.00</td>
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<td>ORGS 4400 3.00</td>
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**Required International Experiential Component**

- One Semester on Exchange
- OR
  - IBUS 4100 3.00 Work Placement in the Global Context***

**Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>MGMT 4300 3.00</td>
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<td>MKTG 4400 3.00</td>
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</table>

International Business related courses taken while on Exchange (need not be equivalent to any Schulich elective)*

**Required international experiential component**

- 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.**
- **For iBBA students, IBUS 4100 3.00 is taken to satisfy the International Experiential Component, the course may not also satisfy a CIM elective requirement.**
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.

Are you planning to pursue a CPA designation?
- View CPA Academic Requirements (/BBA Class of 2025 and onward)*
- View CPA Academic Requirements (/BBA Class of 2020 and onward)

*NOTE: This has the revised course code OMIS 1050 3.00
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 product or 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, behavioural economics, 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
McG & Mktg (McMaster); PhD (Queen’s) Area Coordinator, Economics

BERNARD M. WOLF
BA (Louvain); MBA & PhD (Toronto) Associate Professor of Economics

FARROKH ZANDI
BA (Persepolis); MA (Lakehead); PhD (Carleton) Associate Professor of Economics and International Business

ALI ALIPOULI BENNET
BA (Calgary); MA (Waterloo) Associate Professor of Economics and International Business

IRENE HENRIQUES
BA & Mktg (McMaster); MA & PhD (Queen’s) Area Coordinator, Economics

ALEXANDER SCOTT
BA (LBC); MA (Queen’s); LLB (New York) Assistant Professor of Economics

BARNABY DAVIS
BA (Queen’s); MA (Brown) Adjunct Professor of Economics

APPROVED ECON COURSES

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

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.

Schulich Elective Courses

- SB/ECON 3200 3.00 Economics of Business Management
- SB/ECON 3350 3.00 Applied International Economics
- SB/ECON 3210 3.00 Economic Forecasting and Analysis
- SB/ECON 3220 3.00 Macroeconomics and The Supply Side
- AP/ECON 3200 3.00 Industrial Organization
- AP/ECON 3240 3.00 Labour Economics: Theory
- GL/ECON 3370 3.00 Industrial Organization I
- GL/ECON 3360 3.00 The Economics of Canadian Financial Institutions
- GL/ECON 3390 3.00 Monetary Theory and Policy in Canadian Context
- AP/ECON 3430 3.00 Monetary Economics I: Financial Markets and Institutions
- AP/ECON 3440 3.00 Monetary Economics II: Theory and Policy
- AP/ECON 3500 3.00 Introductory Mathematical Statistics for Economists
- GL/ECON 3570 3.00 Introduction to the Economics of the Public Sector
- GL/ECON 3670 3.00 Mathematical Statistics
- AP/ECON 3810 3.00 The Economics of Project Appraisal and Feasibility
- AP/ECON 4010 3.00 Advanced Microeconomic Theory
- AP/ECON 4020 3.00 Advanced Macroeconomic Theory
- AP/ECON 4070 3.00 Public Finance I
- AP/ECON 4080 3.00 Public Finance II
- AP/ECON 4140 3.00 Financial Econometrics
- AP/ECON 4210 3.00 Econometrics
- AP/ECON 4220 3.00 Topics in Econometrics
- GL/ECON 4230 3.00 Advanced Economic Theory

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.

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

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.
Entrepreneurial and Family Business Studies

Entrepreneurship involves pursuing opportunities in a way that both builds and captures value. The Schulich entrepreneurial studies program is focused on learning how to identify, develop and assess value creating opportunities, and how to build and grow ventures to pursue them. Courses are designed to develop the skills, knowledge and confidence of those who want to be entrepreneurs, intrapreneurs (those who pursue new opportunities within existing organizations) or the managers, consultants, bankers, financiers, lawyers and others who work with them.

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.

CAREER OPPORTUNITIES

Graduate 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 firms, become involved in public sector entrepreneurship support, and innovated within other organizations, both small and large.

Career Development Centre

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

Specialization Co-Directors:

- Anthony MOSKIL - Sessional Lecturer in Entrepreneurial Studies - head of growth - Rider Care
- Cheryl low Ten - BBA & MHR (Schulich) - Co-Director of AMIE (Graduate)
- Chris Carder - BBA (Schulich) - Executive Director of Innovation and Entrepreneurship - Co-Director, Entrepreneurial Studies

Explore this specialization online!

schulich.yorku.ca/specializations/bba-entrepreneurship

THE SCHULICH STARTUPS PROGRAM

The Schulich entrepreneurial studies program also works hand-in-hand with The Schulich Startups Program - the School's on-demand Startups Concierge Service and Events Series led by Schulich Executive Director, Office of Innovation and Entrepreneurship, and Co-Director of Entrepreneurial Studies, Chris Carder.

The Schulich Startups Program includes a heavy emphasis on commercialization, leveraging the school's impressive alumni network that spans industries and gives the students access to opportunities to pilot their projects and secure invaluable early stage commercial feedback. Concierge Services include: mentorship matching, client/pilot sourcing, assisting with financing and support with product design, business modelling and pitch strategy.

Events include: Schulich Startup Night, Dream Team, The Schulich Idea Jam and our Schulich Startups Signature VIP Events featuring exclusive sessions and support with product design, business modelling and pitch strategy.

THE SCHULICH STARTUPS PROGRAM

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.
## 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. 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

- **Lilian Ng**
  BBA (Singapore), MBA (Binghamton), PhD (Wharton, Pennsylvania), Associate Chair in International Finance and Academic Coordinator

- **Melanie Gao**
  BSc & MSc (Jilin), MBA (Shanghai), PhD (Toronto), Professor of Finance

- **Aleksandra Kozicki**
  BSc & MSc (Ljubljana), PhD (Toronto), Assistant Professor of Finance

- **Antonis Kosmidis**
  BSc (Thessaloniki), PhD (Athens), Associate Professor of Finance

### Career Opportunities

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

**Career Development Centre**

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

## Specialization Requirements

### How to Specialize

To specialize in Finance, enrol in 6.00 credits of Required Courses and 6.00 credits of Elective Courses listed below, for a total of 12.00 credits.*

### Required Courses*

<table>
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<th>Course Code</th>
<th>Title</th>
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<td>SB/FINE 3310</td>
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<tr>
<td>SB/FINE 3200</td>
<td>3.00 Investments</td>
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### Elective Courses

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>SB/FINE 3310</td>
<td>3.00 Econometrics of Financial Markets</td>
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<tr>
<td>SB/FINE 3500</td>
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<td>SB/FINE 3810</td>
<td>3.00 Fixed Income Fundamentals</td>
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<td>SB/FINE 4050</td>
<td>3.00 Personal Finance</td>
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<td>SB/FINE 4060</td>
<td>3.00 Advanced Personal Finance: Retirement Income Models</td>
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<td>SB/FINE 4150</td>
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<tr>
<td>SB/FINE 4800</td>
<td>3.00 Options, Futures &amp; Other Derivative Securities</td>
</tr>
</tbody>
</table>

*Required Courses apply only for students graduating in the class of 2022 and thereafter. For students pursuing the specialization in the graduating class of 2021 and earlier, these are Recommended and not Required courses. You may complete any 12.00 credits of Finance electives listed on this page.
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 International Management (see the Certificate section).

Please contact the CDC at care@schulich.yorku.ca for an advisor that can help you.
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, academia, 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.

Theodore J. Noseworthy
BComm (Ryerson); MBA & MSc (Guelph); PhD (Western)
Associate Professor of Marketing
Canada Research Chair in Entrepreneurship and Innovation
Canada Research Chair in Entrepreneurial Innovation and the Public Good
Chair, Marketing Area

Ajay E. Sirsi
BCom Hons (Delhi, India); MBA (Oklahoma); MA (Florida); PhD (Arizona)
Associate Professor of Marketing

Alexandra Campbell
BA Hons (York); MBA & PhD (Toronto)
Director, IMBA Program
Associate Professor of Marketing

Ashwin Joshi
BAS Hons (Trent); PhD (Queen's)
Associate Professor of Marketing
Director, MBA Program
Executive Director, Schulich India MBA Program

Ellen Fischer
BA & MBA (Waterloo); PhD (Queen's)
University Professor
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise
Director, PhD Program

Eileen Fischer
BA & MASc (Waterloo); PhD (Queen's)
University Professor
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise
Director, PhD Program

Grant Packard
Program Director, Master of Marketing
Associate Professor of Marketing

Nicole Mead
PhD (Florida)
Associate Professor of Marketing

Marshall David Rice
BA (Manitoba); MS & PhD (Illinois)
Associate Professor of Marketing
Director, Master of Marketing Program

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.

Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/MKTG 3100</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>SB/MGMT 3150</td>
<td>Business Case Analysis and Presentation Skills Development</td>
</tr>
<tr>
<td>SB/MKTG 4100</td>
<td>Strategic Market Communications</td>
</tr>
<tr>
<td>SB/MKTG 4150</td>
<td>Consumer Behaviour</td>
</tr>
<tr>
<td>SB/MKTG 4226</td>
<td>Social Media for Marketing and Management</td>
</tr>
<tr>
<td>SB/MKTG 4250</td>
<td>Retail Marketing Strategies</td>
</tr>
<tr>
<td>SB/MKTG 4320</td>
<td>Tourism, Sport and Leisure Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4321</td>
<td>International Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4400</td>
<td>Brand Management</td>
</tr>
<tr>
<td>SB/MKTG 4550</td>
<td>Digital Marketing</td>
</tr>
<tr>
<td>SB/MKTG 4560</td>
<td></td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES

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

Career Development Centre

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

Explore this specialization online!

schulich.yorku.ca/specializations/bba-marketing
## Operations Management and Information Systems

The Operations Management and Information Systems Area specializes in courses to improve information, operational, and supply chain processes, focusing on efficiency, effectiveness, and sustainability. Students elect to take (i) problem-driven courses deepening their understanding of problems and challenges facing information, operational, and supply chain processes and/or (ii) quantitative courses strengthening their ability to analyze data and model processes. Graduates with this specialization work for mature and entrepreneurial, for-profit and non-profit, and manufacturing and service organizations in roles including process improvement consultants, buyers, inventory analysts, business analysts, systems analysts, and logistics coordinators.

### FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Education</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia (Jenny) Mannan</td>
<td>Assistant Professor of Operations</td>
<td>BA &amp; MA &amp; PhD (Western Ontario)</td>
<td>Professor of Operations and Information Systems</td>
</tr>
<tr>
<td>David Adkins</td>
<td>Professor of Operations and Information Systems</td>
<td>BS (Western Ontario); MSc (McMaster); PhD (Chicago)</td>
<td>Associate Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Julian Scott Yeomans</td>
<td>Assistant Professor of Operations</td>
<td>BA (Calgary); MBA (McMaster); PhD (North Carolina)</td>
<td>Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Abhishek Gaurav</td>
<td>Assistant Professor of Operations</td>
<td>BA (Delhi); MBA (Delhi); PhD (York)</td>
<td>Associate Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Adam Diamant</td>
<td>Assistant Professor of Information</td>
<td>BA (York); MBA (Schulich); PhD (HKUST)</td>
<td>Professor of Information Systems and Management</td>
</tr>
<tr>
<td>Henry M. Kim</td>
<td>Associate Professor of Operations</td>
<td>BA (Toronto); MBA (Toronto); PhD (Toronto)</td>
<td>Associate Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Ronald J. McGuire</td>
<td>Assistant Professor of Information</td>
<td>BA (Hefei); MBA (UST, China); PhD (McMaster)</td>
<td>Assistant Professor of Information Systems and Management</td>
</tr>
<tr>
<td>Zhepeng (Lionel) Li</td>
<td>Assistant Professor of Operations</td>
<td>BA (Hong Kong); MBA (Schulich); PhD (Toronto)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Mark R. Macho</td>
<td>Assistant Professor of Operations</td>
<td>BA (York); MBA (Schulich); PhD (Toronto)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Raha Imanirad</td>
<td>Assistant Professor of Operations</td>
<td>BS (Hefei, China); M.S. (UST, China); PhD (British Columbia)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Ronald J. McClean</td>
<td>Assistant Professor of Operations</td>
<td>BA &amp; MA &amp; PhD (McMaster)</td>
<td>Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Ihsan Gorganci</td>
<td>Assistant Professor of Operations</td>
<td>BA (Istanbul, Turkey); MSc (Istanbul, Turkey); PhD (North Carolina)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Markus Kool</td>
<td>Assistant Professor of Operations</td>
<td>BA (Schulich, Germany); MBA &amp; PhD (George Institute of Technology); PhD (McMaster)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
<tr>
<td>Mark H. MacDonald</td>
<td>Assistant Professor of Operations</td>
<td>BA (York); MBA (Schulich); PhD (Toronto)</td>
<td>Assistant Professor of Operations Management and Information Systems</td>
</tr>
</tbody>
</table>

### 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

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

### Specialization Requirements

#### How to Specialize

To specialize in Operations Management and Information Systems, enrol in the following Elective Courses:

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credits</th>
<th>Specialization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/OMIS 3020</td>
<td>3.00</td>
<td>Predictive Analytics</td>
</tr>
<tr>
<td>SB/OMIS 3670</td>
<td>3.00</td>
<td>Spreadsheet-Based Decision Support Systems</td>
</tr>
<tr>
<td>SB/OMIS 3710</td>
<td>3.00</td>
<td>Information Systems</td>
</tr>
<tr>
<td>SB/OMIS 3730</td>
<td>3.00</td>
<td>Database Management</td>
</tr>
<tr>
<td>SB/OMIS 4000</td>
<td>3.00</td>
<td>Prescriptive Analytics</td>
</tr>
<tr>
<td>SB/OMIS 4010</td>
<td>3.00</td>
<td>Artificial Intelligence Fundamentals for Business</td>
</tr>
<tr>
<td>SB/OMIS 4300</td>
<td>3.00</td>
<td>Service Operations Management</td>
</tr>
<tr>
<td>SB/OMIS 4550</td>
<td>3.00</td>
<td>Inventory Management</td>
</tr>
<tr>
<td>SB/OMIS 4560</td>
<td>3.00</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>SB/MGMT 4700</td>
<td>3.00</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

Explore this specialization online!

schulich.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 makeup 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.

Kevin Tosi
MBA, PhD (Toronto)
Professor Emeritus of Organization Studies
Director, Master of Management Program
Chair, Organization Studies Area

Ann Brown
Chair in Organization Studies
Associate Professor of Organization Studies
BA (Waterloo); MA (Waterloo); PhD (Toronto)

David E. Dimick
BA (Toronto); MBA & PhD (Toronto)
Professor Emeritus of Organization Studies

Eleanor Whitmore
BA & MEd (Toronto); MBA & PhD (Toronto)
Professor Emeritus of Organization Studies

Heal Hui
BA, MEd (Toronto); MEd (Wilfrid Laurier); MPhil & PhD (Toronto)
Professor Emeritus of Organization Studies

Ivona Hideg
BA (Haifa, Israel); MSW (Wilfrid Laurier); MPhil & PhD (Toronto)
Assistant Professor of Organization Studies

Luke Shaz
BComm (Toronto); MSc & PhD (Toronto)
Professor Emeritus of Organization Studies

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

Kevin Tasa
BComm (Saskatchewan); MSc & PhD (Toronto)
Chair, Organization Studies Area

David C. Grier
BA (Toronto); MBA & PhD (Toronto)
Professor Emeritus of Organization Studies

Stephen Friedman
BA (Toronto); MBA & PhD (Toronto)
Associate Professor of Organization Studies

Ruodan Shao
BA (Sun Yat-Sen, China); MSc (Mauritius); PhD (York)
Assistant Professor of Organization Studies

Rekha Karambayya
BA (Kochi, India); MBA (IIM Bangalore, India); PhD (Northwestern)
Professor Emeritus of Organization Studies

wow www-schulich.yorku.ca/specializations/bba-organization-studies


career@schulich.yorku.ca

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

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
Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

Explore this specialization online!
schulich.yorku.ca/specializations/bba-organization-studies

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.

Elective Courses

SB/ORGS 4100 3.00  Resilience to Catastrophic Failure in Organizations
SB/ORGS 4200 3.00  Managing Human Resources
SB/ORGS 4350 3.00  Managing Change
SB/ORGS 4400 3.00  Managing Across Cultures
SB/ORGS 4500 3.00  Developing Management Skills
SB/ORGS 4560 3.00  Conflict and Negotiations
SB/ORGS 4600 3.00  Diversity and Inclusion in Organizations
SB/ORGS 4950 3.00  Leaders, Heroes and Culture

SB/ORGS 4100 3.00  Resilience to Catastrophic Failure in Organizations
SB/ORGS 4200 3.00  Managing Human Resources
SB/ORGS 4350 3.00  Managing Change
SB/ORGS 4400 3.00  Managing Across Cultures
SB/ORGS 4500 3.00  Developing Management Skills
SB/ORGS 4560 3.00  Conflict and Negotiations
SB/ORGS 4600 3.00  Diversity and Inclusion in Organizations
SB/ORGS 4950 3.00  Leaders, Heroes and Culture
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 among the top schools 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 and Urban Change have gained recognition internationally for teaching and research in their respective fields.

<table>
<thead>
<tr>
<th>Specialization Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirk Mattmüller</td>
</tr>
<tr>
<td>Prof. Dr. (Emirati-Germany); Dr. rer. pol. (Germany)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean of Strategic Management/Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burkhard Dietrich</td>
</tr>
<tr>
<td>Prof. Dr. (Essen, Germany); MSc, MBA (Vanderbilt, USA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair of Ethics/Responsible Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica dos Passos</td>
</tr>
<tr>
<td>Prof. Dr. (York); PhD (York)</td>
</tr>
</tbody>
</table>

**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

Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

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**How to specialize**

To specialize in Responsible Business, you must enrol in SB/MBM: 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 Director of the Centre of Excellence in Responsible Business. 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 Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SB/MBM 4300 3.00</td>
<td>Corporate Social Responsibility in a Global Context</td>
</tr>
</tbody>
</table>

**Recommended Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/ENTR 4800 3.00</td>
<td>Sustainability Accounting and Accountability</td>
</tr>
<tr>
<td>SB/MBM 3030 3.00</td>
<td>Creating Global Capitalism</td>
</tr>
<tr>
<td>SB/MBM 3100 3.00</td>
<td>Business Administration and the Law</td>
</tr>
<tr>
<td>SB/MBM 3200 3.00</td>
<td>Management Issues in the Nonprofit Sector</td>
</tr>
<tr>
<td>SB/ORG 4560 3.00</td>
<td>Conflict and Negotiations</td>
</tr>
<tr>
<td>SB/PUBL 4000 3.00</td>
<td>Government and Business</td>
</tr>
</tbody>
</table>

**Schulich Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/INTR 4800 3.00</td>
<td>Managing Business in Developing Economies</td>
</tr>
<tr>
<td>SB/INTR 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/ORG 4350 3.00</td>
<td>Managing Change</td>
</tr>
<tr>
<td>SB/ORG 4400 3.00</td>
<td>Managing Across Cultures</td>
</tr>
</tbody>
</table>

**Approved Non-Schulich Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU/ENVS 3130 3.00</td>
<td>Energy and the Environment in Canada</td>
</tr>
<tr>
<td>EU/ENVS 3400 3.00</td>
<td>Introduction to Climate Change Science and Policy</td>
</tr>
<tr>
<td>EU/ENVS 3420 3.00</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>EU/ENVS 4163 3.00</td>
<td>Social Movements, Activism and Social Change</td>
</tr>
<tr>
<td>EU/ENVS 4400 3.00</td>
<td>Fundamentals of Renewable Energy: Theory, Policy and Practice **</td>
</tr>
<tr>
<td>EU/ENVS 4401 3.00</td>
<td>Fundamentals of Energy Efficiency: Theory, Policy &amp; Practice in a Canadian Context **</td>
</tr>
<tr>
<td>EU/ENVS 4430 3.00</td>
<td>Impact Assessment Process &amp; Practice</td>
</tr>
<tr>
<td>EU/ENVS 4442 3.00</td>
<td>Environmental Auditing</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>

**Courses**

**Schulich Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/SOSC 3041 6.00</td>
<td>The Social Economy &amp; Alternative Development</td>
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<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>

---

**Explore this specialization online!**

schulich.yorku.ca/specializations/bba-responsible-business
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 behavior 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 organization’s 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.

Area Coordinator
Willow Sheremata
BSc (McGill); MSc (Toronto); MBA (Pennsylvania); MPh & PhD (New York)
Associate Professor of Strategic Management/Policy

Anoop Madhok
BCom (Calcutta, India); MBA (Cincinnati); MIS (Johns Hopkins); PhD (McGill)
Professor of Strategic Management/Policy

Burkard Eberlein
MSc (LSE, UK); MA & PhD (Konstanz, Germany)
Professor of Strategic Management/Policy

Charles J. McElroy
BSc (Princeton), MBA (McGill); PhD (Toronto); Associate Professor of Strategic Management/Policy

Ellen A. Auster
MSc (London), MBA & PhD (Cambridge); Professor of Strategic Management/Policy and Director, Schulich Centre for Teaching Excellence

N. Thomas Wilson
MSc (Italy), MBA & PhD (Rutgers); Associate Professor of Strategic Management/Policy

Judy Teo
MEng (Singapore), MM (Singapore); MBA (McGill); PhD (Virginia Tech); Associate Professor of Strategic Management/Policy

Matthew Kang
MBA, PhD (Harvard); Professor of Strategic Management/Policy

Professor of Strategic Management/Policy

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
Please contact the CDC at career@schulich.yorku.ca for an advisor that can help you.

Explore this specialization online!

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

Specialization Requirements

How to Specialize

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

Required Courses (choose 3.00 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/SGMT 4200</td>
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Course Descriptions

Note: Not all courses are offered every term. New courses may be created after this publication's print date. Consult the Schulich Course Offerings database for the most recent information.

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.
Not: Not available to exchange students visiting Schulich. Not available to iBBA students for credit.
Course Credit Exclusions: SB/INTL 1200 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 macroeconomic issues such as unemployment, inflation, and government budget policy.
Not: 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
This course introduces students to the fundamental concepts of financial accounting. The course aims to develop students' critical thinking skills and their ability to interpret financial information.
Prerequisite: AP/ECON 1000 3.00 (or equivalent) and AP/ECON 2300 3.00
Note: Not available to students visiting Schulich.
Course Credit Exclusions: AP/ECON 2300 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, offering, 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
Note: Not available to exchange students visiting Schulich.
Prerequisite: SB/ACTG 2010 3.00 and SB/ACTG 4710 3.00; Year 4 iBBA/iBBA standing required
SB/ACTG 4710 3.00 Introduction to Income Taxation
This course presents the fundamental concepts and techniques of income taxation and applications to personal and corporate contexts. Emphasis is placed on understanding the legal and economic bases for tax policies and their impact on individual and corporate decisions. The course is designed as an integrative course to integrate into economics a variety of concepts from marketing, finance, and accounting. Topics include firm's boundaries, horizontal and vertical integration; market and competitive analysis; pricing decisions; and management decisions.
Prerequisite: AP/ECON 1000 3.00 (or equivalent) and AP/ECON 1010 3.00 (or equivalent)
Course Credit Exclusions: AP/ECON 2400 3.00
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 firm's boundaries, horizontal and vertical integration; market and competitive analysis; pricing decisions; and management decisions.
Prerequisite: AP/ECON 1000 3.00 (or equivalent) and SB/INTL 1200 3.00 and Year 3 BBA/iBBA standing required
Course Credit Exclusions: AP/ECON 2300 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.
Not: Not open to iBBA students for credit.
Prerequisite: SB/ECON 3000 3.00 and Year 3 BBA/iBBA standing required
Course Credit Exclusions: SB/INTL 1200 3.00, AP/ECON 3150 3.00
SB/ECON 4210 3.00 Economic Forecasting and Analysis
An increasing number of organizations make explicit forecasts of the economic environment in 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 appraisal of past forecasts are reviewed.
Prerequisites: SB/ECON 2000 3.00 or SB/INTL 1200 3.00 and SB/INTL 2100 3.00 and Year 3 BBA/iBBA standing required
Course Credit Exclusions: AP/ECON 3120 3.00

SB/ACTG 2011 3.00 Study of Financial Accounting I
This course introduces students to the fundamental concepts of financial accounting. The course aims to develop students' critical thinking skills and their ability to interpret financial information.
Prerequisite: SB/ACTG 3110 3.00 and Year 3 BBA/iBBA standing required

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: SB/ACTG 2011 3.00 and 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 rates and credits; capital and rental 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 and Year 3 BBA/iBBA standing required

SB/ACTG 4320 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 oral presentation skills is emphasized.
Note: Not available to exchange students visiting Schulich.
Prerequisite: SB/ACTG 4600 3.00 and SB/ACTG 4710 3.00; Year 4 iBBA/iBBA standing required

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 accounting 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 2010 3.00 and Year 3 BBA/iBBA standing required

SB/ACTG 4600 3.00 Auditing Standards and Applications
This course focuses on the standards and applications underlying the latest financial 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 iBBA/iBBA standing.
Prerequisite: 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 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 4710 3.00 and Year 4 iBBA/iBBA standing required

SB/INTL 1210 3.00 and Year 3 BBA/iBBA standing required

SB/INTL 1210 3.00 and Year 3 BBA/iBBA standing required

SB/INTL 2310 3.00 and Year 3 BBA/iBBA standing required

SB/INTL 3200 3.00 and Year 3 BBA/iBBA standing required

SB/INTL 3200 3.00 and Year 3 BBA/iBBA standing required

SB/INTL 3200 3.00 and Year 3 BBA/iBBA standing required
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 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 (previously offered as SB/MGMT 1050 3.00) and Year 3 BBA/IIBBA standing required.

ENTR 3403 3.00  Business Essentials for Technology Entrepreneurs II
This course has three modules: Organizational Behaviour develops skills/knowledge of leadership, teamwork, negotiations and motivation. Marketing presents marketing strategy fundamentals. 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 funding 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  Field Study: Innovating with Entrepreneurs, Unlocking New Venture Potential
Provides students with firsthand experience of the opportunities and challenges growing organizations face. Students work in teams with an entrepreneurial firm to research an opportunity or project for the firm. Limited classes emphasize consulting, market research and presentation skills.
Prerequisites: Completion of all year 1 and year 2 core courses.

SB/ENTR 4500 3.00  Entrepreneurship and Technology Ventures
This course brings forward the challenges and opportunities facing technology start-ups and entrepreneurial ventures. Students turn an idea into an enterprise by focusing on what customers want.
Note: Open to Years 3 and 4 BBA/IIBBA students, or students who have completed 60.00 engineering credits in 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 implications and implementation issues that relate to conceptualising, developing and managing successful new ventures.
Note: Open to Year 4 BBA and IIBBA students. 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, managing investments and exiting investments.
Prerequisite: Year 3 BBA/IIBBA standing required.

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.
Prerequisite: Year 3 BBA/IIBBA standing required.

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 how to understand how advising can help firms avoid pitfalls and reap benefits common to family enterprises.
Prerequisite: Year 3 BBA/IIBBA standing required.

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 financial system.
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 the analysis of financial management 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.
Prerequisites: SB/FINE 2000 3.00 and Year 3 BBA/IIBBA standing required.

Course Credit Exclusion: AP/ECON 4400 3.00, AP/ECON 4200 3.00, and AP/ECON 4410 3.00.

SB/FINE 3200 3.00  Investments
This 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 3000 3.00 and Year 3 BBA/IIBBA standing required.

SB/FINE 3310 3.00  Ecnometrics of Financial Markets
This empirical methods course focuses on the statistical techniques that are most often used in the analysis of financial markets. The list of topics includes: statistical properties of asset returns, tests of asset pricing models, the efficient market hypothesis, event study methodology, simulation methods, panel data analysis, and volatility estimation methods such as GARCH, value-at-risk, and time-varying correlations. The focus of the course is to teach the student about empirical methods in finance by performing statistical analysis used in finance on financial data. “I hear and I forget. I see and I remember. I do and I understand.” – Confucius (551 BC to 479 BC).
Prerequisite: SB/MGMT 3050 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 unemotional 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 and Year 3 BBA/IIBBA standing required.

SB/FINE 4050 3.00  Personal Finance
Students learn personal financial management both for professional work in the financial 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 3000 3.00 and Year 3 BBA/IIBBA standing required.

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 phenomena 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: SB/FINE 3000 3.00 and Year 3 BBA/IIBBA standing required.

SB/FINE 4150 3.00  Advanced Corporate Finance
Building on the concepts, models and decision situations presented in SB/FINE 3000 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 and Year 3 BBA/IIBBA standing required.

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 function from the perspective of the global financial manager. The main issues include currency risk management using derivative contracts, cross-border investment decisions, and the management decisions in international joint ventures.
Prerequisite: For BBA/IIBBA students: FINE 3100 3.00 and Year 3 BBA/IIBBA standing required.

SB/FINE 4700 3.00  Management of 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 faced by managers in this industry. The final part reviews recent developments and misadventures of industry sectors, including: financing, regulators, central and chartered banking, trust companies, mortgage loan companies, credit unions and caisse populaires, investment bankers, property and casualty insurers, and consumer lending institutions.
This course focuses on the core concepts of strategy and strategic management and explores the tasks of developing, implementing, executing and monitoring an organizational strategy, with particular focus on firms operating in international markets. The emphasis is on the problems and issues that affect the success of an entire organization. Examples are drawn from all sizes and types of organizations, although the majority of content and cases deal with profit-oriented enterprises operating in the competitive global business environment. The course uses readings, lectures, case discussions and role playing to expose students to a wide range of concepts and to the many type of situations that face managers and bear directly on an organization’s ultimate success.

Note: Not open to BBA students for credit. This course cannot be completed on Exchange.

Prerequisites: Year 3 BBA/iBBA standing required
Course Credits Exclusion: SB/IBUS 3400 3.00

SB/IBUS 3400 3.00
International Business Seminar
This course is designed to introduce the basic business French needed for skills and the cultural context associated to French language. It provides exposure to major French-Canadian companies and to some aspects of contemporary French Canadian culture. It encourages students to explore the social and cultural roles of French society.
Prerequisites: Successful completion of AP/FR 1060 6.00 (formerly FR 1060 6.00) or Placement test/permission of course director
Course Credit Exclusion: AP/FR 1080 6.00 or AP/FR 1060 6.00

SB/IBUS 3300 3.00
FRENCH WORK CULTURE I
This is the second half of a two-term sequence course in which students will develop business French Communication skills and the cultural context associated to French language. It prepares students for further exposure to read and understand topics such as the main French companies (France) and to some aspects of contemporary French culture. It encourages students to explore the social and cultural roles of French society.
Prerequisites: SB/INTL 2020 3.00 or Placement test/permission of course director
Course Credit Exclusion: AP/FR 1080 6.00 or AP/FR 1060 6.00

SB/IBUS 3200 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.
Prerequisite: Students must be enrolled in Year 3 or Year 4 of the BBA or iBBA program.

SB/INTL 1200 3.00
Macroeconomics 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 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 the effects of government’s monetary and fiscal policies.
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 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.

SB/INTL 3020 3.00
FRENCH WORK CULTURE I
This course is designed to introduce the basic business French needed for skills and the cultural context associated to French language. It provides exposure to major French-Canadian companies and to some aspects of contemporary French Canadian culture. It encourages students to explore the social and cultural roles of French society.
Prerequisites: Successful completion of AP/FR 1060 6.00 (formerly FR 1060 6.00) or Placement test/permission of course director
Course Credit Exclusion: AP/FR 1080 6.00 or AP/FR 1060 6.00

SB/INTL 3021 3.00
Culture, Management, Strategy in France
This course is designed for an audience primarily of iBBA students but also open to BBA students who wish to acquire the knowledge of corporate management in the following activities: marketing (choice of products and prices, distribution / sales, communication, advertising, marketing mix), sales, purchasing and logistics. This course will assist students to develop a French-speaking cultural and commercial vision.
Prerequisites: SB/INTL 2020 3.00 and AP/FR 2081 3.00 and AP/FR 2082 3.00

SB/INTL 3022 3.00
International Economics
This core course examines international economies 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/IBUS 3200 3.00
Course Credit Exclusion: SB/ECON 3510 3.00

SB/INTL 3023 3.00
Organizational Behaviour Across Cultures
Formerly INTL 3300 3.00
The purpose of this course is to introduce students to organizational behaviour – a discipline that studies organizations and the individuals and groups within them. Furthermore, this 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.
Note: Not open to BBA students for credit. Not available to exchange students visiting Schulich.
Course Credit Exclusions: SB/DROS 2100 3.00 and SB/DRGS 2000 3.00 and SB/DRGS 4000 3.00

SB/INTL 3000 3.00
Strategic Management for International Business

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the dynamics of expanding their operations to successfully compete in an international market.

Note: Not open to exchange students.

Prerequisites: SB/MGMT 3100 3.00 or (INTL 3100 3.00; Year 4 BBA/iBBA standing required

Course Credit Exclusion: SB/MGMT 4100 3.00

SB/MGMT 1000 3.00

Introduction to Business

Uses a case-based approach, interactive discussions and field research, this course will introduce students to the key management concepts and theories about how businesses operate and how to prepare for career opportunities. Students will develop the key skills required to be successful in their chosen career path.

SB/MGMT 1030 3.00

History of Capitalism: Structures, Agents, Artifacts

This core course provides students with a deeper understanding of the 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, writing skills.

Note: Not open to iBBA students for credit.

Course Credit Exclusion: AP/HIST 1090 6.00 (prior to Fall 2009)

SB/MGMT 2050 3.00

Business Analytics II

Managers use data to make critical decisions. Business analytics transforms data and transforms it into insights to support decision making. 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 decision making.

Prerequisite: SB/MGMT 1050 3.00

MGMT 2060 3.00

Business and Society

Formerly SB/MGMT 2040 3.00

In this course, students reflect critically on the role of business in society. Student projects are centered on the causes of tension between business and society and gain skills to assess a company’s impact on and commitment to society. Students learn how businesses have redefined the traditional purpose of profit as making money. It will provide a solid foundation to help students develop the general management skills (e.g. problem-solving, teamwork, critical thinking, research and decision making) required to be successful in their chosen career path.

SB/MGMT 2100 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.

Prerequisite: Year 3 BBA/iBBA standing required

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 property law (including trademarks, copyright and patents).

Course Credit Exclusion: AP/ECON 4550 3.00, AP/YORLS 3165 4.00, AP/STOC 3165 3.00

Prerequisite: Year 3 BBA/iBBA standing required

SB/MGMT 3150 3.00

Business Case Analysis and Presentation Skills Development

Formerly MKTS 3150 3.00

This course familiarizes students with key elements related to analyzing and developing comprehensive solutions for business cases with the goal of improving participants’ ability to present their arguments in a compelling way, preparing them for job interviews, work and case competitions. Participants will also develop specific skills such as problem-solving, presentation building, story-telling and managing group dynamics. This course will require students to present frequently, coach others and reflect on their own progress based on feedback and observing their videotape performances. MBA students and former SB students will provide feedback in some sessions. The course will culminate with in-class Case competition.

Prerequisite: Successful completion of all Year 1 and 2 core courses; Year 3 BBA/iBBA standing required

SB/MGMT 3200 3.00

Management Issues in the Nonprofit Sector

This course serves as a general introduction to the non-profit organization. It explores the historic roots and social, political and economic function of the non-profit sector in Canada. It examines both the legal and policy environments in which non-profit 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 non-profit sector, as well as professionals who will be involved with non-profit 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 non-profit organizations).

Prerequisite: Year 3 BBA/iBBA standing required

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 orientation, 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, students team up to participate in a 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: Formerly available to exchange, international and visiting Schulich students.

This is a core course for BBA students. BBA students can choose to take this course to satisfy SB elective requirements.

Prerequisites: SB/MGMT 3100 3.00 or SB/INTL 3100 3.00; Year 4 BBA/iBBA standing required

Course Credit Exclusion: SB/INTL 4100 3.00

SB/MGMT 4300 3.00

Corporate Social Responsibility in a Global Context

Provides an advanced 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 a conceptual understanding of why CSR has become so important and a basic overview of how corporations have responded to this challenge.

BBA Prerequisite: SB/MGMT 2060 3.00 (formerly SB/MGMT 2040 3.00) and Year 3 BBA/iBBA standing required

BBA Prerequisites: SB/INTL 3420 3.00 and Year 3 BBA/iBBA standing required

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, 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 scoping, time management and scheduling, risk management, cost management, and resource management.

Prerequisites: Year 3 BBA/iBBA standing required

SB/MKTG 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 consulting and the different types of firms that make up the industry. When possible, practising management consultants will visit as guest lecturers.

Note: Open to 4th year BBA students only.

Prerequisite: SB/MKTG 3000 3.00 or SB/INTL 3000 3.00; Year 3 BBA/iBBA standing required

SB/MKTG 4850 3.00

Work Placement

Provides a focused approach to the formulation and implementation of an integrated communications strategy to meet particular marketing objectives. Topics of interest include advertising, sales promotion, public relations, direct marketing, media communications, and their integration both online and offline. The approach to communications is cutting edge, multidisciplinary, integrative, and application-oriented. Teaching approaches are varied and include case analysis, discussion and guest participants.

Prerequisites: Year 3 BBA/iBBA standing required

SB/MKTG 4100 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 purchase? This course examines these and other fundamental marketing concepts 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 consumption.

Prerequisites: Year 3 BBA/iBBA standing required

SB/MKTG 4105 3.00

Strategic Market Communications

Offers a focused approach to the formulation and implementation of an integrated communications strategy to meet particular marketing objectives. Topics of interest include advertising, sales promotion, public relations, direct marketing, media communications, and their integration both online and offline. The approach to communications is cutting edge, multidisciplinary, integrative, and application-oriented. Teaching approaches are varied and include case analysis, discussion and guest participants.

Prerequisites: Year 3 BBA/iBBA standing required
SB/MKTG 4262 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 research and understanding it. We learn throughout about its strategic business applications. The course concludes with a focused team project that examines the reality and usefulness of this new communication form.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4305 3.00 Retail Marketing Strategies
Retailing is a cornerstone of marketing because it brings together the two most influential 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 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4312 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, exposure 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 market.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4321 3.00 Entertainment Marketing
Using an effective combination of readings, class discussions, real world case studies, 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; the impact of social media on marketing and service, for-profit and non-profit organizations. Operational and supply chain challenges, as well as various conceptual aids and quantitative techniques to cope with these challenges, are discussed.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4400 3.00 International Marketing
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, social, economic and legal environments encountered in the international marketplace. The course uses readings, cases and a group project.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4505 3.00 Brand Management
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.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/MKTG 4560 3.00 Digital Marketing
This course provides students with firsthand experience of digital marketing challenges organizations face and how digital marketing can be used to support the overall marketing effort. Student groups are paired with a company to develop concrete and actionable solutions to a digital marketing challenge. The course consists of a mix of lectures and team meetings with the instructor.
Prerequisite: SB/MKTG 1030 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 1050 3.00 Managing Data for Business Decisions
Formerly MGMT 1050 3.00
Informed business decisions rely on data and technological support. This course introduces students to concepts of data, information, and technology to support business decisions. Topics discussed include data collection process, infrastructure of information systems, data understanding, summarization, and representation, hardware and software used to store and analyze data and to deploy data driven solutions for modern business applications; and social and ethical issues surrounding data and IT security.
Prerequisite: SB/OMIS 1050 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 2010 3.00 Operations Management
This course introduces concepts, principles, and techniques that can be leveraged to analyze, control, and improve critical processes responsible for efficiently making and delivering goods and services. This includes processes inside in manufacturing and service, for-profit and non-profit organizations. Operational and supply chain challenges, as well as various conceptual aids and quantitative techniques to cope with these challenges, are discussed.
Prerequisite: SB/OMIS 1010 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 3020 3.00 Predictive Analytics
Predictive analytics is the practice of extracting insight from data by creating models that allow us to predict future outcomes. This course presents a wide range of data science techniques that support the art of prediction. This includes the manipulation of large data sets, exploratory data analysis, quantitative modeling, performance evaluation, and the effective communication of business insight.
Prerequisites: SB/MKTG 3050 3.00 and SB/OMIS 3020 3.00

SB/OMIS 3670 3.00 Spreadsheet-Based Decision Support Systems
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 conclusions from them. 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.
Prerequisite: SB/OMIS 3610 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 3710 3.00 Information Systems
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 SB/OMIS 3230 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/OMIS 1050 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 3730 3.00 Database Management
Database Management covers computerized systems used by organizations to manage the vast amount of data that enable business logic, accompany daily operations and support data analysis. The course provides the fundamentals of database management, analysis and design as well as hands-on experience using up-to-date tools for data and big data management.
Prerequisite: SB/OMIS 2010 and SB/OMIS 2050 3.00; Year 3 MBA/BBa standing required

Course Credit Exclusions: LE/CEE 1550 3.00, LE/ECEC 1350 3.00
SB/OMIS 4000 3.00 Prescriptive Analytics
This course surveys topics in prescriptive analytics. It focuses on developing quantitative methods and computer simulations to gain 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 Excel and by programming in Python. Application areas include supply chain and revenue management, logistics, and healthcare.
Prerequisite: SB/MGMT 2050 3.00 and Year 3 MBA/BBa standing required

SB/OMIS 4010 3.00 Artificial Intelligence
Fundamentals for Business
This course addresses how to apply machine learning to managerial tasks. Through lectures, labs and hands-on projects in realistic contexts, students will learn how artificial intelligence is used for decision making in realistic contexts. Specifically, students will develop technical skills relating around business value discovery through data mining, e.g., statistical learning, text mining, recommendation, outlier detection and social network analysis.
Prerequisite: SB/MKTG 3020 3.00

SB/OMIS 4300 3.00 Service Operations Management
Service Operations Management 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 recent theories in service design and emerging technology for their value in generating breakthroughs in creating superior customer value.
Prerequisite: Year 3 MBA/BBa standing required

SB/OMIS 4550 3.00 Inventory Management
Explores practical methods and techniques for controlling inventories which 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 inventory, and operational decision systems for determining aggregate policy decisions consistent to the level of the individual stock keeping unit.
Prerequisite: Year 3 MBA/BBa standing required

SB/OMIS 4560 3.00 Supply Chain Management
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.
Prerequisite: Year 3 MBA/BBa standing required

SB/ORGS 2100 3.00 Individuals and Groups in Organizations
(formerly ORGS 1000 3.00)
An introduction to the study of organizations from a behavioral science frame of reference. The course emphasizes psychological and social approaches to understanding basic aspects of human behavior in all types of work situations. The course emphasizes the motivation to work, individual differences, leadership and authority, and group dynamics. As well as lectures and discussions, the course emphasizes learning through the use of exercises, demonstrations, cases and projects. This course is not available for MBA credit.
Course Credit Exclusions: SB/INTL 1300/2300 3.00, HHP/PSYC 3570 3.00
ORGS 2200 3.00 Organizations and Their Environments
(formerly ORGS 2010 3.00)
This core course centers on three complementary perspectives on organizations, which are simultaneously strategic designs, behavioral processes, and technical systems of shared meanings and identities. Class sessions will develop technical skills relating around business value discovery through data mining, e.g., statistical learning, text mining, recommendation, outlier detection and social network analysis.
Prerequisite: SB/MKTG 3020 3.00

Course Credit Exclusion: SB/INTL 1300/2300 3.00
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SB/ORGS 4100 3.00  Resilience to Catastrophic Failure in Organizations
This course teaches students to recognize the vulnerabilities of organizations to catastrophic failure, and to understand why such risk represents both a profound challenge and a potential opportunity to become more effective decision-makers in general. We examine how cognitive biases, organizational culture and institutions contribute to catastrophic failures; and consider how organizations can address these challenges and become more resilient.
Prerequisite: SB/ORGS 2100 3.00 or SB/ORGS 2200 3.00 (BBA) or INTL 2300 3.00 (BBA); Year 3 BBA/iBBA standing required.

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 resource 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 3.00 (or equivalent) and SB/ORGS 2010 3.00 or SB/INTL 1300 3.00; Year 3 BBA/iBBA standing required.

SB/ORGS 4300 3.00  Managing Change
As the environment of business and nonprofit organizations becomes increasingly complex and unstable, it is imperative that managers be able to create a climate of flexibility and adaptability in their organizations. Managers must be able to undertake major change without destructive side effects to be truly successful. This course surveys the changes in climate in which needed changes are sought and welcomed. The mission of governments is to create public value, regulating and partnering with business in the process. This course offers a strategic understanding of the role of government, and of key features of the public policy and management in different contexts across the globe. It challenges students to take on the role of public managers who need to improve performance and service delivery, often in collaboration with the private and social sector partners.
Prerequisite: Year 3 BBA/iBBA standing required.

SB/GMT 3000 3.00  Strategic Management
This course focuses on the fundamental concepts of strategy and strategic management, and explores the tasks 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 concepts and case studies are based on 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.
Prerequisite: Completion of all Year 1 and Year 2 core courses; Year 3 BBA/iBBA standing required.

SB/GMT 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 strategy as well as strategic leadership. Students learn and apply theory regarding strategy execution by analyzing implementation and performance in specific firms.
Prerequisites: SB/GMT 3000 3.00 or SB/INTL 3000 3.00; Year 3 BBA/iBBA standing required.

SB/XXX 4900 3.00  Schulich Study
Under guidance of a full-time Schulich faculty member, individual students in Year 3 or 4 may undertake a special program of guided study 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 the start of the academic term. The student and faculty member must sign a Schulich Study form that includes:
(1) the explicit learning objectives for the student,
(2) an agreement on the most appropriate means of achievement, 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 credit courses of Guided Study courses per term (Year 2 BBA or BBA degree).
Guided Study courses are coded as SB/XXX 4900 3.00. The XXX portion of the course code uses the functional area or program a faculty member is associated with, such as INT 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 are normally supervised by a full-time Schulich faculty member, but may be arranged by a part-time or contract instructor, a signature for 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 studying 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.

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.

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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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, 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.

York Continuing Scholarships

To be considered for all other York Continuing Scholarships, students must complete a Student Financial Services profile for the visit sfs.yorku.ca/aid/sfp. Please note that the number of continuing awards and scholarships available to international students is limited. Visit yorkinternationalscholarships.yorku.ca for more information on international scholarships and bursaries. Questions regarding financial aid can be directed to finalaid@schulich.yorku.ca.

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-awards-bursaries.

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. Visit https://sfs.yorku.ca/aid/sfp for detail.

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.

Graduating Student Awards

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: https://sfs.yorku.ca/scholarships-awards-bursaries.

The Peterson Family Gold Medal & Scholarship in Entrepreneurial Studies

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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 studies 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: https://sfs.yorku.ca/work-study-programs.

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: https://studyoptions.yorku.ca/opportunities-beyond-the-classroom/research-at-york-ray.

Leadership, Engagement and Ambassadorship Program (LEAP)

LEAP positions focus on engaging undergraduate students in roles within the faculties, colleges, programs, or the university at large, that enhance the overall student experience at York University. LEAP roles allow students to develop skills such as leadership, peer mentoring, and peer support within the University setting and are less clerical in nature than the typical Work/Study position (e.g. less than 20% clerical). Examples of positions include: YU Start Leader, Student Recruitment Ambassadors and Peer Educators/Mentors.


Helpful Quick Links:

- Schulich Financial Aid: sfs.yorku.ca/financial-aid
- Student Financial Services: sfs.yorku.ca/scholarships-awards-bursaries
- Student Financial Profile: sfs.yorku.ca/aid/sfp
- York International Current Students Awards: https://yorkinternationalscholarships.yorku.ca/scholarships-awards-bursaries/
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 9.0 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, it is important for students to keep track of their academic progress and financial situation.

For more information on OSAP for York University students, 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) 736-5386
Fax: (416) 736-5386
sfy.yorku.ca

Out-of-Provincial StudentLoans

For information regarding out-of-provincial student loans, please consult the website of the provincial student assistance office. Out-of-province student assistance information and website links are available at: sfy.yorku.ca/aid/outofprovince.

GENERAL INFORMATION ABOUT OSAP

For information regarding other provincial student loan and grants. It is a need-based loan program.

Student Financial Services
Bennett Centre for Student Services
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Tel: (416) 736-5386
Fax: (416) 736-5386
sfy.yorku.ca

Out-of-Provincial Student

For information regarding out-of-provincial student loans, please consult the website of the provincial student assistance office. Out-of-province student assistance information and website links are available at: sfy.yorku.ca/aid/outofprovince.

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.

ACADEMIC PLANNING

Student & Enrolment Services (SES) within Student Services and International Relations provides support to students from the time of program entry through to graduation. SES 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 and telephone. 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 inquires feel free to contact Student & Enrolment Services at (416) 736-5081 or drop by W263.

SSIR Office Hours

Monday-Friday 8:30am to 5:30pm

*Students will be notified when extended hours and drop-in advising are available.

**Fridays in June, July and August: 9am to 3:30pm

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.

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.

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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. The 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 highly sought-after Program has intake dates in the Summer, Fall and Winter. The Mentorship Program provides you with valuable insights and knowledge designed to maximize your Schulich experience, future career development, and improve your presentation and communication skills. Participating Schulich alumni mentors come from the private, public and social sectors and are individually screened and selected with the student needs in mind. Open to all Schulich Masters level students and 3rd and 4th year undergraduate students. For more information, please visit the Program website: http://schulich.yorku.ca/alumni/alumni-services-for-students.

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 social media platforms: LinkedIn, Twitter and Facebook. Or, visit the Alumni website, schulich.yorku.ca/alumni, for regular updates including access to the monthly Alumni eNewsletter. The Alumni Relations Office will also regularly post updates on key programs and events via student and alumni Facebook groups.

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, 5SB (416) 736-5824, option #1
- Schulich Information Services and Technology General Office Room W354, 5SB (416) 736-5824, option #2

Schulich Helpdesk and Drop-In Computer Lab Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Thursday</td>
<td>8:00 a.m. – 9:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>12:00 p.m. – 10:00 p.m.</td>
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Note: For Computing Commons Lab

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. – 5:15 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>8:30 a.m. – 5:15 p.m.</td>
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<td>Wednesday</td>
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<td>12:00 p.m. – 10:00 p.m.</td>
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</tbody>
</table>

Technical Support

Helpdesk staff are available for additional help for all Schulich students at askit@yorku.ca

Printing

Printing services are available in the computer lab in W336 on the third floor of the Schulich School of Business. The cost is 10 cents per page and payment may be made using your YorkCard. 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

Microcomputers
- HP computers running a Windows operating system are located in Room W336, 5SB 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)

Central Processor: Intel Core i3
Installed Memory: 4 Gigabytes
Hard Drive: 128 Gigabytes
Integrated Ethernet & Wireless 802.11 B/G/N Network Interface Connections

SCHULICH SERVICES

Schulich Helpdesk staff in room W354, 5SB can provide details.

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 their Schulich 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 Starbucks’ 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 Cafe is open: Monday – Thursday 7:00 a.m. – 9:00 p.m.
Friday 7:00 a.m. – 3:00 p.m.
Saturday and Sunday* 8:00 a.m. – 3:00 p.m.

*Seasonal closures apply

Note: Hours vary throughout the year and are posted at the Market Cafe counter.
STAY CONNECTED!

Receive important library updates by following York University Libraries on Twitter @yorkulibraries, liking their Facebook page, and following their Instagram @yorkulibraries.

When its doors reopen to students, the Bronfman Library provides an environment which fosters individual and group study. This includes individual study carrels, a silent study room, lounge seating, computer workstations, and six group study rooms (some restrictions may apply). Once in-person group study is permitted, group study rooms can be booked using your Passport York: library.yorku.ca/rooms/bronfman.

Students can use their YU-cards to print and photocopy at the library: Black and white printing and photocopying costs 10 cents per page. Colour printing and photocopying costs 25 cents per page. For more information see: library.yorku.ca/web/ask-services/printing-and-computing/print-copy-scan.

Students have access to four other libraries at York University. 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 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. 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.

SCHULICH STUDENT ACTIVITIES

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.

Learn more about undergrad student life online!

schulich.yorku.ca/student-life-services/student-life/undergraduate-student-life/
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 a growing e-storebook 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 materials, and sale books etc.), as well as texts prescribed for courses, are stocked. A wide selection of stationary and gift items, York insignia 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 Schlich students’ requests and recommendations.

The Bookstore’s website offers a variety of products and services, including on-line 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

Campus Security

The following is a reminder of some services available to students, staff, and faculty at York University. Complete lists of services provided to the York community are available by visiting the websites below.

Department of Security Services

In a life-threatening emergency, call 911 directly. For other urgent security matters, call extension 33333. Public emergency agencies responding to 911 calls are met by Security Services personnel and escorted directly to the location of the emergency. This practice ensures that valuable time is not lost searching for a campus location. All security personnel are trained in First Aid and CPR. Other services include:

- Blue Light Emergency phones
- Closed Circuit Television
- Road Watch
- Security Services Patrols
- Security app for mobile devices

Call extension 58000 (416-650-8800) for more information, or see their website at yorku.ca/security.

gosafe

gosafe is a free service provided by York University to all members of the York community. If you need to get from one point on campus to another, gosafe staff members will meet you anywhere on campus (including parking lots, bus stops, buildings and residences) and walk you to your on-campus destination.

Upon request, gosafe will also wait with you for your bus or taxi to arrive, or until your vehicle starts. All requests will be accommodated by foot, and the service is available 7 days per week every day of the year, excluding the University closure period after the December exam period.

You can arrange for an escort by using any on-campus emergency phone and asking for gosafe, using any marked Safety Phone, using any on-campus payphone to make a free call to the gosafe line, or calling the gosafe office directly at extension 55445 or 416-736-5445. You will be asked for your name, desired pick-up location and destination, and a team of gosafe staff members in uniform will be sent to meet you (typical wait time is no more than 10 minutes). gosafe operates daily during the academic year (September to April) from 6pm to 2am and during the summer months (May to August) from 8pm to 2am.

For more information please visit yorku.ca/gosafe

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) 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.

The Centre 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 REI initiatives on campus
- Opportunities to support a RED 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 & Leadership Development (CSCD)

The Centre for Student Community and Leadership Development (CSCD) 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: cscd.yorku.ca

Childcare

The Lee Wiggins Childcare provides childcare in a family grouping setting to the York Community, with priority given to the students and CFEU 3903 members. The childcare centre provides licenced part-time/full-time care for children 18 months to 5 years old. Some over age and under age care may be granted. The childcare also provides care for emergency situations, March Breaks, conferences and occasional care. We are located in The Student Centre building Room 201. Visit our website for more information at yorkunchildcare.ca, call 416-736-5599, or email yorkunchildcare@gmail.com

Learning Skills Services (LSS)

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 are offered throughout the year. Students are asked to register in advance either online at yorku.ca/cds/lss or in person at N110 BCIS.

LSS Contact Information

Location: N110 BCIS
Hours of operation:
Mon, Wed, Thurs: 9:00 am to 4:30 pm
Tues: 9:00 am to 7:00 pm
Phone: 416-736-5297
Fax: 416-736-5633

Health Services

Appletree Medical Centre | 416-736-5525

On-campus medical facilities are located in the Appletree Medical Centre. While appointments are advised, walk-ins are welcome. Health services include family medicine clinic for all ages, massage therapy, psychiatry clinic and travel vaccines.

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.
Website: https://yorkinternational.yorku.ca/uhip

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

Whether it’s a sport related injury, staff muslces 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 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

Undergraduate Academic Handbook

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**HEALTH EDUCATION AND PROMOTION AT YORK**

Tel: (416) 736-5196
E-mail: liz@yorku.ca
Website: health@scld.yorku.ca
Location: Centre for Student Community and Leadership Development, 572 Ross Building

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 limited time and energy, 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 and student-centred initiatives. And yes, they give out free condoms!

**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 of last resort. This means that you 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 and second-level appeals and/or through the department involved and using its internal complaint mechanisms. If you are not certain what complaint procedures are available, the Ombudsperson can assist you in 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: yorku.ca/ombuds/

**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 purchase to maximize availability and to avoid lines.

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 have a valid vehicle ownership or registration (a photocopy of the front and back of your vehicle ownership will be sufficient for mail 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 416-736-5335 for Keelie campus and 416-487-6788 for Glendon campus. We ask to speak with a violations officer. Acceptable payment methods to purchase your permit are cash, cheque, debit, Visa, Mastercard or AMEX. To avoid lines and the need to apply in person, applications can be processed by mail or fax.

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

**STUDENT ACCESSIBILITY SERVICES SERVICES (SAS)**

SAS provides academic support and accommodation for students with disabilities (AD/HD, Autism Spectrum Disorders, mental health, physical, sensory, medical and learning disabilities). Registration is required to access supports. To register with SAS, students should upload relevant medical documentation to our online registration form. Information about documentation requirements is available on our website. To learn more, please visit our website at: accessibility.students.yorku.ca

**STUDENT COUNSELING, HEALTH & WELL-BEING**

Student Counseling & Development helps students realize, develop and fulfill their potential in order to maximally benefit from their university experience and manage the challenges of university life. Students come to Student Counseling & Development because of a wide variety of concerns including, but not limited to: depression, anxiety, abuse, stress, self-esteem, relationship issues, eating and body image as well as issues related to sexuality.

Services provided include short-term individual, couple and group counseling services, personal development workshops, crisis intervention, critical incident response debriefings, and clinical training for graduate students in Psychology, Social Work and Psychotherapy. Visit counseling.students.yorku.ca for more details.

Location: N110 Bennett Centre for Student Services
Phone: (416) 736-5297

**STUDENT SERVICES & STUDENT LIFE**

For more information please contact the office at 416.736.5231

**yorku.ca/parking**

**York Lanes Mall is York University’s unique enclosed shopping centre.**

**SPORT AND RECREATION PROGRAMS**

The multi-purpose Tait McKenzie Centre features 4 gymnasiums, 5 North American squash courts, a fitness centre (free weights, selectorize machines, cardio equipment), 5 multi-purpose studios, 25-metre swimming pool and a sport injury clinic. Sport fields include the York Stadium, 5 sport playing fields (a recreational cricket pitch), 9 outdoor tennis courts (4 courts with lights), and 4 softball fields. Other facilities include Carlan Ice Sports with one Olympic sized pad and 5 additional pads, the Toronto Track and Field Centre with an outdoor track (8-lane, 400m synthetic track and separate jumps and throwing areas), indoor track (5-lane 200m banked track) and 3 weight training areas, and Resell Centre, an international tennis centre with 9 outdoor courts and 4 indoor courts (winter only).

York University, through the School of Kinesiology & Health Science, has developed programs in both sport and recreation, aimed at offering opportunities across the broad continuum of physical activity to all students. Programs include 19 intramurals and extramurals sports clubs, more than 20 intramural sports; casual recreation in basketball, indoor soccer, swimming and racquet sports; and instructional classes in dance, martial arts, tennis, aquatics, yoga and pilates, cycling and running.

The University also encourages students to take advantage of the exciting environment generated through sport at York by attending intramurals 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 yorku.ca/sports.
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. Through transparency, effective communication, prudent management, and a commitment to planning, the YUSC operations have become an exceptional benefit to the York University campus; one of the largest in Canada.

The facility houses the York Federation of Students, and student service groups including: The Centre for Women and Trans People, SASSI (Sexual Assault Survivors Support Line), TBLG: OIPRG (Ontario Public Interest Research Group), The Access Centre, YUBSA (York United Black Students’ Alliance), ASAM (Aboriginal Students Association at York), USYF (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.

Newly opened in 2018, York University’s second Student Centre is designed to deliver new space to satisfy the most critical student needs: study, meeting, lounge, studio, club office, assembly and multi-faith prayer space.

The 126,000 square foot building was designed by global design firm CannonDesign with EllisDon contracted for construction services. Design principles have been structured around accessibility, community safety and environmental sustainability. Learn more at yusc.ca.

The United Nations Human Development Report consistently ranks Canada among 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 English language training programs
- Eligibility to work in Canada as a student and after graduation
- For more information on Canadian universities, visit visitunica.ca or EduCanada.

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/Courses and Study Permits/Cost of Study for more information.

FINANCIAL ASSISTANCE

There is 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.

SCHULICH INTERNATIONAL RELATIONS

RESOURCES & SUPPORT

The Schulich International Relations office provides in-house support to international students from pre-arrival through to graduation. Support services include orientation programming, transition support, Peer Mentor program, English language support and international student advising.

Orientation Programming

Pre-Arrival Workshops will be offered in the summer to prepare students for their transition to Canada. Schulich-specific 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: intrelations@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 International Relations office offers services for students who do not speak English as their primary language. Students requiring English language support can access services through Schulich’s International Relations office.

The Schulich Language Support (ELPS) program provides students with one-on-one English language writing assistance on assignments, cases and papers. Students who have English as an 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 intrelations@schulich.yorku.ca for more information.

YORK UNIVERSITY STUDENT CENTRES

The York University Student Centre (YUSC) is located in the heart of campus and has been the nerve centre of student life for over 25 years. Students are able to study, eat and socialize in a space designed just for them. This Centre is student owned and operated, offering a sense of community and ownership that is unique to this space.

In addition to services offered by Schulich’s International Relations Office, students may also take advantage of York International’s events and programs. York International advances York’s internationalization by offering quality services and programs for international students and creating global learning opportunities in addition to Schulich’s exchanges by facilitating international internships for degree seeking students.

CENTRE FOR WOMEN AND TRANS PEOPLE

The Centre for Women and Trans People (formerly known as “the Women’s 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 & decolonisation
- providing services such as peer-to-peer crisis intervention, peer counselling, and 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 initiatives by local artists

The Centre is located in room 322 of the Student Centre. Phone: 416-736-2100 ext 33484

YORK TRANSPORTATION SERVICES

York University is served by several GTA transit systems, including Brampton Transit (Zum), York Region Transit (YRT), GO Transit and the TTC. Further details about transportation options including Zipcar, Enterprise Car Sharing, Smart Commute and Shuttle Services can be found at yorku.ca/transportation

Van-Go

Transportation Services, in partnership with the Office of Physical, Social and Medical Services offer Van-Go service, designed to assist students and staff with disabilities to get around campus safely. Contact the Office for Persons with Disabilities at 416-736-5140 or 416-736-5263 (TTT) or see yorku.ca/transportation/
Schulich Peer Mentor Program
The Schulich Peer Mentor program matches incoming first-year international students with upper-year Schulich (IBBA) students who can provide information and support to assist students in their transition to Schulich and Canada. Applications are accepted in the summer and matches will be made based on preference and common interests. 1st year students are strongly encouraged to apply to this program. Please contact intelrelations@schulich.yorku.ca for more information.

YUELI
The York University English Language Institute (YUELI) offers extra-fee 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 yueli.yorku.ca.

ESL Open Learning Centre
The ESL Open Learning Centre (ESLOLC) is available to all Schulich students whose first language is not English. 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. Website: yorku.ca/esloc

INTERNATIONAL STUDENT ADVISING
International students and students who are new to Canada can access specialized advising, information sessions and services through the International Relations Office (W262) at Schulich. Services include individualized immigration advising as well as supports to assist with transition to Canada, including pre-arrival webinars, the Schulich Peer Mentorship program and ongoing events. To book an immigration advising appointment, please visit undergradblog.schulich.yorku.ca if you require assistance with understanding Canada’s immigration requirements or to book a 1-on-1 immigration advising appointment.

Visa and Study Permit
Degree-seeking international students are required to obtain a study permit from Immigration, Refugees and Citizenship Canada (IRCC) prior to starting their academic program in Canada. Please visit IRCC’s website to obtain more information on Post-Graduation Work Permits.

You may contact Schulich’s International Relations Office if you require assistance with understanding Canada’s immigration requirements or to book a 1-on-1 immigration advising appointment.

Work Eligibility During Studies
International students with a study permit who are enrolled full time are typically eligible to work on or off campus without a requiring a separate work permit. Please review the eligibility requirements and conditions, including maximum working hours per week, on IRCC’s website.

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. Please review IRCC’s website for information on Post-Graduation Work Permits.

You may contact Schulich’s International Relations Office at intelrelations@schulich.yorku.ca if you require assistance with understanding Canada’s immigration requirements or to book a 1-on-1 immigration advising appointment.

**Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.**
### DIRECT ENTRY BBA (FALL 2020 ENTRY)

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>WINTER TERM (2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM (2020)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Microeconomics</td>
<td>Management Accounting Concepts or Ethics, Social Responsibility and Sustainability</td>
</tr>
<tr>
<td>SB/ECON 2200 3.00</td>
<td>SB/ACTG 2020 3.00</td>
</tr>
<tr>
<td>Business Analytics I</td>
<td>Business Analytics I</td>
</tr>
<tr>
<td>SB/SGMT 3000 3.00</td>
<td>SB/SGMT 3000 3.00</td>
</tr>
<tr>
<td><strong>Non-Business Elective(s)</strong></td>
<td>Total of 6.00 credits</td>
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<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>WINTER TERM (2022)</th>
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<tbody>
<tr>
<td>FALL TERM (2021)</td>
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<tr>
<td>Business Analytics II or Operations Management</td>
<td>Business Analytics II or Operations Management</td>
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<tr>
<td>SB/SGMT 3100 3.00</td>
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<tr>
<td>SB/ECON 2200 3.00</td>
<td>SB/ACTG 2020 3.00</td>
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<thead>
<tr>
<th>YEAR 3 (2021-2022) and YEAR 4 (2022-2023)</th>
<th>WINTER TERM (2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM (2022)</td>
<td><strong>Non-Business Elective(s)</strong></td>
</tr>
<tr>
<td><strong>Strategic Management</strong></td>
<td>Total of 6.00 credits</td>
</tr>
<tr>
<td>SB/SGMT 4000 3.00</td>
<td>**<strong>Strategic Management</strong></td>
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<td><strong>Schulich Electives</strong></td>
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</tbody>
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*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.

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**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.
### Undergraduate Academic Handbook

#### DIRECT ENTRY BBA (FALL 2018 ENTRY)

**YEAR 1**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Introduction to Microeconomics SB/ADMS 1000 3.00</td>
<td>Introduction to Microeconomics AP/ECON 1000 3.00</td>
</tr>
<tr>
<td>Business Analytics I SB/MGMT 2050 3.00</td>
<td>Business Analytics II SB/MGMT 2060 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 2020 3.00</td>
</tr>
<tr>
<td>Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00</td>
<td>Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00</td>
</tr>
<tr>
<td>Non-Business Elective(s) Total of 6.00 credits</td>
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</tbody>
</table>

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.

#### YEAR 2 (2019-2020)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2030 3.00 or SB/MGMT 2040 3.00</td>
<td>Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2030 3.00 or SB/MGMT 2040 3.00</td>
</tr>
<tr>
<td>Individuals and Groups in Organizations SB/DBUS 2100 3.00</td>
<td>Organizations and Their Environments SB/DBUS 2200 3.00</td>
</tr>
<tr>
<td>Introduction to Finance SB/FINE 2000 3.00</td>
<td>Applied Microeconomics SB/FINE 2000 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>Non-Business Elective(s) Total of 6.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

#### YEAR 3 (2020-2021)* and YEAR 4 (2021-2022)

<table>
<thead>
<tr>
<th>FALL TERM (2020-2021)</th>
<th>WINTER TERM (2021-2022)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Management</strong> SB/SGMT 3000 3.00</td>
<td><strong>Business Simulation</strong> SB/MGMT 4100 3.00</td>
</tr>
<tr>
<td>Schulich Electives Total of 18.00 credits</td>
<td></td>
</tr>
<tr>
<td>Schulich Electives or Non-Business Electives Total of 24.00 credits</td>
<td></td>
</tr>
<tr>
<td>Non-Business Electives Total of 12.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 1000 level or higher. Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

### DELAYED-ENTRY BBA (FALL 2021 ENTRY)

**YEAR 1 (2022)**

<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 Microeconomics AP/ECON 1000 3.00</td>
</tr>
<tr>
<td>Introductory Statistics I SC/MATH 1131 3.00 or equivalent</td>
<td>Introductory Statistics I SC/MATH 1131 3.00 or equivalent</td>
</tr>
<tr>
<td>Non-Business Electives Total of 6.00 credits</td>
<td></td>
</tr>
<tr>
<td>Non-Business Electives Total of 6.00 credits</td>
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</tr>
</tbody>
</table>

**YEAR 2 (2022)**

<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/DBUS 2100 3.00</td>
<td>Organizations and Their Environments SB/DBUS 2200 3.00</td>
</tr>
<tr>
<td>Business Analytics II or Introduction to Operations and Supply Chain Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00</td>
<td>Business Analytics II or Introduction to Operations and Supply Chain 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 Microeconomics SB/FINE 2000 3.00</td>
</tr>
<tr>
<td>Non-Business Elective(s) Total of 6.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

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.

**YEAR 3 (2023) and YEAR 4 (2024)**

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>WINTER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Management SB/MGMT 3000 3.00</td>
<td>Business and Society SB/MGMT 3000 3.00</td>
</tr>
<tr>
<td>Schulich Electives Total of 18.00 credits</td>
<td></td>
</tr>
<tr>
<td>Schulich Elective or Non-Business Elective Total of 24.00 credits</td>
<td></td>
</tr>
<tr>
<td>Non-Business Elective Total of 12.00 credits</td>
<td></td>
</tr>
</tbody>
</table>

* Delayed-Entry applicants who have submitted a satisfactory supplementary application by the March deadline will be given permission to enrol in SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00 in the Summer term prior to Fall entry. Delayed-Entry applicants must achieve a minimum C grade in SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00 to be eligible for admission. Offers will be granted in August after a review of their Year 1 academic record including Summer courses.

* Year-level requirements apply
* Must be taken in Full of Year 3

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*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.*
Undergraduate Academic Handbook

### DIRECT ENTRY IBBA (FALL 2021 ENTRY)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall Term (2021)</th>
<th>Winter Term (2022)</th>
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</thead>
<tbody>
<tr>
<td>Microeconomics for Managers</td>
<td>Microeconomics for Managers</td>
<td>SB/NBTL 1200 3.00</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>Business Analytics I</td>
<td>SB/NBMT 2500 3.00</td>
</tr>
<tr>
<td>Introduction to Financial Accounting</td>
<td>Introduction to Financial Accounting II</td>
<td>SB/ACTG 2010 3.00</td>
</tr>
<tr>
<td>Responsible Business in an International Context</td>
<td>Marketing Management</td>
<td>SB/NBTL 1400 3.00</td>
</tr>
</tbody>
</table>

**Language Study**

Total of 6.00 credits

**Regionally-Focused Elective(s)**

Total of 6.00 credits

### Year 2

<table>
<thead>
<tr>
<th>Year 2 (2022-2023) and Year 3 (2023-2024) and Year 4 (2024-2025)</th>
<th>Fall Term</th>
<th>Winter Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Management for International Business*</td>
<td>International Business Simulation**</td>
<td>SB/NBTL 3000 3.00</td>
</tr>
</tbody>
</table>

**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

### Year 3 (2021-2022) and Year 4 (2022-2023)

<table>
<thead>
<tr>
<th>Year 3 (2021-2022) and Year 4 (2022-2023)</th>
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<th>Winter Term</th>
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<tr>
<td>Strategic Management for International Business*</td>
<td>International Business Simulation**</td>
<td>SB/NBTL 3000 3.00</td>
</tr>
</tbody>
</table>

**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 electives.

** 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/NBTL 1400 3.00.
### DIRECT ENTRY iBBA (FALL 2019 ENTRY)

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<td>Microeconomics for Managers</td>
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<tr>
<td>5B/INTL 1200 3.00</td>
<td>5B/INTL 1210 3.00</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>Business Analytics I</td>
</tr>
<tr>
<td>5B/MGMT 1000 3.00</td>
<td>5B/MGMT 2050 3.00</td>
</tr>
<tr>
<td>Introduction to Financial Accounting I</td>
<td>Introduction to Financial Accounting II</td>
</tr>
<tr>
<td>5B/FRN 2020 3.00</td>
<td>5B/FRN 2030 3.00</td>
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<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>5B/MGMT 2050 3.00 or 5B/INTL 1450 3.00</td>
<td>5B/FRN 1030 3.00 or 5B/INTL 1450 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

**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

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### DIRECT ENTRY iBBA (FALL 2018 ENTRY)

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<td>Business Analytics I</td>
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<tr>
<td>5B/MGMT 1000 3.00</td>
<td>5B/MGMT 2050 3.00</td>
</tr>
<tr>
<td>Introduction to Financial Accounting I</td>
<td>Introduction to Financial Accounting II</td>
</tr>
<tr>
<td>5B/FRN 2020 3.00</td>
<td>5B/FRN 2030 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>5B/MGMT 2050 3.00 or 5B/INTL 1450 3.00</td>
<td>5B/FRN 1030 3.00 or 5B/INTL 1450 3.00</td>
</tr>
</tbody>
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**Language Study (or Regionally-Focused Elective)**

Total of 6.00 credits

**Regionally-Focused Elective(s)**

Total of 6.00 credits

**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

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### YEAR 1 (2018-2019) and YEAR 2 (2019-2020)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Strategic Management for International Business</td>
<td>International Business Simulation**</td>
</tr>
<tr>
<td>5B/INTL 3000 3.00</td>
<td>5B/INTL 4300 3.00</td>
</tr>
</tbody>
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**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.

** Students must complete 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 5B/INTL 3000 3.00.

### YEAR 3 (2020-2021) and YEAR 4 (2021-2022)

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<th>WINTER TERM (2021-2022)</th>
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**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

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BBA Degree Program Checklist (Fall 2021 Entry)

<table>
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<tr>
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**Must be completed in Year 3; this course cannot be completed on exchange.** **Year 3 or 4, SGMT 3000 is the prerequisite.** **In Year 3, electives must be at the 2000 level or higher.** **In Year 4, electives must be at the 3000 level or higher.** ***Year level requirements apply. Minimum 5.00 OGPA required to be eligible for graduation.***

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iBBA Degree Program Checklist (Fall 2021 Entry)

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