

MANAGEMENT/ L'ÉCOLE TECHNIQUE ET PROFESSIONNELLE JOINT PROGRAM, B. COMM. HONOURS

Program Requirements for the Asper School of Business/L'École technique et professionnelle Articulation Agreement

Under the Asper School of Business/L'École technique et professionnelle Articulation Agreement, graduates of the Business Administration Diploma at L'École technique et professionnelle may seek admission to the Bachelor of Commerce (Honours) program at the University of Manitoba. Applicants must have graduated from the Business Administration Diploma program at L'École technique et professionnelle within the past 5 years. Students must have a minimum of 24 hours of transferable credits to be eligible for admission; a maximum of 54 credit hours from L'École technique et professionnelle can be transferred.

Admission under the Asper School of Business / L'École technique et professionnelle Articulation Agreement is limited to an annual quota and is competitive. Applicants satisfying the minimum entry requirements should realize that they are eligible for consideration, but that selection is academically competitive and within the discretion of the Asper School of Business.

To be considered for admission, applicants must present a minimum grade of "C" in each L'École technique et professionnelle course that is part of the required minimum of 24 transferable credits.

To be eligible for admission, applicants must achieve a minimum grade point average of 3.00 on their ETP Business Administration Diploma and that GPA must be equal to or greater than the competitive GPA of those admitted to the Asper School of Business under Track 1.

NOTE: The last intake of the current articulation agreement is for the September 2029 intake.

Degree Requirements

Students admitted under the Asper School of Business/ L'École technique et professionnelle Agreement are required to complete the same approved Bachelor of Commerce Honours degree regulations as other Asper School of Business students.

To determine which courses to take each year, students should consult the course requirements for each year of their chosen Major.

Notes:

1. L'École technique et professionnelle applicants are admitted solely based on their college coursework.
2. The maximum allowed external transfer, from all sources combined, is 60 credit hours. If the student has additional post-secondary work other than from L'École technique et professionnelle, it will be assessed for potential transfer credit.

3. All applicants whose primary language is not English and who do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site.
4. All program requirements are listed in the Faculty Program section. The specific courses that must be completed after admission and transfer credit assignment will vary from student to student. Please see an Asper Program Advisor for individual advice in this regard.
5. Students admitted to the Asper School of Business prior to the current calendar year should refer to the archived Academic Calendar for the year in which they were admitted for a description of their program requirements.

Faculty Academic Regulations

Admission Requirements

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours). Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin (https://umanitoba.ca/student/admissions/media/direct_entry_bulletin.pdf) that is available from the Admissions Office (<https://umanitoba.ca/admissions/>), 424 University Centre. This information is also posted on the University of Manitoba's website.

Direct Entry from High School

To be eligible to apply high school students must have:

1. Manitoba high school graduation, with five full credits at the Grade 12 level, in courses designated S (Specialized), G (General), or U (Dual Credit –University), with
2. A minimum 85% average over four courses: Pre-Calculus Math 40S, English 40S, and any two other 40S courses, and
3. A minimum 70% in each of the four courses noted in point 2 above, and
4. Applicants may require a higher average than stipulated in point 2 to be successful in the annual competition for admission.

See Applicant Bulletin (<https://umanitoba.ca/admissions/>) for complete details.

Advanced Entry Track 1 Transfer Students

The following is a summary of the admission requirements for the Bachelor of Commerce (Honours) for Advanced Entry Track 1 transfer students. Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been completed within the last 10 years. All admission requirements, as well as application deadline dates and forms, are included in the Applicant Information Bulletin (<https://umanitoba.ca/admissions/>) that is available from the Admissions Office, 424 University Centre. This information is also posted on the University of Manitoba's website.

Requirements (for Advanced Entry Track 1 Transfer Students) ¹

Course	Title	Hours
ECON 1010	Introduction to Microeconomic Principles	3
ECON 1020	Introduction to Macroeconomic Principles	3
6 credit hours from Non-Business Electives or 3 credit hours Non-Business Elective plus MATH 1300, MATH 1310, MATH 1210, or MATH 1220 ^{2,3}		6

One of the following: ³		3
MATH 1524	Mathematics for Management and Social Sciences	
MATH 1230	Differential Calculus	
MATH 1520	Introductory Calculus for Management and Social Sciences (No longer offered)	
MATH 1500	Introduction to Calculus	
STAT 1000	Basic Statistical Analysis 1	3
or STAT 1150	Introduction to Statistics and Computing	
One 3 credit hour Written English ("W") course from a specific discipline ⁴		3
GMGT 1010	Business and Society	3
Total Hours		24

¹ Students must achieve a minimum grade of "C" on each course listed below

² Courses chosen for this requirement must be different from courses taken to fulfill other degree requirements. If MATH 1524 was not taken, then MATH 1300, MATH 1310, MATH 1210 or MATH 1220 is required for admission.

³ MATH 1510 will be accepted as an alternate for MATH 1500 or the former MATH 1520 or MATH 1230. MATH 1524 is the preferred MATH course for Asper students; if MATH 1524 is not chosen then students must present one of MATH 1230, MATH 1500, MATH 1510 or the former MATH 1520 PLUS one of MATH 1300, MATH 1310, MATH 1210 or MATH 1220 for admission.

⁴ ARTS 1110, GMGT 1010 and GMGT 2010 cannot be used toward this requirement.

Minimum 24 credit hours completed by April 30 before admission. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students taking only 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

A Non-Business Elective is any course freely chosen by the student from courses taught in the degree programs of other Faculties and Schools, excluding the Asper School of Business.

If students want to complete 30 credit hours in Year 1, students are recommended to take 6 credit hours from this suggested list of recommended courses:

Course	Title	Hours
One of the following:		
GMGT 2070	Introduction to Organizational Behaviour	3
MKT 2210	Fundamentals of Marketing	3
Total Hours		6

Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

See Applicant Bulletin (<https://umanitoba.ca/admissions/>) for complete details.

Advanced Entry Track 2

Applicants who are missing one or more of the Advanced Entry Track 1/ Foundation course requirements may apply under Advanced Entry Track 2 provided they have met the following criteria: completed a minimum of 24 credit hours; achieved a minimum admission GPA of 3.1; and achieved

a minimum grade of "C" on each course comprising the 24 credit hours. Advanced Entry Track 2 applicants are encouraged to complete all outstanding Advanced Entry Track 1/Foundation required courses during their first year after admission to the Asper School of Business.

Minimum 24 credit hours completed by April 30. Although 24 credit hours is the minimum requirement for admission, a full year course load would require 30 credit hours; therefore, students only taking 24 credit hours for admission will need to pick up an extra 6 credit hours of course work once in the Asper School of Business.

Students must achieve a minimum grade of "C" on each course listed above. Admission in this category is competitive.

Other Requirements

High school prerequisite: Grade 12 Pre-Calculus Mathematics 40S (or equivalent, with a minimum 60%). All students planning to enter the Bachelor of Commerce (Honours) program must obtain a minimum of 60% in Grade 12 Pre-Calculus Mathematics 40S (or equivalent) in order to complete all degree requirements.

The Written English and Mathematics requirements are satisfied by Advanced Entry Track 1/Foundation courses.

Minimum AGPA (admissions grade point average) for consideration: 2.0 for Advanced Entry Track 1 applicants; 3.1 for Advanced Entry Track 2 applicants.

Admission to the Asper School of Business is limited to an annual quota and is competitive.

The Bachelor of Commerce (Honours) program does not have a Mature Student Category for admission.

All students seeking admission to the Bachelor of Commerce (Honours) program must first complete either the Direct Entry, Advanced Entry Track 1 or Advanced Entry Track 2 requirements.

The Bachelor of Commerce also has *Special Consideration* and *Canadian Indigenous Ancestry* categories of admission. See Applicant Bulletin (<https://umanitoba.ca/admissions/>) for complete details.

Non-Business Electives

A Non-Business Elective is any course freely chosen by the student from courses taught in the degree programs of other Faculties and Schools, excluding the Asper School of Business (or equivalent).

Advance Standing: Transfer and Second Degree Students

Students who do not meet the eligibility requirements for admission after their first year of University can spend another year (or more) in another Faculty, complete the eligibility requirements, and then apply (or re-apply) for admission. Students who complete additional course credits beyond the Advanced Entry Track 1/Foundation or Advanced Entry Track 2 requirements are eligible to receive applicable advance standing upon admission to the Asper School of Business.

The following regulations apply to students who must (or choose to) take more than one year to qualify for admission to the Asper School of Business.

All transfer and second degree students will be required to:

- Meet the admission requirements of Advanced Entry Track 1 or Advanced Entry Track 2 in the year of application.

- Complete all 120 credit hours required in the Bachelor of Commerce (Honours) program, including the 24 credit hours that comprise the specific Advanced Entry Track 1/Foundation course requirements, the Core requirements, the course requirements for one Major, Business Electives, and Non-Business Elective courses. After admission to the Asper School, students in Advanced Entry Track 2 must complete all outstanding courses listed in the Advanced Entry Track 1/Foundation course requirements and achieve a minimum grade of "C" in each course.

Students who are admitted to the Asper School of Business who have completed more than the minimum 24 credit hours requirement of Advanced Entry Track 1/Foundation course or Advanced Entry Track 2 may be eligible to receive transfer credit for the additional work completed, provided the additional course work is creditable toward the degree requirements of the Bachelor of Commerce (Honours).

Students who are admitted to the Asper School of Business following the completion of another degree program are eligible to receive a maximum of 60 hours of transfer credit for applicable courses completed as part of their first degree. Students who, within their first degree, have more than 60 hours of transferable credits would be required to take substitute courses for credits in excess of the 60 hour limit on transfer.

Students who have a degree and in addition have completed further courses at the University of Manitoba which are applicable to the B.Comm.(Hons.) program that were not used for credit toward their first degree may receive additional transfer credit for that work.

Equivalent courses completed at other universities will be considered for admission and transfer credit only if the courses have been taken within the last 10 years.

Students are encouraged to contact a Undergraduate Program Advisor in the Undergraduate Program Office for information on how to optimize their transfer credit and advance standing.

See Applicant Bulletin (<https://umanitoba.ca/admissions/>) for detailed information on admission requirements.

Academic Regulations

All students are asked to note that some academic policies and regulations are under review and are subject to change. Please check the Undergraduate Program Office for updated information.

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>), and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the Asper School of Business has regulations and requirements, published below, which apply specifically to its students and to non-business students taking business courses.

Calculation of the Cumulative GPA

The computation of the cumulative GPA is the same as that described in the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>).

Changes in Program Requirements

Once students are admitted to the Asper School and have successfully completed any portion of the program, they will not be required to meet new course requirements subsequently stipulated for that portion of the

program, whether the requirements be for the Faculty or for an individual major or minor.

Completing Two Majors (Second Major)

Students wishing to complete two majors will not be given any registration priority for a second major. The Asper School of Business cannot guarantee that students will obtain space in the courses they would like for a second major. Please refer to Business Elective or Non-Business Elective (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/accounting-bcomm-honours/#Business-Option-Elective>).

Students who have completed all the requirements or who have all the courses in registration for a major are not permitted to formally declare a different major unless there is space in the courses needed to complete the different major. Students are not permitted to declare a different major in order to obtain space in full courses.

In the event a course is any one of the electives in two different majors, that course may not be used to satisfy both major requirements. The student may use that course to satisfy the requirements of one major but must take a different course from the list of business electives in the second major.

Complete the Program with a Minor

Students may, if they wish, declare and complete a Minor from any other faculty or interdisciplinary program at the University of Manitoba which offers a listed Minor. A Minor is 18 credit hours which are in a subject field that is different from that of the declared Major(s), commonly with a minimum of 12 credit hours being at the 2000-, 3000-, and 4000- levels. Minors available can be found within the appropriate departmental/school/faculty program lists. Completion of a Minor in a B. Comm (Hons.) program is entirely optional. It should be noted that when students are wishing to also complete two Majors, any consideration of completing a Minor should be made early on, due to restricted opportunities in later years of their programs. Completion of a Minor may require that a student take more than the minimum number of credit hours required for graduation. Students may not declare multiple Minors.

Enrolment and prerequisite requirements set by the host faculty of that Minor must be met. No course can be used to satisfy both the Major(s) and the Minor requirement. Courses used in a Minor may not also be used to meet Core course requirements. A minor may be declared once the prerequisite is satisfied. For further information about courses required for the completion of a specific Minor, please refer to the section of the calendar that relates to the chosen area.

Students are not permitted to take the Management Minor.

Students are not permitted to take Leadership for Business and Organizations Minor for Non-Business Students.

Degree GPA Requirement for Graduation

Students admitted to the Asper School of Business must achieve a minimum degree GPA of 2.00 on all 120 credit hours required in the Bachelor of Commerce (Honours) degree program. Students must also achieve a minimum grade of "D" or better in each course except for the individual courses required in the Advanced Entry Track 1/Foundation course requirements that require a grade of "C" or better in each course and/or specified core courses in certain majors.

All Advanced Entry Track 1/Foundation courses, Core courses, Major courses, Business Electives, and Non-Business Electives applicable to the Bachelor of Commerce (Honours) degree requirements, as well as the

grades achieved in each course, are transferred into the Asper School of Business and are included in the degree GPA.

Eligibility Requirements for Awards

To be eligible for the Dean's Honours List a student must complete a minimum of 12 credit hours of courses at the University of Manitoba during one academic term and achieve a term GPA of at least 3.50. Students participating in approved International Exchange Programs may be eligible for the Dean's Honour List.

To be eligible for most awards, a student must complete a minimum of 24 credit hours of courses at the University of Manitoba during an academic year consisting of consecutive Fall and Winter terms. Co-operative Education students are eligible to apply for most awards; please check the Asper Undergraduate Program web site and/or with the Financial Aid and Awards (<https://umanitoba.ca/financial-aid-and-awards/>) Office for more information on the eligibility requirements for Co-operative Education students.

The degree "With Distinction" will be awarded to all students graduating with the Bachelor of Commerce (Honours) Degree who attain a degree GPA of 3.80 or better on the following criteria: students admitted to the Asper School of Business in 2011 and thereafter will have their degree GPA determined on the basis of all courses which form a part of the 120 credit hours required in the four-year degree program.

The University Gold Medal, Silver Medal and Bronze Medal in Business shall be awarded annually. The candidate for the one medal may be a graduate from either the Bachelor of Commerce (Honours) or the Bachelor of Commerce (Honours) [Co-operative Education Option]. Students graduating in October, February, and May are eligible for these awards in Business which shall be awarded annually at the Spring convocation.

Students interested in the detailed terms of reference for the University Gold Medal in Business or who are interested in bursaries, awards and scholarships should contact the Undergraduate Program Office in Asper or the University's Financial Aid and Awards Office (<https://umanitoba.ca/financial-aid-and-awards/>).

Evening Program

The Asper School of Business does not offer an evening or weekend program. Although a limited number of business courses may be offered in evening or weekend time slots during the Fall, Winter, and Summer terms, it is not possible to complete all the course requirements of the Bachelor of Commerce (Honours) program without weekday attendance.

Examination Regulations

The Faculty adheres to the University Policy and Procedures Final Examinations and Final Grades Policy and Procedure (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/final-examinations-grades-policy/>).

Letter of Permission to Take Courses at Another University for Transfer of Credit

Students wishing to complete courses at another institution for credit at the University of Manitoba will apply for written permission from the Office of the Registrar and Enrolment Services prior to registering at the other institution. Students should apply for the Letter of Permission at least 4-6 weeks in advance.

To be eligible to take courses on a Letter of Permission, a Business student must:

1. be applying to take a course not currently offered by Asper (when applying to take a course transferred as an Asper course) in the term for which they are applying and
2. have completed a minimum of 24 credit hours in the Asper School of Business in addition to any transfer credits received upon admission.

Students (including Asper students on an exchange program) will not be granted a Letter of Permission for capstone courses of the Bachelor of Commerce (Honours) Program or capstone courses in its majors (regardless if the course is or is not being offered in any term).

See the on-line University of Manitoba "Academic Calendar and Catalog", Faculty of Management/I.H. Asper School of Business, Program and Graduation Requirements, Program Requirements for Majors, for the defined capstone courses of the Bachelor of Commerce (Honours) program and capstone courses in its majors.

Maximum Course Load/Minimum Course Load

Students are not permitted to take more than 18 credit hours during an academic term without permission from the Undergraduate Program Manager.

Students enrolled in the Asper Co-op Option must register in a minimum of 9 credit hours between co-op work terms, unless written permission is obtained from the co-op office to complete back to back work terms (see Academic Term Requirements for the Asper Co-op Program (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#cooperativeoptiontext>)).

While on a co-op work term, a Cooperative Option student is not normally permitted to take more than three hours of academic credit and may not take more than one course at a time (see Work Term Requirements for the Asper Co-op Program (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#cooperativeoptiontext>)).

Plagiarism, Cheating and Personation

The Asper School of Business has adopted the Senate definition and policy on plagiarism, cheating and personation as described in the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Academic-Integrity>). A student found guilty of participating in any of these activities is subject to serious academic penalty.

Prerequisite Requirements

Prerequisite requirements must be met for entry into and continuance in the Faculty.

Students must also meet all individual course prerequisites for further study in the program.

A passing grade is acceptable for prerequisite purposes for courses offered by the Asper School of Business unless a higher grade is called for in the course description.

Probation Regulations

Maximum Number of Failures

Each student in the Asper School of Business is permitted a maximum of 15 credit hours of failures. If a student has more than 15 credit hours of failed courses but has a Degree Grade Point Average (DGPA) of 2.00 or higher, the student will be placed on Probation and have a formal academic assessment of "On Probation" automatically placed on their academic record. Such students will be subject to the course load and performance requirements of the Probation Program.

Details and procedures concerning the Probation Program are available from the Undergraduate Program Office or see Academic Policies and Procedures on the Asper School of Business website.

Probation Program

Students in academic jeopardy should carefully monitor each term's academic results. Students placed on Probation, will immediately be placed on "hold" in the Asper School of Business and have a formal academic assessment of "On Probation" added to their transcript.

Students who have been placed on Probation must process all registration through an Asper Program Advisor and will only be reinstated to regular student status in the Asper School of Business if all the specific conditions of the Probation Program have been met, including having met a minimum DGPA of 2.00.

If a student successfully completes the Probation Program, their student status is automatically reinstated to regular student status.

A student who fails the first Probation Program is permitted to enter a second Probation Program.

A student who successfully completes the Probation Program and who later fails an additional course in a subsequent term will immediately be placed on Probation again and be permitted another opportunity to enter the Probation Program.

Students are permitted a maximum of 2 consecutive attempts in the Probation Program. If a student fails the second consecutive Probation Program, the student will automatically have an academic assessment of "Required to Withdraw from Faculty" (WF) placed on their academic record. (Please refer to Required to Withdraw from Bachelor of Commerce (Honours) Program (p. 5).)

There is no limitation on how many non-consecutive Probation Programs which students could be placed on during their studies in the Asper School of Business.

Details and procedures concerning the Probation Program are available from the Undergraduate Program Office or see Academic Policies and Procedures on the Asper School of Business website.

Repeating, Substituting and Extra Courses Required Courses

A student who withdraws from a Core course or who wants to repeat a Core course because of a passing or failing grade, should, if possible, repeat that course as soon as possible. The student will be subject to Limited Access as per the University's Voluntary Withdrawal (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#text/#Attendance-Withdrawal>) and Repeat Course Policies under the General Academic Regulations. If a student repeats a course for which a grade was recorded, only the highest of the grades achieved will be included in the computation of the degree GPA.

Students may not substitute another course for a Core course unless written approval has been granted by the Undergraduate Program Office.

Major Courses

Students who achieve a grade of "F" in a Major course must either repeat that course or substitute another Major course if the Major requirements permit an alternate choice. Upon repetition of the Major course, only the highest of the grades achieved will be included in the computation of the degree GPA. When a course is to be substituted, the student must seek the approval of the Undergraduate Program Office, in writing, prior to

enrolling in the new course; failure to do so may result in a denial of the course substitution.

Business Electives and Non-Business Electives

Students who achieve a grade of "F" in a Business or a Non-Business Elective may either repeat that course or substitute another approved course in its place. Upon completion of the course, only the highest of the grades achieved will be included in the computation of the degree GPA.

When a course is substituted for a failed Non-Business or Business Elective, a student must request approval for a course substitution from the Undergraduate Program Office in writing prior to enrolling in the new course; failure to do so may result in a denial of the course substitution.

Students who want to supplement their Majors may take up to a maximum of 12 credit hours of their Business Electives from that area, unless an exception has been granted by the Undergraduate Program Office. Students may complete a second Major as part of their Business Electives requirements. Students should consult with staff in the Undergraduate Program Office.

Voluntary Withdrawals and Voluntary Repeats

Limited Access will not affect registration for the current Academic Year, which includes Fall, Winter, and Summer terms. See University Policy and Procedures – Repeat Course Policy – Section 2.5 (a) Limited Access (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/repeated-course-policy/>).

Students should refer to the University's Voluntary Withdrawal and Repeated Course Policy (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>) for further information.

Extra or Substitute Courses

Students are permitted to take courses beyond the 120 credit hour requirement. Consultation with the Undergraduate Program Office is recommended prior to registration to ensure all program requirements are met and the extra courses are properly recorded on the student's academic record and degree audit. When a course is extra to the degree but a student would like to substitute the course for another already in the degree, the student should seek written approval of the Undergraduate Program Office, prior to enrolling in the new course; failure to do so may result in a denial of the course substitution.

Residency Requirement

All Business students must complete a minimum of 60 credit hours at the University of Manitoba in order to satisfy the residence requirement of the Bachelor of Commerce (Honours) degree.

Students participating in approved International Exchange Programs may be exempt from the 60 credit hour requirement. See Academic Term Requirements.

Students considering completing course work at another university are referred to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>) for the Letter of Permission.

Required to Withdraw (WF) from the Bachelor of Commerce (Honours) Program

All students admitted in September 2015 and thereafter, in the I. H. Asper School of Business will have a formal academic assessment once they have completed 24 or more credit hours of coursework. After that point a

student will have a formal academic assessment at the end of every Fall, Winter and Summer term.

At any point of formal academic assessment, if a student

- i) has a Degree Grade Point Average (DGPA) of less than 2.00 or
- ii) fails a second consecutive Probation Program, they will be required to withdraw from the Asper School of Business.

A student in this situation will automatically have an academic assessment of "Required to Withdraw from Faculty" (WF) placed on their academic record.

Such a student will cease to be a student in the Asper School of Business but may apply for admission to another Faculty according to the rules of that unit. If such a student desires to gain entry back to the Asper School of Business, they must re-apply for admission and will have to meet the requirements for admission at the time of the new application.

Security of Academic Records

The Asper School of Business has adopted supplementary criteria and procedures on access to student academic records to supplement the university policy on Disclosure and Security (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/disclosure-security-student-academic-records/>) of Student Academic Records. Copies of these policies are available in the Undergraduate Program Office.

Student Appeals of Academic Regulations

Except as otherwise noted, student appeals should be directed to the Undergraduate Program Manager. The Committee considers appeals from Asper students who request special consideration in respect to rules and regulations governing their programs of study.

A certificate from an appropriate professional agency, such as the University Counselling Service (<https://umanitoba.ca/student-supports/counselling-resources-students/>) or a licensed medical practitioner, should support appeals based on compassionate or medical problems.

Student Responsibility

The Bachelor of Commerce (Honours) program undergoes changes from time to time. As a result, some changes in program structure, content and regulations may be made for the current and upcoming academic year. Specific program information for the regular program, the co-operative education program option, Joint Programs, and 2+2 Programs may be obtained from the Undergraduate Program Office.

Student's Responsibility

It is the responsibility of all students to ensure that they follow the program of study as outlined in their chosen Major and that they meet all the requirements as specified by the University of Manitoba and the Asper School of Business.

When you are registering for courses, it is your responsibility to ensure that you have satisfied all prerequisite and concurrent course requirements.

It is your responsibility to ensure you have registered for the correct courses to satisfy the requirements of the Bachelor of Commerce (Honours) degree.

Read course descriptions carefully to make sure you are not registered for a course that "May Not Be Held With" a course you have already

taken. You will not be allowed to apply both courses toward your degree requirements.

Time Limit for Completion of Degree

The maximum period of eight years for completion of degree requirements will be reduced by one year for each block of 15 credit hours of advance standing received at the point of admission. This time limit applies to all students, whether full-time or part-time.

A student who does not complete all degree requirements within the time limit permitted will be required to withdraw from the Faculty. Students may appeal to the Undergraduate Program Committee for a one year time extension; all appeals must be accompanied by a detailed letter explaining the student's circumstances and appropriate supporting documentation.

Transcripts and Degree Parchments

Majors on Transcripts

After you graduate with your Bachelor of Commerce (Honours) degree, your formally declared major(s) will appear on your University of Manitoba transcript (see below for second major). Your major will appear on your transcript once you have formally declared it on Aurora. Your major will not be listed on the Bachelor of Commerce (Honours) parchment.

If you complete the requirements of a second major within the credit hours required for the Bachelor of Commerce (Honours) degree, you may request that the second major also appear on your transcript after you graduate. See the Undergraduate Program Office in your graduating term to complete a request form.

Co-operative Education Option on Transcripts

If you have successfully completed the Asper Co-operative Program, it will appear on your University of Manitoba transcript after you graduate with your Bachelor of Commerce (Honours) degree. The Asper Co-operative Program will appear on your transcript once you have formally declared it on Aurora. Also, the Asper Co-operative Program will appear on the Bachelor of Commerce (Honours) parchment.

Withdrawal from the Asper Co-Op Program

Details for all the Asper Co-op Program's requirements can be found under the Co-operative Option (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#cooperativeoptiontext>) tab.

Note: Please refer to the Cooperative Option tab (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#Withdrawal-Asper-Co-op-Program>); Withdrawal from the Asper Co-op Program (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#Withdrawal-Asper-Co-op-Program>).

Withdrawal from Bachelor of Commerce (Honours) Program for No Registration After Admission

- A student who does not register for any courses in the Fall or Winter term after admission will cease to be a student in the Asper School of Business. Such students must re-apply for admission if that is desired and will have to meet the requirements for admission at the time of the new application.
- A student who registers for course work in the Fall or Winter term after admission but subsequently voluntarily withdraws from all course work may be permitted to re-register at any time thereafter, subject to all Faculty policies and requirements as they existed at the time of first admission and completing a signed declaration of

non-attendance at another post-secondary institution. Such students should be aware of the time limit for completion of the degree.

- A student who applies for transfer to another university program and subsequently registers for courses will cease to be a student in the Asper School of Business. Such a student must re-apply for admission if that is desired and will have to meet the requirements for admission at the time of the new application.

Withdrawal from Individual Courses

Required Courses

Students in the Asper School of Business may withdraw without academic penalty from a required Core course provided they have not previously failed or withdrawn from that course and that they have met the Voluntary Withdrawal deadlines established by the university (see Deadline for Withdrawals in the Academic Schedule (<https://catalog.umanitoba.ca/undergraduate-studies/academic-schedule/>)).

Business Electives and Non-Business Electives

Students may withdraw without academic penalty from a Business or Non-Business Elective provided they do so before the final date for withdrawal (see Deadline for Withdrawals in the Academic Schedule (<https://catalog.umanitoba.ca/undergraduate-studies/academic-schedule/>)).

Authorized Withdrawals

Authorized Withdrawals from courses after the registration revision period in each term may be granted on the basis of medical and compassionate grounds. A medical certificate signed by a physician or other appropriate professional must document medical grounds. Requests based on compassionate reasons and circumstances must be supported by appropriate documentation. Students requesting Authorized Withdrawals should contact the Undergraduate Program Office.

Minors for Non-Business Students

Leadership for Business and Organizations Minor for Non-Business Students

The Minor in Leadership for Business and Organizations is offered to non-Management students whose Faculties permit a Minor. The minor combines subject knowledge with conceptual organizational knowledge and competencies in leading teams, conflict resolution, organizational change, negotiations as well as corporate responsibility and other leadership components that facilitate and support personal, work group and organizational success.

A limited number of seats in this minor will be available each year. Supplementary entrance requirements and enrolment limits may vary with a student's Faculty of registration. Students planning to enrol in this minor should consult a student advisor in their home Faculty.

The Minor in Leadership for Business and Organizations consists of 18 credit hours from the following:

Course	Title	Hours
GMGT 1010	Business and Society ^{1,2}	3
GMGT 2060	Management and Organizational Theory ^{1,2}	3
GMGT 2070	Introduction to Organizational Behaviour	3
LEAD 4010	Leading Change	3
6 credit hours from the following:		6
GMGT 3010	Management Decision-Making	
LEAD 3010	Negotiation and Conflict Management	

LEAD 3020	Team Building and Diversity	
LEAD 3030	Corporate, Social, and Environmental Responsibility	
LEAD 4020	Leadership, Power and Politics in Organizations	
PSYC 2540	Social Psychology	
INDG 3350	Indigenous Organizations	
INDG 4320	Indigenous Economic Leadership	
Total Hours		18

¹ Entrance to the Minor in Leadership for Business and Organizations is comprised of these two courses (6 credit hours of prerequisite courses) completed with a minimum grade of "C" or better. After entry to the minor students complete the remaining requirements.

² Other Faculty specific entrance requirements may be required because of the limited seats available each year; students must consult a student advisor in their home Faculty for additional information.

Management Minor for Non-Business Students

The Management Minor consists of any 18 hours of credit in courses offered by the Asper School of Business. Entrance requirements and enrolment limits vary with a student's Faculty of registration. Students planning to enrol in this minor should consult a Student/Program Advisor in their home Faculty.

Program Requirements for the Asper Co-op Program

Contact and Program Information

Director: Kelly Mahoney
 Asper Co-op Office Room 254 Drake
 Telephone: 204-474-8521
 Email: aspercoop@umanitoba.ca

The Asper School of Business offers a co-operative education option designed to complement and enrich the academic program with work experience. The co-op work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization.

All students must complete all 120 credit hours of the program including the Core, one of the Majors listed in the overview, (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#Available-Majors>) as well as the Option and Elective course components. Students who intend to complete the Asper Co-op Program must also complete a minimum of three (3) 4-month co-op work terms. Students who successfully complete the minimum three co-op work terms can combine the work terms together to satisfy 3 credit hours of Business Electives.

Entrance Requirements and Selection Criteria for the Asper Co-op Program

Those applying to the Asper Co-op Program must have completed or obtained:

- All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business.

- A minimum degree grade point average of 2.5 upon assessment of the Asper School of Business Bachelor of Commerce (Honours) Program.
- Completion of IDM 1010 with a minimum grade of C+ prior to registration for IDM 2982 Co-op Work Term 1. Students admitted in the Asper Co-op program prior to September 2023 and that are remaining in the curriculum of as of their admission year, will not be required to take IDM 1010. These students will complete mandatory non-credit learning modules.
- A minimum of 45 credit hours in the Bachelor of Commerce (Honours) Program, before commencing the student's first work term, and no fewer than 39 credit hours remaining in the Bachelor of Commerce (Honours) Program before the commencement of the first co-op work term.

In addition to the above requirements:

- An interview with the Co-op Office will be required for admission to the Asper Co-op Program and
- Applicants for the Asper Co-op Program will be evaluated based on a complete application (p. 8).

Note: Each year, 5 seats will be allotted to the Canadian Indigenous Ancestry Category. This category is intended for all First Nations, Métis, and Inuit applicants who have attained a minimum DGPA of 2.5 and met all other requirements for application to the Asper Co-op Program. Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper Co-op Program Application Form. If students do not indicate this on the application form, they will not be eligible for consideration within this category. All applicants admitted under this category are required to register with the Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with the Indigenous Business Education Partners (IBEP), 350 Drake Centre, phone (204) 474-7401. Proof of Indigenous Ancestry will be required to register for IBEP. Unfilled seats in this category will not be filled from outside the category and will not be transferred for use in future years.

If a student has been found to have deliberately falsified information in the application for the Asper Co-op Program, the matter will be immediately reported to the Associate Dean, Undergraduate Program as an allegation of academic misconduct and handled according to the University Student Discipline Bylaw. (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/student-discipline-bylaw/>)

If, prior to acceptance into the Asper Co-op Program, it is found that the student has had an allegation of academic misconduct upheld against them the student may no longer be eligible for entrance to the co-operative education option.

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the Asper Co-op Program. In the event that the demand for placements exceeds the number of places available or that appropriate levels of staffing of the co-op office are not available, a cap may be placed on the number of students accepted into the Asper Co-op Program. In such situations, the Asper School of Business reserves the right to determine and select the best qualified applicants.

Application Requirements for the Asper Co-op Program

In addition to the minimum requirements of the Asper School of Business, applicants for the Asper Co-op Program will be evaluated based on a complete application. This will include the following:

- A completed co-op application form and
- A completed Consent of Release of Personal Information form and
- A statement of purpose: The applicant must submit a statement outlining their motivations for participating in the Asper Co-op Program, and
- A group interview conducted by the Co-op Office.

Upon completion of the co-op application form and prior to the group interview, each applicant's academic standing is verified by the Undergraduate Program Office.

Applications to the Asper Co-op Program must be received prior to the application deadline specified on the Co-op website (<https://umanitoba.ca/faculties/management/programs/undergraduate/coop/>), except by special permission from the Co-op Program Director. All completed applications must be submitted directly to the Co-operative Education Program Office.

Structure and Sequencing for the Asper Co-op Program

The Asper Co-op Program consists of both academic terms and co-op work terms.

Each academic term and each co-op work term will commence in January, May or September.

Students are expected to follow the academic/co-op work term sequence defined by the Asper School of Business from admission through to graduation.

Some variations may occur to meet specific needs of students and co-op employers. Variations to normal sequencing of co-op terms will require pre-approval of the Co-op Director.

Students admitted in Fall 2023 or later into the Asper Co-op program will be required to complete IDM 1010 with a minimum grade of "C+" in order to register for IDM 2982 Co-op Work Term 1. Students admitted before Fall 2023, will be required to complete mandatory non-credit hour learning modules in preparation for IDM 2982 Co-op Work Term 1.

Work Term Requirements for the Asper Co-op Program

The Asper Co-op Program will include at least 12 months spent in co-op work terms with a co-op office approved employer. Normally, each co-op work term will be completed with one employer. Typically, the co-op work terms will be taken in three, 4-month-long co-op work terms; however, other schedules may also be approved on an as-needed basis. With pre-approval of the Co-op Office, students may choose to complete a fourth co-op work term, making their program consist of four co-op work terms.

A minimum grade of "C" is required in each co-op work term course. Students who fail to meet the minimum "C" grade in each of their co-op work term courses will be required to withdraw from the co-operative education program and have the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program".

Asper Co-op students are required to submit an outline of learning objective and a work term report for each of their co-op work terms. These reports are due at times designated by the co-op office. The co-op

office will provide students with instructions regarding the content and format requirements of the co-op work term reports.

Asper Co-op students are required to submit a minimum of three written learning objectives and a minimum of three work term reports on their co-op work term activities. If a student chooses to do a four work term program, they will be required to submit written learning objectives and work term reports for the fourth term through IDM 4992. These reports are due at times designated by the co-op office. The co-op office will provide students with instructions regarding the content and format requirements of the co-op work term reports.

Indications of unsatisfactory performance by a student on a work term will be thoroughly investigated by the co-op office. As a result of the investigation, the student may be required to withdraw from the Asper Co-op Program and the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program". The student would then be assessed for eligibility to enter the regular B. Comm. (Honours) program (please refer to Withdrawal from the Asper Co-op Program (p. 9) for more information).

While on a co-op work term, a Co-op student is not normally permitted to take more than three hours of academic credit. Students wishing to enroll in more than 3 credit hours while on a co-op work term must apply to the Co-op Faculty Advisor for permission to do so, including furnishing a letter from their co-op employer indicating that the employer approves of this exception; if approved a student may not take more than six hours of academic credit while on a work term and may not take more than one course at a time during spring/summer session.

Academic Term Requirements for the Asper Co-op Program

Coursework requirements of the Asper Co-op Program are equivalent to the coursework requirements of the B. Comm.(Hons.) program with exception that each Co-op Work Term (Course IDM 2982, IDM 3982, IDM 4982 and IDM 4992 (if chosen) will receive 1 credit hour for each co-op work term course passed. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000 level, or higher, Business Elective. Students choosing to do a fourth co-op work term, are required to complete all required academic components of a co-op work term, including writing Learning Objective and Work Term Reports, and pay relevant fees. Students completing a fourth co-op term (IDM 4992) will receive 1 credit hour and will graduate with 121 credit hours in their degree program.

For students admitted in the Asper Co-op Program in Fall 2023 or later, completion of IDM 1010 with a grade of C+ is required prior to IDM 2982 Co-op Work Term 1. Students enrolled in the Asper Co-op Program are required to maintain satisfactory progress toward their B. Comm. (Honours) degree and be registered in a minimum of 9 credit hours between co-op work terms after admission to the Asper Co-op Program, unless back-to-back co-op work terms have been approved by the co-op office.

While on a co-op work term, a Co-op student is not normally permitted to take more than three hours of academic credit (please refer to Work Term Requirements for the Asper Co-op Program (p. 8)); Taking more than three hours of academic credit in a co-op term does not reduce the requirement of enrolment in a minimum of 9 credit hours in each academic term unless written permission is obtained from the co-op office.

Students whose degree G.P.A. falls below 2.0 in any given term are subject to withdrawal from the B. Comm. (Hons) program as per the Faculty Academic Regulations, Required to Withdraw from the Bachelor of Commerce (Honours) Program (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#Required-withdraw>) in the Asper Undergraduate Calendar.

To continue in the Asper Co-op Option a student's performance will be evaluated following each academic term to ensure standards are met for continuance in the Asper Co-op Program. The student must meet all academic degree and individual course prerequisites for further study, departmental continuation and graduation requirements. Continuation is also contingent upon satisfactory performance on co-op work terms (please refer to Work Term Requirements (p. 8) for the Asper Co-op Program)

Withdrawal from the Asper Co-op Program

Students may be required to withdraw from the Asper Co-op Program for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business,
- Failure to maintain the minimum credit hour requirements of the academic term in the Asper Co-op Program,
- Failure to achieve a minimum grade of "C" on any work term,
- Unsatisfactory performance in the work place during a co-op work term (please refer to Work Term Requirements (p. 8) for the Asper Co-op Program),
- Failure to observe the ethical standards of the Asper School and the University in place at the time; including being found guilty of academic misconduct, or
- When, in the opinion of the Co-op Director and Co-op Faculty Advisor, the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper Co-op Program successfully.

Students who have been required to withdraw from the Asper Co-op Program for either academic assessment reasons or other reasons will have the following academic assessment placed on their transcript: "Required to Withdraw from the Asper Co-op Program".

A student who withdraws after participating in the recruitment period or after accepting a position with an employer for a co-op work term, without written approval of the Co-op Faculty Advisor or Co-op Director, will be withdrawn from the Asper Co-op Program and have the following academic assessment noted on their transcript "Required to Withdraw from the Asper Co-op Program.

Students who wish to withdraw voluntarily from the Asper Co-op Program may do so by written letter to the Co-op Director at any time prior to participating in the recruitment period through applications and/or interviews and prior to accepting a position for a co-op work term. Students may be granted permission to revert to the regular Bachelor of Commerce (Honours) program without being required to withdraw.

Appeals for Exceptions to Academic and Non-Academic Regulations and Appeals in the Asper Co-op Program

Appeals to academic regulations relating to the Asper Co-operative Education Option (i.e., those relating to the entrance, continuing, and graduation requirements) will be processed in a similar manner to any other request for exception to academic regulations. Normally,

documentation, e.g. written notice of medical or compassionate circumstances, and a written recommendation from the Co-op Faculty Advisor or the Co-op Director, will be directed to the Undergraduate Program Manager for either immediate disposition or to forward on to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program-related issues should be resolved by contact with the Co-op Director, or the Co-op Faculty Advisor. Appeals related to non-academic entrance or continuance issues are the responsibility of the Co-op Director. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.

Graduation from the Asper Co-op Program

B. Comm.(Hons.) Cooperative Option students who are required to revert or voluntarily revert to an alternative degree program must fulfil all academic requirements of that degree.

To graduate from the Asper Co-op Program, students are required to meet the Bachelor of Commerce (Honours) Program graduation requirements as outlined in the Asper School of Business section of the University of Manitoba Undergraduate Calendar, plus completion of twelve months of Co-op work terms (or a minimum of 3 approved co-op work terms) with each Co-op work term course having been assigned a "C" grade or better. Students passing all three co-op work term courses will be permitted to use the three co-op work term courses together as equivalent to three (3) credit hours of a 2000 level, or higher, Business Elective. Students choosing to complete a fourth co-op term (IDM 4992) will graduate with 121 credit hours in their degree program.

Asper International Exchange Program

Contact and Program Information

Coordinator: Amber Pohl

Room: 268 Drake

Telephone: 204-474-6752

Email: amber.pohl@umanitoba.ca

The Asper School of Business offers an International Exchange Program, designed to complement and enrich the academic program with international experience. All students must complete all 120 credit hours of the program including the Core, one of the Majors listed in the overview tab (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/#Available-Majors>), as well as the Option and Elective course components.

Entrance Requirements

At the time of assessment, those applying to the Asper International Exchange program must possess:

- All Bachelor of Commerce (Honours) admission requirements as specified in the University of Manitoba Undergraduate Calendar, the Asper School of Business
- Student be in good standing in the Asper School of business with no Academic or Non-Academic misconduct notations and a minimum degree grade point average of 2.5. Students cannot be in a reinstatement program.
- Completion of a minimum of 12 credit hours at University of Manitoba at the time of application

- Direct entry students must complete a minimum of 24 credit hours at the University of Manitoba at the time of commencement of the international exchange term.

In addition to meeting the above requirements, the following are required of students:

- Completed application form
- Current resume
- Three recommendations
 - One academic reference (preferably from a current Asper instructor)
 - One professional/volunteer reference
 - One more reference from either of the two categories above
- A meeting conducted by an interview committee or Director, International Programs (or designate) to assess academic background and suitability, based on academic performance, maturity level, motivation, and personal characteristics. Where deemed necessary, a second meeting with the Director, International Programs (or designate) may be required

Upon completion of the application process, each applicant's academic standing is verified by the Undergraduate Program Office.

Application Deadline: Applications to the Asper International Exchange Program must be received prior to the application deadlines specified on the Exchange website (<https://umanitoba.ca/faculties/management/programs/undergraduate/iexchange/outgoing/apply-now.html>), except by special permission.

Students are advised that satisfying the minimum entrance requirements does not guarantee acceptance into the program. In the event that demand for space exceeds the number of spaces available, a cap may be placed on the number of students accepted. In such situations, the Asper School of Business reserves the right to determine and select the best suited applicants.

Students are required to have an academic record free of any allegation of academic dishonesty where the allegation has been upheld. If it is found that during the assessment of the entrance requirements a student has had an allegation of academic dishonesty upheld against them, or that they have deliberately provided false application information, the student will no longer be eligible for entrance into the Asper International Exchange Program.

Program Structure

The program consists of academic terms in the fall, winter and summer. Full academic terms in fall or winter will be a minimum of four months in duration depending on host institution scheduling. Short term summer programs will vary in length depending upon host institution scheduling.

Academic Term Requirements

Students participating in a regular academic exchange term (defined as Fall or Winter by the University of Manitoba) are required to be registered in a minimum of 12 credit hours during each term. Students participating in an international summer school are required to be registered in a minimum of 3 credit hours.

Senate approved regulations (approved May 18, 1994) allow an Asper student to receive a waiver of the University's residency requirement. The University allows 60 of the 120 credit hours of the degree program to be external. Asper exchange students can be permitted a waiver of this to go on an international exchange, assessed internally by the Asper Associate

Dean Undergraduate and International Programs/Director, International Programs.

All students going on international exchange may be considered for a waiver of the university residency requirement only if they can complete the degree and ensure at least 48 credit hours of coursework are courses taken at the University of Manitoba.

Current Faculty Council guidelines (approved December 11, 2009) for students admitted under domestic or international joint articulation agreements to participate in an Exchange must still be adhered to. Domestic or international joint articulation agreement students will be permitted to apply for a maximum 1-term exchange with a maximum of 15 credit hours.

Withdrawal

Students may be required to withdraw from the Asper International Exchange Program, prior to departure, for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Asper School of Business, or
- Failure to successfully complete a minimum of 24 credit hours upon commencement of their exchange term, or
- Found to have engaged in academic and/or non-academic misconduct, or
- When, in the opinion of the Director, International Programs (or designate), the student does not exhibit sufficient qualities of ability, skills, aptitudes, attitudes, diligence or motivation to complete the Asper International Exchange Program successfully

Students who wish to withdraw from the Asper International Exchange Program prior to departure voluntarily may do so by written letter to the Asper Coordinator of Student Exchanges and International Cooperation/ Student Advisor at any time prior to the start of their exchange term.

Appeals of Decisions to Academic and Non-Academic Matters

Appeals of academic decisions relating to the Asper International Exchange Program (i.e. those relating to the entrance, continuing and graduation requirements) will be processed in a similar manner to any other appeals for decisions of academic regulations. Normally, the student's written request, accompanied by any supporting medical and/or compassionate documentation and a written recommendation from the Coordinator of Student Exchanges and International Cooperation/ Student Advisor will be directed to the Undergraduate Program Manager for either immediate disposition or to send to the Undergraduate Program Committee for its consideration.

Appeals to non-academic program related issues should be resolved by contact with the Asper Coordinator of Student Exchanges and International Cooperation/Student Advisor or Director, International Programs. Appeals related to non-academic entrance are the responsibility of the Director, International Programs. If these appeals are not resolved to the student's satisfaction, the student may appeal in writing to the Undergraduate Program Committee through the Undergraduate Program Manager.