

# MICRO-DIPLOMA IN BUSINESS AND ARTIFICIAL INTELLIGENCE

## Micro-Diploma in Business and Artificial Intelligence

### Admission Requirements

Applicants with fewer than 24 credit hours of Post-Secondary course work completed, seeking admission to the Micro-Diploma in Business and AI must have graduated from high school with at least 5 full credits at the Grade 12 level in courses designated S, G, U, or C and must have achieved a minimum average of 70% over the following, with no less than 60% in each of:

- English 40S
- Mathematics 40S
- Two academic 40S courses;

In addition to the admissions requirements indicated above, all applicants are required to meet the University of Manitoba's approved English Proficiency Standards (<https://umanitoba.ca/explore/undergraduate-admissions/requirements/english-language-proficiency-requirements>), either through an approved waiver or the successful completion of an approved English proficiency test

OR

Students with 24 or more credit hours of Post-Secondary course work completed seeking admission to the Micro-Diploma in Business and AI must have completed a minimum of 24 credit hours of coursework at a recognized college or university with a minimum cumulative grade point average (CGPA) of 2.0 or better.

In addition to the admission requirements indicated above, all applicants are required to meet the University of Manitoba's approved English Proficiency Standards (<https://umanitoba.ca/explore/undergraduate-admissions/requirements/english-language-proficiency-requirements>), either through an approved waiver or the successful completion of an approved English proficiency test.

### Academic Regulations

#### 1. Academic Performance Requirements

The academic performance requirement for the award of the Micro-Diploma in Business and AI is a minimum grade of D in 3 credit hour courses and a Pass grade in BAI 3000.

#### 2. Program Requirements

Students can take this Micro-Diploma at their own pace within 9 academic terms (three years). During their time in the program, they can connect with fellow students through the University's Learning Management system to engage in discussion and share resources. In addition, students will be invited to an annual informal gathering, organized by the related student associations and faculty members at Asper School of Business to facilitate networking among students.

As part of the requirement of the Micro-Diploma (BAI 3000-AI in Practice), students will gain work experience with a local Winnipeg business for a

project that is relevant to the Micro-Diploma. Students will be encouraged to obtain their own work experience placements. If a student is unable to find a suitable placement to complete the project, the Faculty will aid in facilitating a pairing with a local Winnipeg business. In such cases where efforts to facilitate a work experience are not successful, alternative means to complete BAI 3000 will be discussed between the student and the instructor and equivalent work will be required to be completed by the student to obtain the Micro-Diploma.

Students enrolled completing the Micro-Diploma in Business and AI as a stand-alone program are only entitled to take the courses listed in the program.

#### 3. Progression

Students enrolled in the Micro-Diploma in Business and AI must attain a minimum grade of D in all 3 credit hour courses, and a Pass in BAI 3000, the experiential learning course associated with the program.

The program is designed as a **sequenced progression** from fundamentals to application:

**BAI 2000** - Gateway course with no prerequisites.

**BAI 2200** and **BAI 2300** - May be taken concurrently with BAI 2000.

**BAI 3000** - Capstone experiential course, taken after completing BAI 2000, BAI 2200, and BAI 2300.

#### Time to Complete

The maximum time to complete the Micro-Diploma in Business and AI shall be no greater than 9 academic terms (three years), subject to course availability and approval from the Department of Accounting and Finance who will consider written requests extension of time to complete on a case-by-case basis.

#### Courses with prerequisites

The Micro-Diploma is self-sustaining without any additional pre-requisites outside the scope of Micro-Diploma, however, within the Micro-Diploma, there are progression structured as shown above. A list of these courses and a progression chart are available in the University of Manitoba Academic Calendar.

#### Recognition of Learning

Credits earned in this program may be used to fulfill Business Electives in Asper B.Comm. degree, or toward any other University of Manitoba degree program that accepts the courses as electives toward their degree requirements.

#### 4. Experiential Learning

Students must complete a minimum of 30 hours of experiential work related to AI in the business domain. This work can be carried out at any hierarchical level in a range of settings. Detailed descriptions can be found in the course outline for BAI 3000. A satisfactory performance evaluation letter from the experiential learning business unit is expected for the students to obtain a Pass grade in BAI 3000.

## Degree Requirements

### Program Description

Micro-Diploma in Business and Artificial Intelligence (AI). This timely program provides a critical foundation for the future of work by equipping learners with the knowledge and skills needed to understand, manage, and apply AI in organizational contexts. The curriculum progresses

from fundamentals of AI (BAI 2000 - Introduction to Business AI), to managerial applications (BAI 2200 - Managing with AI), to business process design for AI (BAI 2300 - Business Process Design for AI), culminating in an experiential capstone (BAI 3000 - AI in Practice) where students collaborate with industry on real-world projects.

This structured progression ensures that graduates develop AI literacy while gaining hands-on experience in applying AI to improve business operations, drive innovation, and address ethical considerations responsibly. These capabilities are essential as organizations across sectors navigate digital transformation and seek leaders who bridge the gap between technology and strategy.

## Program Chart

Students must complete the four courses (10 credit hours total) to complete the Business and AI Micro-Diploma.

The detailed progression of the program can be found in the following:

Course	Title	Hours
BAI 2000	*	
BAI 2200		
BAI 2300		
BAI 3000		

\* Students who have completed MIS 4250 when titled "AI Applications in Business" can use the course in lieu of BAI 2000.

## 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](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) <sup>1</sup>

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 <sup>2,3</sup>		6
One of the following: <sup>3</sup>		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 <sup>4</sup>		3
GMGT 1010	Business and Society	3
<b>Total Hours</b>		<b>24</b>

<sup>1</sup> Students must achieve a minimum grade of "C" on each course listed below

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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
<b>Total Hours</b>		<b>6</b>

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. Core and Foundation courses can be used to meet the minor(s) 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 (<https://catalog.umanitoba.ca/undergraduate-studies/management-business/micro-diploma-business-and-ai/#Required-withdraw>)).

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 <sup>1,2</sup>	3
GMGT 2060	Management and Organizational Theory <sup>1,2</sup>	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	
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> 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.

<sup>2</sup> 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.