



# i/BBA

## Bachelor of Business Administration

Academic Handbook

### 2022-2023

Student Services & International Relations  
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## ACADEMIC ADVISING

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

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

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

Students are welcome to visit Student & Enrolment Services (W263) for drop-in inquiries, e-mail [undergrad@schulich.yorku.ca](mailto:undergrad@schulich.yorku.ca) or telephone (416) 736-5081 with their questions. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. During the summer months (June, July and August) office hours are reduced to 3:30 p.m. on Fridays.

### REMINDER: STUDENT RESPONSIBILITY

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

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

At any time during your study, if any of these points are unclear, please meet with a representative from the advising team.

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

# 2022-2023 Important Dates

SESSIONAL DATES			
Activity	Fall 2022 (Term F)	Fall 2022 - Winter 2023 Year (Y)	Winter 2023 (Term W)
	3.00 credit Fall Term courses	6.00 credit courses spanning Fall /Winter	3.00 credit Winter Term courses
Class Start Date	Sept. 7	Sept. 7	Jan. 9
Fall Term Fees Due	Sept. 10	Sept. 10	N/A
Thanksgiving (University Closed)	Oct. 10	Oct. 10	N/A
Fall Reading Days*	Oct. 8-14	Oct. 8-14	N/A
Fall Classes End	Dec. 6	Dec. 6	N/A
Fall Study Day**	Dec. 7	Dec. 7	N/A
Fall Examinations***	Dec. 8-23	Dec. 8-23	N/A
Winter Break (University Closed)	TBD	TBD	TBD
Winter Term Fees Due	N/A	Jan. 10	Jan. 10
Winter Reading Week*	N/A	Feb. 18-24	Feb. 18-24
Family Day (University Closed)	N/A	Feb. 20	Feb. 20
Good Friday (University Closed)	N/A	Apr. 7	Apr. 7
Winter Classes End**	N/A	Apr. 10	Apr. 10
Winter Study Days***	N/A	Apr. 11	Apr. 11
Winter Examinations****	N/A	Apr. 12-27	Apr. 12-27

## NOTES:

\* There are designated Reading Weeks in the Fall and Winter terms during which classes, examinations and tests will not be held. The University itself will be open and administrative services available.

\*\* The Winter classes end on April 10. The final Monday meet will be held on April 4.

\*\*\* The Dec. 8, 2021 and April 11, 2022 study days are in compliance of the Senate Policy requiring a day off prior to the start of exams.

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



Find important dates online!

<https://registrar.yorku.ca/enrol/dates/2022-2023/fall-winter>

## For Assistance and Additional Information

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

TITLE	NAME	E-MAIL
Associate Dean, Students	Kiridaran Kanagaretnam	kkanagaretnam@schulich.yorku.ca
Executive Director	Lindsay Hillcoat	lhillcoat@schulich.yorku.ca
<b>Student &amp; Enrolment Services</b>		
Director, Student & Enrolment Services	Luba Pan	panlyuba@schulich.yorku.ca
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Manager, Communications	Beth Gallagher	bethlg@schulich.yorku.ca
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Student Academic Services Coordinator	Elena Maizel	emaizel@schulich.yorku.ca
Student Engagement Coordinator	Ana Hashim	ahashim@schulich.yorku.ca
Advisor / Coordinator	Marianna Colalillo	mcolalillo@schulich.yorku.ca
Registration & Academic Service Assistant	Kareene Martin	studentservices@schulich.yorku.ca
Student Services Assistant	Maria Rizzuto	studentservices@schulich.yorku.ca
Systems Coordinator	Vivian Sun	studentservices@schulich.yorku.ca
Communications Coordinator	Nikeeta Machado	nikeeta@schulich.yorku.ca
<b>Financial Aid</b>		
Admissions & Financial Aid	Doris Mac (on leave)	dmak@schulich.yorku.ca
Financial Aid Officer	Anne Caulfield	finaid@schulich.yorku.ca
Financial Administrative Assistant	Heidi Furcha	hfurcha@schulich.yorku.ca
<b>International Relations</b>		
Associate Director, International Relations	Ann Welsh	awelsh@schulich.yorku.ca
Undergraduate International Program Coordinator	Tina Fantin	tfantin@schulich.yorku.ca
International Information Assistant	Lan Yu	intlrelations@schulich.yorku.ca
International Student Support Specialist	Vino Shanmuganathan	vshan@schulich.yorku.ca
<b>Additional Contacts</b>		
Office of the Associate Dean, Academic		teachingandlearning@schulich.yorku.ca

### PLEASE NOTE (2022):

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

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

For updates related to campus operations:  
<https://yubettertogether.info.yorku.ca>

Schulich's COVID-19 response:  
<https://schulich.yorku.ca/covid-19-response>



# Enrolment and Registration Information

## ENROLMENT AND REGISTRATION

At York, enrolment in courses is completed online at: [currentstudents.yorku.ca](https://currentstudents.yorku.ca), under “Courses and Enrolment.”

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

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

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

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

## DROPPING COURSES

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

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

[View Add/Drop Deadlines and Financial Deadlines here.](#)

## WITHDRAWN FROM COURSE (W) OPTION

In the period between the last day to drop a course without receiving a grade and the last day of classes in a term, undergraduate students are permitted to withdraw from a course with the understanding that the course remains on a student's transcript, denoted by a “W” in the University's records and on the student's transcript as the grade decision.

**Withdrawing from a course and dropping a course are not the same.**

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

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

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

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

## SESSIONAL COURSE DATES

Please refer to York's Registrar's Office website for all Sessional and Important Dates at [registrar.yorku.ca/enrol/dates](https://registrar.yorku.ca/enrol/dates).

Examples of Sessional Dates include: religious holidays, exam schedules, University closures and deadlines to add or drop courses without academic penalty. All of this information is posted on this website. You can also find Important Dates on the [Schulich Undergraduate Current Students](#) website under “Quick Links.”

## COURSE AND SECTION CHANGES

Course and section changes are permitted in accordance with the sessional dates and deadlines posted online. It is the responsibility of the student to recognize the consequences of course changes on registration, fees and academic progress. For more information, see ‘[Academic Requirements](#)’ in this handbook. In addition to possible academic consequences resulting from dropping and adding courses, students should

also be familiar with the possible financial consequences. Information on course fee refunds is available online [at this link](#). See also the “[Fees](#)” section of this publication.

## CORE COURSE SECTION SWAP

Students may swap sections within Schulich Year 1 and Year 2 core courses with another Schulich student who is enrolled in their preferred section. Students may only swap sections offered within the same term. To submit a request to swap courses with a peer, students must complete the Core Course Section Swap form which is located in the [Undergraduate Academic Forms Database](#) on your MySchulich student portal. The completed form is to be submitted in person to Student & Enrolment Services (W263). Incomplete forms will not be processed.

## WAIT LIST PROCEDURES & DATABASE (For Year 3 and 4 Schulich Elective Courses)

During the enrolment period, a Schulich course may reach its enrolment limit. When this happens, students trying to enrol in that course will be told online that they may not enrol because:

- (a) they do not meet access requirements for the remaining seats;
- (b) the remaining seats are reserved
- (c) the course is full

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

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

The School reviews the enrolment and Wait List numbers for the term, assessing demand for additional sections of scheduled Schulich elective courses and Year 3 and 4 core courses, or for the addition of new, previously unscheduled courses. Professors may indicate their willingness to accept students in the third week of class to Schulich Student & Enrolment Services. If space is, or becomes available, students will be contacted via their Schulich e-mail account, with priority given to those students on the Wait List. If a new section is added, the Student & Enrolment Services staff will e-mail Schulich students and advise them of the new section.

Note that seniority (the number of courses completed) is used in determining priority only for those students whose names were recorded during the Priority Wait List period. After those students have been awarded space, available spots will be assigned on a first-come, first-served basis.

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

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

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

## CLASS PHOTO LISTS

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

## YU-CARD

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

## COMPUTER ACCESS POLICY

While laptop ownership is not a requirement, it is very strongly encouraged. Students should take into consideration that the Schulich computing environment is predominantly Windows-based when making decisions with respect to computer hardware and software purchases.

If students do not own a laptop, they must have unlimited access to an off-site, reasonably current computer with printing facilities and access to the internet. Further, students should note that course instructors may conduct online, in-class assessments for which students would require laptop access. The dates of such assessments will be noted in the course syllabus at the beginning of the term, providing students with ample notice to make any necessary arrangements.

## OFFICE 365 E-MAIL

This is the primary email account that the student is expected to use when contacting members of the Schulich School of Business community. At the time of the First Year Enrolment Appointment each student is given a Office 365 email account. The student must keep abreast of Schulich and University related news via this email communication. Moreover, Office 365 credentials are used to provide the student with access to a number of academic and career related databases such as Course Materials Databases which are created for each course and the Career Services Portal which provides access to online job postings and job-hunting tools.

## UPDATE PERSONAL DETAILS

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

## INFORMATION ON STUDENTS

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

If someone other than the student wishes to pick up a document on behalf of a York student (ie: transcript, diploma, etc.), the student must provide that person with a signed letter stating permission for the third party to retrieve the document. The third party must present the signed authorization as well as photo identification for pick-up.



# Registration and Fees

## UNDERGRADUATE ACADEMIC FEES

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

Under Ministry of Training, Colleges and Universities regulations, some international students may be eligible for exemption from the international student fee rate. For full details on eligibility for domestic fees, time frames, and processes for changing a tuition status, visit the "Academic Tuition Fee Categories" page: <http://sfs.yorku.ca/fees/academic-tuition-fee-categories>

## REFUNDS

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

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

## HEALTH AND DENTAL INSURANCE

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

The YFS health and dental plan provides coverage year round, from September 1, 2022 to August 31, 2023. The plan is designed as an opt-out model, as this ensures that the cost remains as low as possible and that the benefits remain substantial. This means that a charge for the plan will automatically appear on your Student Account Statement. Students are able to opt out of the plan if they have alternative/comparable coverage through an employer, parents, or partner.

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

### University Health Insurance Plan (UHIP)

#### for International Students and Other Non-Residents

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

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

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

# Academic Requirements

## DEGREE OVERVIEW

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

### BBA

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

### iBBA

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

### Regional Focus

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

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

Students will select language study courses and regionally-focused electives that support their region of choice, and

are encouraged to apply for exchange partner schools that also align with their region of focus. Preference for exchange partner schools will be given to iBBA students who can present compelling cases of regional-focus throughout their degree in the terms leading up to their exchange term.

## COURSE LOAD REQUIREMENTS

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

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

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

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

## PROGRAM LENGTH

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

### Leave of Absence

In rare and unforeseen circumstances, or for internships, a student may petition for a leave of absence for one academic year, in Year 1 and Year 2. Given the structure of the program, one term leave of absences are not permitted in Year 1 and 2.

In Year 3 and 4, students can request a term LOA. This request should be made in writing via a Leave of Absence Request Form and directed to the Schulich Student Affairs Committee. Prior to submitting a petition, students are required to meet with an Undergraduate Academic Advisor. Please refer to the “Other Appeals to the Student Affairs Committee” section of this publication for guidelines regarding petition submissions. International students should also meet with the International Student Support Specialist to discuss possible immigration concerns.

## COURSES

### Schulich Business Electives

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

### Non-Business Electives

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

#### Required Year-Level of Non-Business Elective Courses

1. Year 1 and Year 2 students may pursue their electives at any year-level (provided that they meet the prerequisite requirement) to satisfy their non-business requirements in the first 60.00 credits of their degree to a maximum of 12.00 credits in the 1000-level.
2. Students must pursue their electives at a minimum 2000-level to satisfy their non-business requirements between 60.00 and 90.00 credits of their degree.
3. Students must pursue their electives at a minimum 3000-level to satisfy their non-business requirements between 90.00 and 120.00 credits of their degree.

Please note that year level requirements do not apply to:

- The first 12.00 credits of non-business electives taken by iBBA students who entered the program as of or after September 2016.
- Courses taken through the Department of Languages, Literature and Linguistics or the Department of French Studies, where the language of instruction is not English. This includes American Sign Language courses.

Regionally-focused courses to satisfy iBBA degree requirements

### Language Courses (iBBAs)

Each student will choose a language for study as an integral part of the program. The languages available at the advanced level are those currently supported at York University: Arabic, French, Hebrew, Italian, Japanese, Korean, Mandarin, Portuguese, and Spanish. Students may opt to take other languages outside of York University to satisfy their iBBA Language requirement, with prior approval from the Department of Languages. Prior knowledge of the language is not necessary, but beneficial. In order for a student to move towards Advanced Level, a student must achieve a C grade or higher in each stage of competency. Please note that Advanced Level for each language does not necessarily translate into a 3000-level course. For example, if a student successfully completes AP/FR 0120 6.00 (Beginner), AP/ FR 0130 6.00 (Intermediate), and SB/INTL 2020 3.00/2021 3.00 or AP/FR 1080 6.00 (Advanced), in Years 1, 2, 3, respectively, then he or she has satisfied the iBBA language requirement.

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

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

In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program as of or after Fall 2016 are required to have:

- Successfully completed Intermediate Level language competency, or higher, with a minimum grade of C

#### French Language Placement

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

INTL 2020 3.00 and INTL 2021 3.00 are the equivalent of AP/FR 1080 and can be enrolled into if you have completed FR 0130 through the York University French Department or by taking the Schulich Placement test, or by permission of course director.

INTL 3020 3.00 and INTL 3021 3.00 are the equivalent of AP/FR 2081 3.00 and 2082 3.00 or (the former) AP/FR 2060 3.00, AP/FR 2061 3.00.

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

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

<https://ssbforms.apps01.yorku.ca/machform/view.php?id=301434>

You will be required to take a French placement test for enrolment into these courses.

For more information, speak to your Academic Advisor.

### Regionally-Focused Courses

In order to graduate from the program, iBBA students must complete at least 12.00 credits of regionally-focused study. Year level requirements do not apply. A regionally-focused course is designed to bolster a student's understanding of the iBBA region he or she has chosen to study, and will typically include a region in its title (i.e. "Modern Japan"). However, students do not need to take regionally focused electives related to the region they are going on exchange. Regionally focused courses do not need to have business focus. The coverage may vary from course to course depending on the discipline as well as the breadth.

Language instruction courses will not be counted as regionally-focused study. However, other courses in the Department of French Studies and in the Department of Languages, Literatures, and Linguistics that emphasize cultural aspects are acceptable. Carefully review the Regionally-Focused Courses list starting on page 13 to see which language courses may count. Many courses may be found in the Faculty of Liberal Arts & Professional Studies. Regionally-focused courses may also be taken on Exchange or on a Letter of Permission, with prior approval. Please see the sample lists of approved regionally-focused courses on the following pages.

**Note:** The list is not exhaustive. If an iBBA student finds a course that meets the regionally-focused criteria and is not on the appropriate sample list, the course name, number and description should be forwarded to Student & Enrolment Services for review via e-mail at [undergraduate@schulich.yorku.ca](mailto:undergraduate@schulich.yorku.ca). If acceptable, it will be added to the sample list and the student may complete the course.

**Note:** Inclusion in the sample list does not guarantee that every course will necessarily be available in future years. Please check the course offerings listed online for course availability.

# Regionally-Focused Courses

The following list contains courses currently approved as regionally-focused for the 2022-2023 academic year.

Course Code	Course Title	RF Region
AP/ANTH 2020 6.00	Race, Racism and Popular Culture	Europe
AP/ANTH 2100 6.00	Global Capitalism, Culture and Conflict	All Regions
AP/ANTH 3030 3.00	Discourses of Colonialism	Europe
AP/ANTH 3190 3.00	Food, Eating and Nutrition	All Regions
AP/ARB 2700 6.00	Introduction to Arab Culture	Ame
AP/CH 2200 6.00	Introduction to Chinese Literature	East Asia
AP/CH 3660 6.00	Modern Chinese Drama: Cao Yu and His Contemporaries	Asia
AP/CH 3711 3.00	Women Writers in Contemporary China	Asia
AP/CH 3790 6.00	Contemporary Chinese Culture Through Literary Texts and Film	Asia
AP/CH 3791 6.00	Contemporary Chinese Culture Through Literary Texts and Film (In Translation)	Asia
AP/CH 3800 3.00	Chinese-Canadian Diasporic Literature	Asia
AP/CH 3820 6.00	Modern Chinese Literature	Asia
AP/CH 4000 6.00	Classical Chinese Language	Asia
AP/CH 4300 6.00	Classical Chinese Fiction	East Asia
AP/CH 4800 6.00	Humour and Satire in Modern and Contemporary Chinese Literature	Asia
AP/CH 4870 6.00	Chinese Martial Arts Culture through Literary Texts and Film	Asia
AP/CH 4880 6.00	Cultural Translation and Chinese Modernities	East Asia
AP/CLST 3160 6.00	Women and Gender in Ancient Greece and Rome	Europe
AP/DLLL 1000 6.00	World Literatures In Perspective	Europe and Asia
AP/EN 2240 6.00	Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and South Pacific	Ame, Asia, Latin America
AP/EN 2250 6.00	Introduction to British Literature	Europe
AP/EN 3410 3.00	Caribbean Literature	Latin America
AP/EN 3430 6.00	South Asian Literature	South Asia
AP/EN 3454 3.00	Petersburg in Russian Literature and Culture (in translation)	Europe
AP/EN 3460 3.00	German Romanticism: Tradition and Revolution	Europe
AP/FR 1005 6.00	Key Aspects of French Culture	Europe
AP/FR 2060 3.00	Culture, Marketing, Operations in French	Europe
AP/FR 2061 3.00	Culture, Management, Strategy in French	Europe
AP/FR 4343 3.00	19th-Century French Literature: Towards Modernity	Europe
AP/GEOG 3370 3.00	International Development: Critical Geographical Perspective	Asia, Africa, Latin America
AP/GER 1790 9.00	Nationalism, Authority and Resistance: Perspectives on German Culture and Society	Europe
AP/GER 3600 3.00	Berlin in German Literature and Culture	Europe
AP/GER 3640 3.00	Women in German Literature and Culture	Europe
AP/GER 3792 6.00	Recent German Film and Culture (In Translation)	Europe
AP/GER 3794 3.00	Family Fictions: Narrating the Family in German Cinema (cross-listed as AP/HUMA 3983)	Europe

RF = Regionally Focused Ame = Africa/Middle East

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



## Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/GER 3840 3.00	German Romanticism: Tradition and Revolution	Europe
AP/GER 3989 6.00	Germany and the Global Imaginary	Europe
AP/GER 4640 3.00	Women in German Literature and Culture	Europe
AP/GKM 3600 6.00	Modern Greek Literature and Culture after Independence	Europe
AP/HIST 1010 6.00	War, Revolution and Society in the 20th Century	Europe
AP/HIST 1015 6.00	Michaelangelo's Rome, Pepy's London	Europe
AP/HIST 1030 6.00	Imperialism and Nationalism in Modern Asia	Asia
AP/HIST 1075 6.00	Food and Clothing in Traditional China and the West: Daily Life, Technology and Science in Cross-Cultural Perspective	Asia
AP/HIST 1086 6.00	Vice, Deviance, Bad Behaviour, and Social Control in North America since 1600	Europe
AP/HIST 1095 6.00	Streetlife: The Culture and History of European Cities	Europe
AP/HIST 1190 6.00	The Jewish Experience, Civilization and Culture	Ame
AP/HIST 2100 6.00	Ancient Greece and Rome	Europe
AP/HIST 2150 6.00	Classical Greek and Roman Archaeology: An Introduction	Europe
AP/HIST 2220 6.00	Medieval and Early Modern Europe	Europe
AP/HIST 2300 6.00	Modern Europe: From the French Revolution to the European Union	Europe
AP/HIST 2300 6.00	Modern Europe	Europe
AP/HIST 2310 6.00	Russian Culture: Continuity and Conflict (in translation)	Europe
AP/HIST 2400 6.00	British History	Europe
AP/HIST 2400 6.00	British History (1500 - 2000)	Europe
AP/HIST 2710 6.00	History of East Asia	Asia
AP/HIST 2710 6.00	History of East Asia	East Asia
AP/HIST 2721 3.00	Introduction to Latin American History	Latin America
AP/HIST 2731 3.00	Introduction to Caribbean History	Latin America
AP/HIST 2750 6.00	African History, From 1800 to the Present	Ame
AP/HIST 3125 3.00	Sport and Society in Ancient Greece	Europe
AP/HIST 3135 3.00	Spectacle and Society in Ancient Rome	Europe
AP/HIST 3140 3.00	The City in the Roman World	Europe
AP/HIST 3160 6.00	Women and Gender in Ancient Greece and Rome	Europe
AP/HIST 3212 3.00	Society in Preindustrial Europe	Europe
AP/HIST 3226 3.00	Europe's Ottoman History	Europe
AP/HIST 3234 3.00	Women and Gender in Early Modern Europe	Europe
AP/HIST 3226 3.00	Europe's Ottoman History	Europe
AP/HIST 3280 3.00	Europeans and the Natural World to 1800	Europe
AP/HIST 3381 3.00	Eastern Europe, Since 1918	Europe
AP/HIST 3382 6.00	Russian and East European Film and Culture (in translation)	Europe

RF = Regionally Focused Ame = Africa/Middle East

## Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/HIST 3390 6.00	Europe Since 1870	Europe
AP/HIST 3392 3.00	The Spanish Civil War	Europe
AP/HIST 3395 6.00	From the Defeat of Fascism to the Fall of Communism: Europe since 1945	Europe
AP/HIST 3420 6.00	The British Empire from 1600 to the Present	Europe
AP/HIST 3490 3.00	Twentieth-Century Britain in Film and Culture	Europe
AP/HIST 3700 6.00	African, Caribbean and Latin American Connections: The Making of the South Atlantic World	Ame, Latin America
AP/HIST 3701 6.00	Spain's Global Empire, 1500-1900	Europe
AP/HIST 3710 6.00	Restructuring in Caribbean Society	Latin America
AP/HIST 3732 3.00	Contemporary Mexican History 1940-2000	Latin America
AP/HIST 3734 3.00	Conflict, Resistance and Revolution in Latin American History	Latin America
AP/HIST 3736 6.00	Indigenous Struggles in the Andes	Latin America
AP/HIST 3760 6.00	Modern Japan	Asia
AP/HIST 3761 3.00	Modern Japan: Meiji Restoration to Postwar Era (1868-Present)	Asia
AP/HIST 3771 3.00	Modern Chinese History 1	Asia
AP/HIST 3775 3.00	Opium, Rebellion and the Woman Question in China 1800-1911	Asia
AP/HIST 3775 3.00	History of Hong Kong	Asia
AP/HIST 3781 3.00	African Civilizations before Colonialism	Africa
AP/HIST 3785 3.00	Africa and Europe in the Age of Colonialism	Africa
AP/HIST 3860 6.00	Modern History of the Jews	Europe
AP/HIST 3871 3.00	Boom and Bust: A History of Economic Crises	Europe
AP/HIST 4225 6.00	Church, Mosque and Synagogue: Jews, Muslims and Christians in Medieval Spain	Europe
AP/HIST 4360 6.00	Europe Between Wars 1918-1939	Europe
AP/HND 2700 6.00	South Asian Literature and Culture	Asia
AP/HND 3600 3.00	South Asian Literary Activism: Women Writers and Filmmakers in South Asia and the Diaspora	Asia
AP/HND 3710 3.00	Contemporary Literatures of the South Asian	Asia
AP/HREQ 1910 6.00	The Global South, Human Rights and Development	Latin America, Ame, Asia
AP/HREQ 3800 3.00	Human Rights, Islamic Thought and Politics	Ame
AP/HUMA 1010 6.00	Word Power: Building Essential English Vocabulary Using Latin and Greek Roots	Europe
AP/HUMA 1100 9.00	Worlds of Ancient Greece and Rome	Europe
AP/HUMA 1105 9.00	Myth and Imagination in Ancient Greece and Rome	Europe
AP/HUMA 1125 9.00	Civilization of Medieval and Renaissance Europe	Europe
AP/HUMA 1400 9.00	Culture and Society in East Asia	Asia
AP/HUMA 1420 9.00	Introduction to Korean Culture	Asia
AP/HUMA 1435 9.00	Japanese Culture, Literature and Film	East Asia
AP/HUMA 1720 6.00	The Roots of Western Culture. The Modern Period (circa 1500-1900)	Europe
AP/HUMA 1751 6.00	Italian Culture: The Great Ideas and the Masterworks	Europe

RF = Regionally Focused    Ame = Africa/Middle East

## Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/HUMA 1761 9.00	Italian Cinema, Literature and Society	Europe
AP/HUMA 1840 9.00	Existence, Freedom and Meaning: The Idea of Human in European Thought	Europe
AP/HUMA 1845 6.00	Islamic Traditions	Ame
AP/HUMA 1846 6.00	Arts and Culture in South East Asia	Asia
AP/HUMA 1860 6.00	The Nature of Religion: An Introduction	All Regions
AP/HUMA 1865 6.00	Introduction to World Religions	All Regions
AP/HUMA 1880 6.00	The Jewish Experience, Civilization and Culture	Ame
AP/HUMA 2100 6.00	The World of Ancient Greeks	Europe
AP/HUMA 2105 6.00	Roman Literature and Culture	Europe
AP/HUMA 2195 9.00	Defining Europe: Introduction to European Studies	Europe
AP/HUMA 2310 6.00	An Introduction to Caribbean Studies	Latin America
AP/HUMA 2700 6.00	Persian Literature and Culture	Ame
AP/HUMA 2700 6.00	Introduction to Arab Culture	Middle East
AP/HUMA 2710 6.00	Introduction to Arab Culture	Ame
AP/HUMA 2750 6.00	Russian Culture: Continuity and Conflict (in translation)	Europe
AP/HUMA 2800 6.00	Iranian Cinema: Aesthetics and Culture	Ame
AP/HUMA 3320 6.00	Caribbean Thought: A Post-colonial Perspective	Latin America
AP/HUMA 3439 3.00	How the Irish Saved Western Civilization	Europe
AP/HUMA 3500 6.00	Chinese Culture in Hong Kong, Taiwan and Singapore: Their Literary Texts and Film	Asia
AP/HUMA 3510 6.00	Religion, Gender and Korean Culture	East Asia
AP/HUMA 3602 3.00	Women in German Literature and Culture	Europe
AP/HUMA 3605 3.00	Imagining The European City in Literature and Film	Europe
AP/HUMA 3613 6.00	Modern Italian Culture (in translation)	Europe
AP/HUMA 3630 6.00	Israeli Cinema: Cultures, Values, Art	Europe
AP/HUMA 3801 6.00	Thinking Religion in South Asia: Teachings and Orientalism	Asia
AP/HUMA 3802 3.00	Sikh History and Thought	Asia
AP/HUMA 3816 3.00	Religion, Culture and Identity in the Balkans	Europe
AP/HUMA 3831 3.00	Torah and Tradition: Jewish Religious Expression from Antiquity to the Present	Ame
AP/HUMA 3980 3.00	Aspects of Ukrainian Culture I	Europe
AP/HUMA 3981 3.00	Aspects of Ukrainian Culture II	Europe
AP/HUMA 3982 6.00	Russian and East European Film and Culture (In Translation)	Europe
AP/HUMA 3983 3.00	Family Fictions: Narrating the Family in German Cinema	Europe
AP/HUMA 3985 3.00	Recent German Film and Culture (In Translation)	Europe
AP/HUMA 3989 6.00	Germany and the Global Imaginary	Europe
AP/HUMA 4180 6.00	Europe à la mode: Fashion and the Critical Methodologies of European Studies	Europe
AP/HUMA 4300 3.00	Aspects of Modern Latin American and Caribbean Studies: Culture and Politics	Latin America
AP/HUMA 4416 6.00	Citing the Classics: the "Premodern" in Modern Japanese Literature and Film	East Asia

RF = Regionally Focused Ame = Africa/Middle East

## Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/HUMA 4430 6.00	Living Confucianism: Confucian Philosophy and Practice in Traditional and Contemporary East Asia	East Asia
AP/HUMA 4775 3.00	South Asian Religions and Popular Culture	South Asia
AP/HUMA 4816 3.00	Women in Islamic Literatures	Middle East
AP/HUMA 4816 6.00	Women in Islamic Literatures	Middle East
AP/HUMA 4821 3.00	Culture, Society and Values in Israel	Middle East
AP/IT 1751 6.00	Italian Culture: The Great Ideas and the Masterworks	Europe
AP/IT 1761 9.00	Italian Cinema, Literature and Society	Europe
AP/IT 1791 6.00	Migration, Immigration and Beyond: Italians in North America	Europe
AP/IT 2200 3.00	Gateways to Italian Literature	Europe
AP/IT 2761/1761 9.00	Italian Cinema, Literature and Society	Europe
AP/IT 3371 3.00	The Italian Short Story From Boccaccio to Basile (in translation)	Europe
AP/IT 3760/61 3.00	Italian Medieval and Renaissance Civilization	Europe
AP/IT 3770/71 3.00	Modern and Contemporary Italian Culture	Europe
AP/IT 3775 6.00	Media and the Idea of Italy	Europe
AP/IT 4750 6.00	Modern Italian Culture (in translation)	Europe
AP/JC 2701 3.00	Jamaican Language and Culture	Latin America
AP/JP 2700 6.00	Contemporary Japanese Culture and Society	East Asia
AP/JP 3600 3.00	Japanese Popular Culture: Manga and Anime	East Asia
AP/JP 3751 3.00	Japanese Business Culture and Communication	East Asia
AP/KOR 3600 6.00/3.00	Contemporary Korean Culture	Asia
AP/KOR 3610 3.00	Contemporary Korea: Korean Popular Culture and Korean Wave	East Asia
AP/KOR 3650 3.00	Understanding Korea through Korean Films	Asia
AP/KOR 3700 3.00	Modern and Contemporary Korean Literature in Translation	Asia
AP/KOR 3800 3.00	Language and Society in Korea	Asia
AP/KOR 4500 3.00	A Taste of Korea: Korean Foodways and Culture	Asia
AP/KOR 4700 3.00	Korean Popular Music as Transnational Cultural Phenomenon	Asia
AP/LA 1010 3.00	Word Power: Building Essential English Vocabulary Using Latin and Greek Roots	Europe
AP/MIST 3260 6.00	War and Peace in the Middle East	Ame
AP/PERS 2700 6.00	Persian Literature and Culture	Ame
AP/PERS 2800 6.00	Iranian Cinema: Aesthetics and Culture	Ame
AP/PHIL 2035 3.00	Asian Philosophical Traditions	asua
AP/PHIL 4651 3.00	Chinese Rights and Virtues in Asia	asua
AP/POLS 2900 6.00	Perspectives on Politics: Classics of Western Political thought	Europe
AP/POLS 3045 3.00	Human Rights and Islamic Thought	Ame
AP/POLS 3240 3.00	Multilateralism I : The United Nations, Regional Organizations and International Law	Europe
AP/POLS 3260 6.00	War and Peace in the Middle East	Ame
AP/POLS 3275 3.00	Global Political Economy II: Issues and Problems since 1945	Europe

RF = Regionally Focused    Ame = Africa/Middle East

## Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/POLS 3500 3.00	The Rise and Fall of Communism in Russia and Eastern Europe	Europe
AP/POLS 3510 3.00	China: The Path to Modernization and Democracy	East Asia
AP/POLS 3515 3.00	China: 21st Century Superpower	Asia
AP/POLS 3520 3.00	Governing the New Europe	Europe
AP/POLS 3521 3.00	European Union: A Polity in Flux	Europe
AP/POLS 3553 6.00	Political Economy of Latin America and the Caribbean	Latin America
AP/POLS 3555 3.00	Dictatorship and Democratization in South America	Latin America
AP/POLS 3560 6.00	The Global South: Politics, Policy & Development	Ame, Latin America, Asia
AP/POLS 3570 3.00	Africa: The Politics of Transition and Resistance	Ame
AP/POLS 3580 6.00	South Korea: The Politics of Compressed Modernity	Asia
AP/POLS 4075 3.00	Encounters of Islam and Modernity	Ame
AP/POLS 4205 3.00	The New German Politics and European Integration	Europe
AP/POLS 4265 3.00	Human Rights and Democracy in Asia	Asia
AP/POLS 4280 6.00	Russia in World Affairs	Europe
AP/POLS 4285 3.00	Topics in the International Political Economy of Eastern Asia	East Asia
AP/POLS 4490 3.00	Inequality, Development and the Global South	Ame, Latin America, Asia
AP/POLS 4510 3.00	Advanced Topics in Chinese Politics	East Asia
AP/POLS 4517 3.00	Debates in Contemporary European Union Politics	Europe
AP/POLS 4555 3.00	Latin American Development	Latin America
AP/POLS 4561 3.00	Topics in Middle East Politics	Middle East
AP/POLS 4575 3.00	The Politics of Southern Africa	Ame
AP/POLS 4595 3.00	Asia in the New Global Order	Asia
AP/POR 2600 6.00	Luso-Brazilian Cultures and Cinemas	Europe
AP/RU 2750 6.00	Russian Culture: Continuity and Conflict (in translation)	Europe
AP/RU 3750 3.00	Petersburg in Russian Literature and Culture (in translation)	Europe
AP/RU 3790 6.00	Russian and East European Film and Culture (in translation)	Europe
AP/SOSC 1732 6.00	The Culture of Cities	Europe
AP/SOSC 1733 6.00	World of Cities	All Regions
AP/SOSC 1910 6.00	The Global South, Human Rights and Development	Ame, Latin America, Asia
AP/SOSC 2435 6.00	Introduction to South Asian Studies	Asia
AP/SOSC 2480 6.00	Introduction to African Studies	Africa
AP/SOSC 3410 6.00	Political Economy of Latin America and the Caribbean	Latin America
AP/SOSC 3480 6.00	Culture, Democracy and Development in Africa	Africa
AP/SOSC 3541 3.00	Land, Food and Development in Africa and South Asia	Ame, Asia
AP/SOSC 3735 3.00	Asian Cities in Context	Asia
AP/SOSC 3735 3.00	Postcolonial Urbanism: Asian Cities in Context	East Asia

RF = Regionally Focused Ame = Africa/Middle East



## Globally and Regionally-Focused Courses continued:

Course Code	Course Title	RF Region
AP/SOSC 4450 3.00	Aspects of Modern Latin American and Caribbean Studies: Culture and Politics	Latin America
AP/SOSC 4452 3.00	State and Civil Society in Latin America: Social Movements and Community Development in the 21st Century	Latin America
AP/SOSC 4510 6.00	Culture, Democracy and Development in Africa	Africa
AP/SP 3220 3.00	Hispanic Caribbean Literature: The City, the Nation and the Sea	Europe
AP/SP 4130 3.00	Varieties of Spanish Worldwide	Latin America, Europe
AP/SP 4670 3.00	The Spanish Post-Civil War Novel: Money, Desire and History	Latin America, Europe
FA/ARTH 2110 3.00	An Introduction to Classical and Medieval Architecture	Europe
FA/ARTH 2340 3.00	The Art of Asia	Asia
FA/ARTH 2350 3.00	Islamic Art and Architecture	Middle East
FA/ARTH 2390 3.00	African Art	Africa
FA/ARTH 2541 3.00	High Medieval Art and Architecture	Europe
FA/ARTH 2620 3.00	19th Century Western Art	Europe
FA/ARTH 3345 3.00	Visual Culture in Modern Asia	Asia
FA/ARTH 3562 3.00	Women in Renaissance and Baroque Art	Europe
FA/DESN 4101 3.00	East Asia Design History and Material Culture in Transnational Perspectives	Asia
FA/FILM 3610A 3.00	National Cinemas: Chinese Film	East Asia
FA/FILM 3610D 3.00	Studies in National Cinema: Japanese Cinema	East Asia
FA/MUSI 1500 6.00	The Music of Bollywood Films	Asia
FA/MUSI 3406 3.00	History of Gospel Music	Africa
FA/VISA 2340 3.00	The Art of Asia	Asia
FA/VISA 3345 3.00	Visual Culture in Modern Asia	Asia
GL/CAT 2670 3.00	Catalan Language and Culture	Europe
GL/POLS 3671 3.00	Politics and Society in Latin America	Latin America
GL/HIST 2901 6.00	Introduction to Latin American History	Latin America
GL/HIST 2932 3.00	Ancient Greece	Europe
GL/HIST 2935 3.00	Ancient Rome	Europe
GL/HIST 3639 3.00	Comparative Slavery and Emancipation in the Americas	Latin America (Americas)
GL/SP 3201 3.00	Spanish for Business I	Europe
GL/SP 3545 3.00	An Introduction to Spanish/English Translation: Practice and Analysis	Europe
GL/SP 4201 3.00	Spanish for Business II	Europe
LE/MECH 3033 3.00	International Entrepreneurial Engineering Immersion -- The Technion Program	Middle East

RF = Regionally Focused    Ame = Africa/Middle East

## SCHULICH GUIDED STUDY 4900-SERIES

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

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

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

Download the Guided Study Form from the [Undergraduate Administrative Forms Database](#) on your MySchulich Student Portal.

1. Submit the completed form to Schulich Student Services, by the end of the first week of classes in which the course is taken.
2. Include the approved course topic, title and signature from the faculty member supervising the course.
3. Enrol in the course upon receipt of approval from Schulich Student Services. The student will be advised by e-mail to enrol in the course.

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

## WORK PLACEMENT:

### IBUS 4100 3.00 & MGMT 4850 3.00

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

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

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

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

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

#### Student Eligibility:

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

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

#### Student Application Process:

Students will be given access to an online Work Placement course on their learning management system Canvas, after they have successfully completed Year 1 of the i/BBA program. Full application instructions and details can be found in the Work Placement course on Canvas. Applications are reviewed by the Associate Director, Undergraduate Programs. If eligible, students will be notified by Student & Enrolment Services and their enrolment in either MGMT 4850 3.00 or IBUS 4100 3.00 confirmed at that time.

**For questions regarding Work Placement courses, students should contact [undergraduate@schulich.yorku.ca](mailto:undergraduate@schulich.yorku.ca).**

## COURSE GUIDELINES AND RESTRICTIONS

### Prerequisite

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

### Corequisite

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

### Transfer Credits

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

### Prohibited Courses

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

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

1. Management or business courses (unless otherwise specified) offered through other units of the University including business courses in either the Economics and Business program or the Mathematics for Commerce program (including cross-listed courses).
2. Administrative Studies (ADMS) and Human Resources Management (HRM) courses offered by the Faculty of Liberal Arts & Professional Studies, including cross-listings of these courses in other disciplines or Faculties.

## Prohibited Courses List

Below is a list of courses that may not be taken for credit towards the BBA or iBBA program, in addition to **all Administrative Studies (ADMS) and Human Resources Management (HRM) courses** offered by the Faculty of Liberal Arts & Professional Studies which are also prohibited. **This list is subject to change.**

2022-2023 PROHIBITED COURSES			
COURSE NUMBER	COURSE TITLE	COURSE NUMBER	COURSE TITLE
SC/BIOL 2060 3.00	Statistics for Biologists	AP/ECON 4190 3.00	Topics in International Trade
LE/CSE/EECS 1550 3.00	Computer Use: Web and Database Systems	AP/ECON 4200 3.00	Topics in International Monetary Economics
LE/CSE/EECS 3421 3.00	Introduction to Database Systems	AP/ECON 4270 3.00	Forecasting Techniques in Economics and Business
AP/ECON 1900 3.00	Microeconomics for Life: Making Smart Choices	GL/ECON 4290 6.00	International Economics
AP/ECON 1910 3.00	Macroeconomics for Citizens: Government Hands-Off or Hands-On?	GL/ECON 4310 3.00	Corporate Finance I
AP/ECON 2300 3.00	Intermediate Microeconomic Theory I	GL/ECON 4315 3.00	Corporate Finance II
AP/ECON 2350 3.00	Intermediate Microeconomic Theory II	AP/ECON 4400 3.00	Financial Economics
AP/ECON 2400 3.00	Intermediate Macroeconomic Theory I	AP/ECON 4410 3.00	Corporate Finance
AP/ECON 2450 3.00	Intermediate Macroeconomic Theory II	AP/ECON 4420 3.00	Topics in Corporate Finance
AP/ECON 2500 3.00	Introductory to Statistics for Economists I	EU/ENVS 2009 3.00	Quantitative Methods in Environmental Studies
GL/ECON 2710 3.00	Financial Accounting	EU/ENVS 3010 3.00	Qualitative Methods in Environmental Studies
AP/ECON 3120 3.00	Operations Management	EU/ENVS 3505 3.00	Business and Sustainability: Issues and Strategies
AP/ECON 3130 3.00	Sampling Techniques and Survey Design	AP/SC/GEOG 2420 3.00	Introductory to Statistical Analysis in Geography
AP/ECON 3150 3.00	International Trade	AP/HIST 1090 6.00	Business and International Economy, 1600-2000
AP/ECON 3210 3.00	Use of Economic Data	HH/HLST 2300 3.00	Quantitative Research Methods in Health Studies
GL/ECON 3230 6.00	Microeconomic Theory	HH/HLST 3240 3.00	Occupational Health and Safety
GL/ECON 3240 6.00	Macroeconomic Theory	HH/HLST 3250 3.00	Introduction to Healthcare Financial Management
AP/ECON 3411 3.00	Managerial Economics and Strategy	HH/HLST 3525 3.00	Health Services Accounting
AP/ECON 3473 3.00	Global Business Economics	GL/COMS 2000 3.00	Social Media, Marketing and Advertising
AP/ECON 3480 3.00	Introductory to Statistics for Economists II	HH/HLST 3526 3.00	Health Services Finance
AP/ECON 3580 3.00	International Monetary Economics	HH/HLST 3300 3.00	Health Management Information Systems I
GL/ECON 3642 3.00	Business Ethics	HH/HLST 3320 3.00	Health Database Applications
AP/ECON 4129 3.00	International Trade Policy and Economic Integration	HH/HLST 4260 3.00	Health Services Financial Management

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**NOTE:** This list may change from one academic session to the other. If you have questions please contact Student & Enrolment Services via email at [undergrad@schulich.yorku.ca](mailto:undergrad@schulich.yorku.ca).

Below is a list of courses that may not be taken for credit towards the BBA or iBBA program, in addition to **all Administrative Studies (ADMS) and Human Resources Management (HRM) courses offered by the Faculty of Liberal Arts & Professional Studies which are also prohibited.**

2022-2023 PROHIBITED COURSES			
COURSE NUMBER	COURSE TITLE	COURSE NUMBER	COURSE TITLE
GL/ILST 4260 6.00	International Finance	GL/MODR 1620 3.00	Introduction to Statistical Methods II
GL/ITEC 1670 6.00	Fundamentals of Mathematics	GL/MODR 1670 6.00	Fundamentals of Mathematics
AP/ITEC 3010 3.00	Systems Analysis and Design I	GL/MODR 3670 6.00	Mathematical Statistics
AP/ITEC 3220 3.00	Using and Designing Database Systems	SC/NATS 1500 6.00	Statistics and Reasoning in Modern Society
AP/ITEC 4010 3.00	System Analysis and Design II	AP/PHIL 3050 3.00	Business Ethics
AP/ITEC 4030 3.00	Business Process Management Systems	AP/PHIL 3570 3.00	Ethics of Administration
HH/KINE 2050 3.00	Analysis of Data in Kinesiology I	GL/PHIL 3642 3.00	Business Ethics
HH/KINE 3150 3.00	Analysis of Data in Kinesiology II	AP/POLS 1090 3.00	Intro. To Business, Government and Society
SC/MATH 1131 3.00	Introduction to Statistics I	GL/POLS 2610 3.00	Introduction to Statistical Methods I
SC/MATH 1510 6.00	Fundamentals of Mathematics	GL/POLS 2620 3.00	Introduction to Statistical Methods II
SC/MATH 1520 3.00*	Introduction to Calculus with Vectors	AP/POLS 3165 6.00	Problems in Canadian Business Law
SC/MATH 1532 3.00	Statistics for Business and Society	AP/POLS 3300 6.00	Statistics for Social Sciences
SC/MATH 1581 3.00	Business Mathematics I	AP/PPAS 3300 6.00	Statistics for Social Sciences
SC/MATH 1590 3.00	The Nature of Mathematics II	AP/PPAS 3524 3.00	Public Sector Budget Process
GL/MATH 1610 3.00	Introduction to Statistical Methods I	HH/PSYC 2020 6.00	Statistical Methods I and II
GL/MATH 1620 3.00	Introduction to Statistical Methods II	HH/PSYC 2021 3.00	Statistical Methods I
GL/MATH 1670 6.00	Fundamentals of Mathematics	HH/PSYC 2022 3.00	Statistical Methods II
SC/MATH 2280 3.00	The Mathematical Theory of Interest	GL/PSYC 2530 3.00	Introduction a la Statistique
SC/MATH 2280 3.00	The Mathematical Theory of Interest	HH/PSYC 3030 6.00	Intermediate Statistics
SC/MATH 2500 3.00	An Introduction to the Basic Practice of Statistics	HH/PSYC 3570 3.00	Organizational Psychology
SC/MATH 2560 3.00	Elementary Statistics I	GL/SOCI 2610 3.00	Introduction to Statistical Methods I
SC/MATH 2565 3.00	Introduction to Applied Statistics	GL/SOCI 2620 3.00	Introduction to Statistical Methods II
SC/MATH 2570 3.00	Elementary Statistics II	AP/SOCI 3030 6.00	Statistics for Social Sciences
SC/MATH 2580 6.00	Mathematics of Investment and Actuarial Science	AP/SOCI 3480 6.00	Organizations, Work and Society
SC/MATH 2581 3.00	Business Mathematics II	AP/SOCI 3490 6.00	Formal Organizations
GL/MATH 2680 3.00	Mathematics of Investment and Actuarial Science	AP/SOSC 1340 9.00	Introduction to Business and Society
SC/MATH 3170 6.00	Operations Research I	AP/SOSC 3040 6.00	Corporate Social Responsibility
SC/MATH 3171 3.00	Linear Optimization	AP/SOSC 3165 6.00	Problems in Canadian Business Law
SC/MATH 3330 3.00	Regression Analysis	GL/SOSC 3642 3.00	Business Ethics
GL/MATH 3660 3.00	Operations Research	SC/MATH 2030 3.00	Elementary Probability
GL/MODR 1610 3.00	Introduction to Statistical Methods I	SC/MATH 1280 3.00	Principles of Risk Management and Insurance
AP/ECON 1280 3.00	Principles of Risk Management and Insurance		

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



**NOTE:** This list may change from one academic session to the other. If you have questions please contact Student & Enrolment Services via email at [undergrad@schulich.yorku.ca](mailto:undergrad@schulich.yorku.ca).



# Academic Policies and Regulations

## Summer Courses

Students in the first three years of the BBA and iBBA programs may complete a maximum of 6.00 credits of non-business electives, language study or Globally/Regionally-Focused study during the Summer session at York University. Schulich (SB) core and elective courses are not offered during the Summer session.

## Summer Course Overload

Students who wish to take more than the 6.00 credit maximum in a Summer term must complete a Summer Course Overload Form available in the Undergraduate Academic Forms Database on your MySchulich student portal. A Summer Course Overload will usually only be granted under the following three circumstances:

1. If the request to overload is required to gain the required number of credits to be promoted to the next year-level of the program;
2. If the higher Summer course load serves to facilitate a documented accommodation for a disability; or
3. If the overload is requested for the completion of courses taken for non-degree status.

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

## Taking Courses at Another University

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

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

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

Students must submit their request for an LOP as early as possible so that there is sufficient time for review. Academic

rules and regulations regarding courses apply. Students who do not have approval for courses to be taken on a "Letter of Permission" prior to enrolling in them will not be granted credit in either the BBA or iBBA program. Credit(s) for the course(s) taken on an LOP will be added to the student record once an official transcript has been received from the host institution. It is the student's responsibility to arrange to have the official transcript forwarded to the attention of Student & Enrolment Services, Student Services and International Relations, Schulich School of Business no later than September 15.

## Course Credit Exclusions

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

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

## Taking Courses After Graduation

Typically, Year 4 students in the BBA or iBBA program complete all of their 120.00 credits by the end of Winter Term in their fourth year of study. Those wishing to take additional courses in the Summer term (i.e. not for credit toward their BBA or iBBA degree) must complete a "Non-Degree Status" form and return it to the Schulich Student & Enrolment Services office (W263). Forms can be downloaded from the Undergraduate Academic Forms database on your [MySchulich Student Portal](#). Non-degree status students are not permitted to take Schulich courses after graduation.

## PROGRAM EXCEPTIONS

### Delayed-Entry

Students interested in the Delayed-Entry program must complete a total of 30.00 credits during the Fall/Winter session of their 1st year of study at York University. Current Year 2, Year 3 and Year 4 Delayed-Entry students should consult an academic advisor for required course progression. Students admitted to the Delayed-Entry program can complete their degree in three years and will be provided with a Delayed-Entry study plan. For more information, please visit the Student Admissions Office (W263) or contact them via telephone (416) 736-5060 or e-mail at [admissions@schulich.yorku.ca](mailto:admissions@schulich.yorku.ca).

### iBBA to BBA Transfer

iBBA students may apply to switch to the BBA program at the end of Year 1 by submitting an iBBA to BBA Transfer form through the [Undergraduate Administrative Forms Database](#).

To apply to switch from the iBBA to BBA program, students must complete and submit an application form [available online](#) via the Undergraduate Administrative Forms database. Applications must be submitted by May 30. Students will be notified by the end of July if their application is approved. Because of its integrated course structure, the BBA program does not permit entrance later than the beginning of Year 2. To review full eligibility parameters, [view the application form](#). Under no circumstances may students switch from the BBA to the iBBA program.

### AREAS OF SPECIALIZATION

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

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

Note: Neither the transcript nor the diploma will note an area of specialization. Students may request a letter from Student & Enrolment Services (W263) at the point of graduation to substantiate any claims made on resumés for employment purposes. Submit a Letter Request Form online by visiting the Current Students website (see the "Administrative Forms" menu).

### GRADING AND PROMOTION

#### GRADING SCALE

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

The Schulich School of Business does not use the percentage guidelines indicated in the York Undergraduate Programs Calendar. When instructors award marks on a percentage basis, the instructor converts the percentages to letter grades. There is no prescribed conversion formula from percentages to letter grades. For example, a cumulative percentage mark of

50% in a course does not necessarily mean that a student will pass a course. Students should clarify any uncertainties about grading with the course instructor.

#### Common Grading Scale at York

The York undergraduate grading scale is the common undergraduate grading system used by the University.

Letter Grade	Index Value	Percent Range (Schulich Guideline Only)
A+	9	90-100
A	8	80-89
B+	7	75-79
B	6	70-74
C+	5	65-69
C	4	60-64
D+	3	55-59
D	2	50-54
E*	1	(Marginally below 50%)
F	0	(Below 50%)

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

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

#### GRADING GUIDELINES

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

recommended that instructors provide students with ongoing feedback regarding their participation. Mid-term check-ins, for example, will ensure students are not surprised by their result at the end of the course.

6. Please also refer to the Faculty's course design guidelines.

## GRADING POLICIES

1. The components of the Schulich course outline template should be included in all course outlines. In addition to the items included in this template, course outlines should include the following information:

- a statement as to whether grades will be curved and / or rounded in some way
- a description of the components (attendance, quality and quantity of contributions, ) upon which the participation mark will be based and how these components will be weighted.

2. The course outline should be made available one month prior to the start of the course.

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

4. Students should receive graded feedback worth at least 15% of the final grade for 3.00 credit courses prior to the withdrawal date from a course without academic penalty. (This policy does not apply to 1.50 credit courses, courses on a compressed schedule, practicum courses, or courses where the coursework typically consists of a single deliverable.)

5. No examinations or tests (in-class or take-home) collectively worth more than 20% of the course grade are permitted during the final 14 calendar days of classes in any Schulich course (Excepted are courses that run on weekends, courses in compressed terms, and courses with 6.0 or more contact hours per week.) An assignment is not considered a take-home examination if students have at least two weeks to complete it.

6. Instructors must keep class-by-class records of students' contributions towards their participation mark that can be audited if needed. It is strongly recommended that records of contributions be completed right after each class.

7. All class records, including records of class participation, should be retained for a period of twelve months and destroyed thereafter.

8. The way in which course grades will be calculated should be clear to students from the start of the term

- As Schulich does not use a standardized percentage

grading scale, percentage grades have no automatic letter grade equivalent. Instructors that use a fixed translation of percentage grades to letter grades or index values should therefore make clear the translation at the start of the term. Translations commonly used at York University are shown on the previous page.

- If curving of grades is needed, it should take place at the time each component is graded, not at the time final grades are calculated. Final course grades should be calculated by simply multiplying the component grades by their appropriate weighting.
- The option to round grades is at the discretion of the instructor. If final grades are to be rounded, this should be stated in the course outline. A consistent rounding policy should be applied to all students in a class.
- For core courses with multiple sections, grades should be calculated in the same manner.
- Each component of the final grade should be reported separately to students (this includes class participation grades).
- Sections of required core courses are normally expected to have a mean grade of between 4.70 and 6.10 grade points for Masters-level core courses, and between 5.20 and 6.20 grade points for Masters-level electives. For undergraduate courses, the average course grade awarded within a section should be between 5.50 and 7.00. Grade distributions that do not meet this policy must be reviewed by the Area Coordinator or appropriate Program/Specialization Director. The Course Director and the approver should be prepared to explain the basis for the grade distributions that do not meet this policy.

9. Instructors must adhere to the policies communicated in their course outline and at the start of their course.

## AWARDING OF GRADES

1. Grades are awarded for each course in which a student is enrolled at York University. A course can be credited only once towards satisfaction of degree or certificate academic credit requirements. This also holds true when a student completes a pair of courses designated as course credit exclusions (CCE).
2. A student who, for reasonable circumstances, with approval from the course instructor, does not complete the requirements of a course in time for a letter grade to be awarded will receive a grade of I (Incomplete). This grade is temporary and requirements must be completed by the end of the following academic term. Failure to complete requirements within the specified time will result in a grade change from I to F. Until one of the letter grades is awarded, the I, which has no Index Value, will not be used in computing the GPA.
3. Approved courses completed on Letters of Permission (LOP) outside York University are not used in computing GPAs. However, credit(s) toward the degree are incorporated.
4. Schulich students will be awarded a grade of "pass" or "fail" for courses completed on academic exchange. When the Pass/Fail option is used for grading a course, a "pass"

does not affect the calculation of the GPA, but a “fail” will count as 0 (zero) in the calculation of the GPA. Schulich students cannot request a Pass/Fail option for courses taken at York University.

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

## POLICY ON REPEATING PASSED OR FAILED COURSES FOR ACADEMIC CREDIT

1. (a) Students may repeat\* a passed or failed course twice for academic degree or certificate credit, for a maximum of three (3) attempts\*\* at a course. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.
- (b) When a student repeats a course for academic degree or certificate credit, the grade of the latest attempt will be the grade of record and the only grade calculated in the student's grade point average (Major, Sessional and Cumulative). A course shall be credited only once towards the satisfaction of degree or certificate academic credit requirements.
- (c) The record of each attempt will appear on the student's transcript, with the prior attempt(s) designated as 'No Credit Retained'. The grade awarded in the prior attempts will continue to appear on the transcript beside the NCR designation but will not be included in the calculation of the student's grade point average.
- (d) Cross-listed courses and course credit exclusions count as a course repeat and are subject to (c) above.
- (e) Students who have been conferred a degree may repeat courses counted towards their degree thereafter as a Non-Degree Student at York University. Such courses will have no impact on the student's completed degree program or the grade point average on record.
2. The above items do not apply to graduate degree or diploma programs, the BEd degree program in the Faculty of Education, or the JD degree program in the Osgoode Hall Law School.
3. The above items do not apply to practicum courses offered in the Bachelor of Social Work (BSW) degree program or practicum courses in the Bachelor of Science in Nursing (BScN) degree program.

\* In the context of this policy, "repeat" is defined as a subsequent enrolment in the course.

\*\* "Attempt" is defined as a completed course for which a final grade has been recorded.

## GPA CALCULATIONS

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

of the corresponding courses, constitutes the GPA.

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

## PROMOTION STANDARDS

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

1. The minimum overall GPA is 5.00. The GPA is calculated after the Fall/Winter and again after the Summer session of each year and includes all courses listed on the transcript, excluding courses with an NCR designation.
2. Successful completion of core courses at each year level as stated in the Curriculum Overview Charts located in the back of this publication. All core courses must be completed at the Schulich School of Business.
3. Students who fail a core course will be withdrawn from the program at the end of the academic session. Students will have the right to appeal for reinstatement to the Student Affairs Committee. If reinstated to the program, the student must repeat the course and follow a revised study plan. Students cannot complete a follow-up course until the prerequisite course has been successfully completed. Students will be de-enrolled from the follow up course which could result in a financial penalty. This may impact the student's Exchange/Study Abroad term.
4. Students must meet the minimum number of credits completed to continue in their program (includes Fall/ Winter/ Summer):
  - 30.00 credits at the end of Year 1
  - 60.00 credits at the end of Year 2
  - 90.00 credits at the end of Year 3
5. Students may not fail more than 6.00 credits (excluding repeated courses).

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

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

## COURSE RELIEF POLICY

In order to support student success, eligible undergraduate students who transfer program majors or degree programs

may opt to exclude courses completed toward the prior major requirements from their Overall Cumulative GPA (OCGPA) and credit accumulation for their new program of study.

The Course Relief Policy applies as follows:

- (a) The policy is only applicable to:
  - (i) continuing students who have completed fewer than 84 learned credits, who meet the eligibility requirements for the new program
  - (ii) students returning from a Required Withdrawal or Debarment who meet the eligibility requirements for the new program and whose request for a program change has been approved by the new program.
- (b) Course Relief is available to a student once. Petitions for subsequent applications are not permitted.
- (c) Courses eligible to exclude from the OCGPA are all subject courses taken previously that will not count as major credits in the new degree program. Students are permitted to select former Major courses to be counted as elective credits toward the new degree program.
- (d) A record of all completed courses and grades awarded remain on a student's transcript; courses that are excluded from a student's OCGPA under this relief policy are denoted as such on the transcript\*.

The Course Relief Policy does not apply to the following:

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

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

\* The method of notation is to be determined.

## DEAN'S HONOUR LIST

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

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

The designation will appear on the student's transcript. Please see "Graduation Requirements" for information regarding "with distinction" status.

## GRADUATION REQUIREMENTS

1. The successful completion of 120.00 credits of university level study, with a minimum cumulative GPA of 5.00.
2. The completion of specific courses within the required

120.00 credits listed in the Curriculum Overview Charts section of this Handbook, located at the back of this publication.

3. Students with a cumulative GPA of 7.50 or above will be awarded their degree "with distinction" (this will appear on both the transcript and the degree parchment). Cumulative GPA is calculated using the index value of all final grades assigned during the student's degree program. For additional details, see sections "[Grading Scale](#)" and "[GPA Calculations](#)."
4. Fourth year BBA and iBBA students who have completed the required 120.00 credits to graduate from the program by the end of the Winter term of Year 4 of study will be required to convocate in the Spring. Courses taken in the summer following Year 4 will not be counted towards the degree requirements or used to calculate the overall GPA.

## NOTIFICATION OF INTENT TO GRADUATE

Students who intend to graduate at the end of the current academic year must apply to graduate online at [yorku.ca/mygraduation](http://yorku.ca/mygraduation) or obtain, complete and submit an 'Application to Graduate' form, available through the Undergraduate Administrative Forms Database.

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

## FEBRUARY CONVOCATION IN ABSENTIA

In January of 2015, Senate approved the implementation of "convocation in absentia." This means that if you'll have completed your degree requirements by the end of the Fall 2012 term, you can apply to receive a degree conferral in February 2023 rather than waiting until June. This will allow:

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

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



## ACADEMIC POLICIES & REGULATIONS

The University maintains York University and [Senate policies](#) pertaining to academic and administrative matters, as well as student conduct, [on the web](#). The full Code of Student Rights and Responsibilities is [available here](#).

### ASSIGNMENTS

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

#### Papers/Essays Satisfying More Than One Course Assignment

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

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

### UNAVOIDABLE ABSENCES

If a BBA/iBBA student is unable to attend classes for medical or personal reasons, it is important to notify the professor as soon as possible so that alternate arrangements can be made to complete course materials. Students must also contact Student & Enrolment Services. See ["Enrolment and Registration"](#) for more information.

### ATTENDANCE

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

does not formally withdraw from a course, failure to attend will result in a grade of 'F'. Students must be enrolled in the classes they attend.

### CONDUCT

#### Student/Instructor

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

#### Non-Academic Complaints

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

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

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

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

### COURSE/INSTRUCTOR EVALUATIONS

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

Course Evaluations (or [at this link](#)).

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

## PERSONAL DOCUMENTS

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

## TRANSCRIPTS OF ACADEMIC RECORDS

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

## UNDERGRADUATE EXAMINATION POLICY

### General Information

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

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

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

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

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

### Conduct in Examinations

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

- (a) Students shall be required to present their YU-card and to sign the attendance roster for the examination.
- (b) Students must place all personal belongings aside during exams.

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

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

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

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

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

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

## ACCOMMODATIONS FOR SPECIAL CIRCUMSTANCES

### Exam Conflicts

An exam conflict is categorized as:

- (a) two exams at the same time; or
- (b) three exams in the same day; or
- (c) three exams in three consecutive periods within 24 hours.

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

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

### Alternate Exams

Students who require alternate exam/test arrangements must be registered with York's Student Accessibility Services ([accessibility.students.yorku.ca](http://accessibility.students.yorku.ca)) to be eligible. Requests for alternate exam/test arrangements must be made online well in advance of the test or exam (currently three (3) weeks – please see [yorku.ca/altexams/guidelines](http://yorku.ca/altexams/guidelines) for details). In an emergency, please contact Student Services & International Relations at Schulich.

### Religious Accommodation Guidelines

The Schulich School is committed to respecting the religious

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

Students who, because of significant religious observances, cannot write a formally scheduled examination (December and April examination periods) on the scheduled date should contact the course instructor no later than three weeks prior to the start of the examination period to arrange an alternative examination date.

Forms and details regarding the Religious Accommodations Guidelines policy can be found on the [Registrar's Office website](#). Students are required to complete the [Religious Accommodation Agreement form](#), obtain the professor's signature and return a copy of the signed form to both the professor and to Student & Enrolment Services (W263).

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

### Unavoidable Absences

#### Midterms

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

#### Deferred Final Exams

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

**Within 24 hours of missing a final examination**, students must contact their course instructor.

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

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

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

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

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

### Aegrotat Standing

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

## SENATE POLICY ON ACADEMIC HONESTY

### Introduction

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

### 1. Senate Policy on Academic Honesty

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

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

record, application or document. Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.

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

## 2. Senate Guidelines on Academic Honesty

### 2.1 Summary of Offences Against the Standards of Academic Honesty

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

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

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

**2.1.2 Impersonation** is to have someone impersonate one's self in class, in a test, examination or interview, or in connection

with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged.

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

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

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

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

**2.1.6 Dissemination of information without permission.**

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

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

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

letter/form or any other document used in support of an academic application, record, petition/appeal or endeavor.

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

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

## **2.2 Summary of Penalties for Academic Misconduct**

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

**2.2.1 Written disciplinary warning or reprimand.**

**2.2.2 Required completion of an academic honesty assignment.**

**2.2.3 Make-up assignment, examination or rewriting a work, subject to a lowered grade.**

**2.2.4 Lower grade on the assignment, examination or work.**

**2.2.5 Lower grade in the course.**

**2.2.6 Failure in the course.**

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

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

**2.2.9 Suspension from the University for a definite period, not to exceed 5 years, with transcript notation.** Suspension

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

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

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

## **2.3 Factors Considered When Imposing Academic Penalties**

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

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

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

Basic considerations include:

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

### 3. Procedures Governing Breach of Academic Honesty

#### 3.1 Purpose

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

#### 3.2 Jurisdiction

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

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

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

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

#### 3.3. Investigating Potential Academic Misconduct

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

3.3.1 On assignments, term papers, essays, theses and dissertations, etc., the matter shall be reported to the concerned faculty member\*. For courses, if the evaluator is not a faculty member, the evaluator shall retain possession of the suspect material and provide a written report, together with the confiscated material, to the concerned faculty member;

3.3.2 On non-course work, the person discovering the potential breach of academic honesty, shall retain possession of the suspect material and provide a written report, together with any confiscated material to the Schulich Associate Dean Academic;

3.3.3 In an examination, the invigilator, who is normally the faculty member directing that course, in cases of suspected impersonation, shall ask the student concerned to remain after the examination and shall request appropriate University identification or shall otherwise attempt to identify the student.

In other cases of suspected breach of academic honesty the invigilator shall confiscate any suspect material. In all cases, the student will be allowed to complete the examination. The invigilator, if other than the faculty member who is directing that course, shall give a full report, together with any confiscated material, to the concerned faculty member (See the Senate Policy on Invigilation of Examinations for further information);

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

#### 3.4 Initiating an Investigation of Potential Academic Misconduct

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

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

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

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

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

#### 3.5 Exploratory Meeting

3.5.1 When a complaint is received by the Petitions and Appeals Officer, an exploratory meeting shall be arranged to determine

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

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

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

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

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

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

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

### 3.6 Formal Hearing at the Faculty Level

3.6.1 The Petitions and Appeals Officer shall give to each party a written copy of the charge, a copy of the materials submitted by

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

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

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

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

3.6.3 Only the Faculty committee members and secretary, the case presenter, the student, each party's representative(s) / adviser(s) (who may be lawyers), and the witnesses may be present at a hearing. The person(s) who submitted the charge may attend as witness(es). Committee members shall be at "arms length" from the student charged with a breach of academic honesty.

Committee members are not at "arms length" if they have had a significant personal or professional relationship with the student charged. Witnesses shall be present at the hearing only while testifying. Exceptions to this policy may be made at the discretion of the Faculty committee. The Chair of the Faculty committee has full authority to assure an orderly and expeditious hearing. Any person who disrupts a hearing, or who fails to adhere to the rulings of the committee may be required to leave.

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



submissions as to the appropriate penalty and then decide the penalty.

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

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

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

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

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

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

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

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

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

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

#### 4. Order of Faculty or Senate Hearings on

##### Academic Honesty

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

##### 4.1 The Chair shall:

- Introduce the parties and members of the committee;
- Identify the nature of the case and evidence before the committee.

##### 4.2 The presenter's case:

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

##### 4.3 The student's case:

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

4.4 The presenter shall be allowed to present testimony or

other evidence in reply to new issues raised in the student's case which were not raised in the original presentation.

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

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

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

4.8 The written decision of the committee shall include:

- The names of committee members and all who appeared;
- A summary of the cases of the parties;
- The committee's findings of fact, decision and reasons;
- The route of appeal.

*Senate Policy on Academic Honesty*, Approved Senate April 28, 2005. Amended February 17, 2011.

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

## GRADE APPEALS FOR SCHULICH COURSES

### Grounds for Appeal

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

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

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

### Procedures for Appeal

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

(a) A formal written appeal must be made to the Schulich

Appeals Officer ([ada@schulich.yorku.ca](mailto:ada@schulich.yorku.ca)) prior to:

- February 15 for the Fall session,
- June 15 for the Winter session, and
- September 30 for the Summer session

To submit a formal grade appeal, complete the online Grade Appeal Form and submit all supporting documentation at [schulich.yorku.ca/grade-appeal](http://schulich.yorku.ca/grade-appeal). The form is also linked in the Academic Forms database on your [MySchulich Student Portal](#).

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

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

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

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

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

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

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

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

For full details on appealing a grade, please refer to <http://ada.schulich.yorku.ca/teaching-learning/grade-appeal>.

### Late Grade Reappraisal

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

### Appealing the Decision of an Appeals Officer

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

### GRADE APPEALS FOR COURSES TAKEN IN FACULTIES OTHER THAN SCHULICH

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

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

### REQUIRED WITHDRAWAL AND THE PETITION PROCESS

#### Grounds for Required Withdrawal Petition

A student may petition a required withdrawal decision resulting from a failure to comply with School regulations and standards concerning:

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

#### Petitions to the Student Affairs Committee

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

- Students who wish to petition a required withdrawal decision must submit a completed **BBA/iBBA Required Withdrawal Petition Form**, along with relevant supporting documentation, to Room W263 within 14 calendar days of the date on which the withdrawal notice was received.
- Students who wish to petition a School regulation or deadline must complete an academic petition form, accompanied by a letter which explains compelling or extenuating grounds that prevented the student from complying with the School's regulations and/or deadlines, and relevant supporting documentation. The petition package should be submitted to Room W262 or via email to [petitions@schulich.yorku.ca](mailto:petitions@schulich.yorku.ca).

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

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

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

## APPEAL TO THE EXECUTIVE COMMITTEE

### The Appeals Process

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

- (a) The decision under appeal was made without jurisdiction
- (b) A denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s) or a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information or special circumstances that ought properly to have been considered
- (c) Inconsistent application of the relevant regulations

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

### Procedure for Appeal

The application for leave to appeal should contain a succinct statement of the grounds on which the applicant intends to rely, a summary of the evidence to be relied upon, as well as all relevant documentation. Upon written request an applicant shall be given, without charge by the School, copies of all School documents which may support this summary of evidence. Please see the [Academics website](#) for more information on the Executive Committee's mandate and procedures.

Petitions denied by the Executive Committee may be appealed to the Senate Appeals Committee. Please [click here](#) for further information.

## BBA/IBBA PROGRAM COMMITTEE

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

## FACULTY COUNCIL

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

## SCHULICH SCHOOL OF BUSINESS APPROVAL PROCEDURE FOR THE CONDUCT OF COURSE-RELATED, NON-FUNDED, MINIMAL RISK RESEARCH INVOLVING HUMAN PARTICIPANTS

### York University Policy

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

### Schulich School of Business Approvals

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

### SSB Human Participants Review Committee (HPRC)

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

### SSB Appeals Mechanism

In case of appeals, the appeals mechanism will consist of a committee composed of the Schulich Associate Dean, Academic and the director of the student's degree program.

# BBA/iBBA International Opportunities



[schulich.yorku.ca/ug-international](https://schulich.yorku.ca/ug-international)

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

The benefits of pursuing an international opportunity are numerous:

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

## EXCHANGE

### Eligibility

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

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

### Registration and Tuition While on Exchange

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

### Language Study

iBBA students are able to satisfy language degree requirements by successfully completing language study courses or academic courses taught in a language other than English at the exchange partner school. Proof of language proficiency may be required. Level placement will be tested and determined by the partner school. Students who wish to satisfy advanced level language on exchange must have the course evaluated by the Department of

Languages, Literatures and Linguistics at York. Language courses taken abroad can also satisfy non-business elective credits.

### Exchange Courses

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

### Partner School Information, Application and Selection

Students are asked to research potential partner schools as part of the application for the exchange program. An International Opportunities Fair, followed by an information session will be held in the Fall term. This will provide students with the opportunity to learn more about our partner schools and the application procedures. Students are HIGHLY encouraged to attend. Applications for the Fall/Winter 2023-2024 academic year are due shortly after Reading Week in the Fall 2022 term.

In addition to the online application package, the Exchange Selection Committee conducts a personal evaluation of each applicant. Due to space availability, Schulich is not always able to accommodate each student's preference of partner school. Please note that some spaces may be designated for iBBA priority.

For detailed information about the exchange program, visit the [International Opportunities Website](https://schulich.yorku.ca/ug-international), contact [exchange@schulich.yorku.ca](mailto:exchange@schulich.yorku.ca).

## SUMMER STUDY ABROAD

Students may elect to complete 3.00 to 6.00 credits abroad in a short-term summer program offered by Schulich's partner schools. Courses, programs and partner schools offered can vary year-to-year. Programs available for the Summer 2023 term will be announced by the Winter term and posted on the [Summer Study Abroad website](#).

# Exchange Partner Schools

COUNTRY	CITY	SCHOOL	LANGUAGE OF INSTRUCTION
Argentina	Buenos Aires	Universidad de San Andrés	Spanish
Australia	Sydney	SP Jain School of Global Management	English
Australia	Queensland	Griffith University	English
Australia	Sydney	Macquarie University	English
Australia	Sydney	University of New South Wales	English
Austria	Vienna	Wirtschaftsuniversität Wien	English/German
Belgium	Louvain-la Neuve	Louvain School of Management	English/French
Brazil	São Paulo	FGV-EAESP	Portuguese/English
Chile	Viña del Mar	Universidad Adolfo Ibañez	Spanish/English
China	Beijing	Peking University, Guanghua School of Management	Mandarin/Limited English
China	Beijing	Beihang University, School of Economics and Management	Mandarin/Limited English
China	Shanghai	Fudan University School of Management	English/Mandarin
Czech Republic	Prague	University of Economics	English
Denmark	Copenhagen	Copenhagen Business School	English
Finland	Helsinki	Aalto University School of Business	English/Finnish
France	Cergy-Pontoise	ESSEC Business School	English/French
France	Lille	IÉSEG School of Management	English/French
France	Nice/Lille	EDHEC Business School	English/French
France	Lyon	EMLYON Business School	English/French
France	Rouen	NEOMA Business School	English/French
France	Strasbourg	École de Management Strasbourg	English/French
France	Paris	HEC Paris	English/French
France	Paris	Université Paris Dauphine	English/French
France	Puyricard	IAE Aix-en-Provence	English/French
France	Toulouse	Toulouse Business School	English/French
Germany	Mannheim	Universität Mannheim	English/German
Germany	Oestrich-Winkel	European Business School	English/German
Germany	Vallendar	WHU Otto Beisheim Graduate School of Management	English/German
China	Hong Kong	Chinese University of Hong Kong	English
China	Hong Kong	City University of Hong Kong	English
China	Hong Kong	Hong Kong University of Science and Technology	English
China	Hong Kong	University of Hong Kong	English
Ireland	Limerick	Kemmy Business School, University of Limerick	English
Italy	Milan	Università Commerciale Luigi Bocconi	English/Italian
Japan	Beppu	Ritsumeikan Asia Pacific University	English/Japanese
Japan	Nagoya	Nagoya University of Commerce and Business (NUCB)	English/Japanese
Mexico	Monterrey/Guadalajara	Tec de Monterrey (ITESM)	English/Spanish
Mexico	Mexico City	Instituto Tecnológico Autónomo de México	English/Spanish
Netherlands	Rotterdam	Rotterdam School of Management, Erasmus University	English
Netherlands	Tilburg	Universiteit van Tilburg	English
New Zealand	Dunedin	University of Otago	English
Norway	Bergen	Norwegian School of Economics	English
Norway	Oslo	BI Norwegian Business School	English
Peru	Lima	Universidad Del Pacífico	Spanish
Peru	Lima	Universidad ESAN	English/Spanish
Portugal	Lisbon	Nova School of Business and Economics	English
Russia	Saint-Petersburg	Graduate School of Management, Saint-Petersburg State University	English

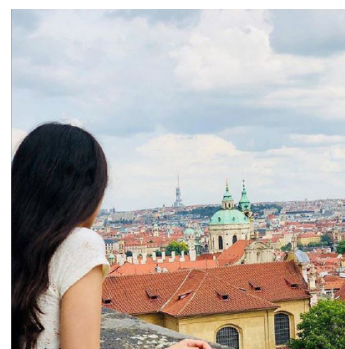
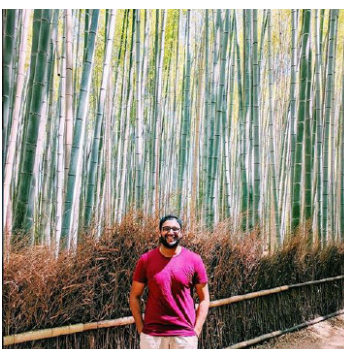
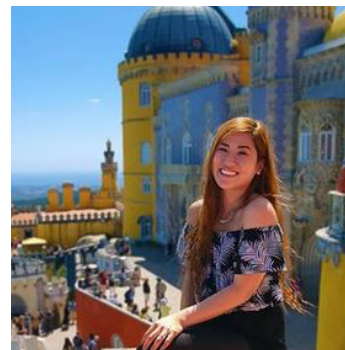


COUNTRY	CITY	SCHOOL	LANGUAGE OF INSTRUCTION
Singapore	Singapore	Nanyang Technological University	English
Singapore	Singapore	National University of Singapore	English
Singapore	Singapore	Singapore Management University	English
South Korea	Seoul	Yonsei University	English/Korean
South Korea	Seoul	Korea University Business School	English/Korean
South Korea	Seoul	Seoul National University	English/Korean
Spain	Barcelona	ESADE Business School	English/Spanish
Spain	Madrid	IE Business School	English/Spanish
Switzerland	St. Gallen	University of St. Gallen	English/German
Switzerland	Lausanne	HEC Lausanne	English/French
Taiwan	Taipei	National Chengchi University	English/Mandarin
Thailand	Bangkok	Chulalongkorn University	English
Turkey	Istanbul	Koç University	English
United Kingdom	Bath	University of Bath	English
United Kingdom	Lancaster	Lancaster University	English
United Kingdom	Coventry	Warwick Business School	English
United Kingdom	Manchester	Alliance Manchester Business School	English
Uruguay	Montevideo	Universidad ORT	Spanish/Limited English

*\*Exchange to all destination countries subject to Government of Canada travel advisories.*

Schulich is in the process of developing new partnerships for undergraduate students. Visit the Undergraduate Exchange webpage to view the most up-to-date information! [schulich.yorku.ca/ug-international](https://schulich.yorku.ca/ug-international)

Follow [#schulichexchange](https://www.instagram.com/schulichexchange) to share in the international adventures!



*Photos via the #schulichexchange Instagram public feed.*



# Certificate in International Management (CIM)

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

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

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

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

## FACULTY

### **Bernard M. Wolf**

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

### **Preet S. Aulakh**

BSc & MA (Punjab, India); PhD (Texas-Austin)  
Professor of Strategic Management  
Pierre Lassonde Chair in International Business

### **Atipol Bhanich Supapol**

BA (Carleton); MA (Northeastern); PhD (Carleton)  
Associate Professor of Economics and International Business  
Executive Director, Centre for Global Enterprise (CGE)

### **Stephen Weiss**

BA (Lafayette); MA & PhD (Pennsylvania)  
Associate Professor of Strategic Management and International Business

### **Tom Wesson**

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

### **Farrokh Zandi**

BA (Pahlavi); MA (Lakehead); PhD (Carleton)  
Associate Director BBA/iBBA Programs  
Adjunct Professor in Economics  
Director, International Business Designation

### **Mauricio Zelaya**

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

## REQUIREMENTS

To achieve these objectives, the Certificate consists of:

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



**Explore the CIM online!**  
[schulich.yorku.ca/CIM](http://schulich.yorku.ca/CIM)

## INTERNATIONAL EXPERIENTIAL COMPONENT

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

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

## ELIGIBILITY REQUIREMENTS

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

## Certificate Requirements

	BBA STUDENTS	IBBA STUDENTS
How do I earn a CIM?	1. Complete all Required Courses 2. Complete the Required International Experiential Component 3. Complete <b>9.00</b> credits of Elective Courses*	1. Complete all Required Courses 2. Complete the Required International Experiential Component 3. Complete <b>6.00</b> credits of Elective Courses*
Required Courses	ECON 3510 3.00 <b>Applied International Economics</b> IBUS 3200 3.00 <b>Managing International Business Activities</b> <i>(offered in Fall term only)</i> IBUS 4200 3.00 <b>Integrative International Business Seminar</b> <i>(offered in Fall term only)</i> OMIS 4560 3.00 <b>Supply Chain Management</b> <i>(or equivalent course taken while on exchange)**</i> ORGS 4400 3.00 <b>Managing Across Cultures</b>	IBUS 3200 3.00 <b>Managing International Business Activities</b> <i>(offered in Fall term only)</i> IBUS 4200 3.00 <b>Integrative International Business Seminar</b> <i>(offered in Fall term only)</i> OMIS 4560 3.00 <b>Supply Chain Management</b> <i>(or equivalent course taken while on exchange)**</i>
Required International Experiential Component	One Semester on Exchange OR IBUS 4100 3.00 <b>Work Placement in the Global Context***</b>	One Semester on Exchange
Elective Courses	SUST 4400 3.00 <b>Sustainability Accounting and Accountability</b> IBUS 4100 3.00 <b>Work Placement in the Global Context***</b> IBUS 4500 3.00 <b>Managing Business in Developing Economies</b> FINE 4400 3.00 <b>International Financial Management</b> MGMT 3030 3.00 <b>Creating Global Capitalism</b> MGMT 4300 3.00 <b>Corporate Social Responsibility in a Global Context</b> MKTG 4400 3.00 <b>International Marketing</b> International Business related courses taken while on Exchange <i>(need not be equivalent to any Schulich elective)*</i>	SUST 4400 3.00 <b>Sustainability Accounting and Accountability</b> IBUS 4100 3.00 <b>Work Placement in the Global Context</b> IBUS 4500 3.00 <b>Managing Business in Developing Economies</b> FINE 4400 3.00 <b>International Financial Management</b> MGMT 3030 3.00 <b>Creating Global Capitalism</b> MGMT 4300 3.00 <b>Corporate Social Responsibility in a Global Context</b> MKTG 4400 3.00 <b>International Marketing</b> International Business related courses taken while on Exchange <i>(need not be equivalent to any Schulich elective)*</i>

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

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

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

### CAREER OPPORTUNITIES

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



# Areas of Specialization

## Accounting

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

### FACULTY

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

#### Linda Thorne

BCom (Toronto); MBA (York); PhD (McGill);  
CA (Ontario)  
Professor of Accounting  
Area Coordinator

#### Dean Neu

BBA (Wilfrid Laurier); MBA (York); PhD  
(Queen's); CA (Ontario)  
Professor of Accounting

#### Alex Garber

BBA (York); CPA, CA (Ontario), MTax  
Adjunct Professor of Accounting

#### Alexandra Fisher

BBA (York); CA, CPA  
Adjunct Professor of Accounting

#### Alla Volodina

iBBA (York); MBA (Queen's); CPA, CA  
(Ontario)  
Adjunct Professor of Accounting

#### Amanda Liscio

BBA (York); CPA, CA (Ontario);  
Sessional Lecturer of Accounting

#### Amin Mawani

BComm (Alberta); MA (Toronto); LL.M  
(Osgoode Hall); PhD (Waterloo); FCPA,  
FCMA, CFP, FELLOW of FPSC  
Associate Professor of Accounting  
Director, Health Industry Management  
Program

#### Andrea Stupino

iBBA (York); CPA, CA, CFE, CPA (Illinois)  
Sessional Lecturer of Accounting

#### Beppino Pasquali

BBA, MBA (York); CPA, CA (Ontario)  
Adjunct Professor of Accounting

#### Cameron Graham

BSc (Alberta); MDiv (Vancouver); MBA &  
PhD (Calgary)  
Professor of Accounting

#### Charles H. Cho

BSc, MSc, PhD (University of Central Florida)  
Professor of Sustainability Accounting  
Erivan K. Haub Chair in Business &  
Sustainability

#### Christopher Chan

iBBA (York); CPA CA (Ontario); CFA (U.S.)  
Sessional Lecturer of Accounting

#### Dishan Ratnajothi

MAcc (York); BBA (York) CPA, CA (Ontario)  
Sessional Lecturer of Accounting

#### Gregory Saxton

BA (Victoria); MA (Claremont); PhD (York)  
Associate Professor of Accounting

#### Janne Chung

BS & MA (Truman State); PhD (ECowan);  
CMA  
Professor Emeritus of Accounting

#### Jeffery Everett

B.Com. (Calgary); M.N.R.M (Manitoba); PhD  
(Calgary), CPA, CGA  
Professor of Accounting

#### Joelle Pokrajac

BA (McMaster); MBA (Wilfrid Laurier);  
CPA, CMA  
Adjunct Professor of Accounting

#### Kiridaran Kanagaretnam

BSc (Sri Lanka); MSEE (Purdue); PhD  
(Syracuse);  
ACMA (UK); CGMA, CPA, CMA, CGA  
Professor of Accounting  
Associate Dean, Students, Student Services  
and International Relations

#### Larry Andrade

MBA (York); CPA; CA; CBV; CFF; CFE  
Sessional Lecturer of Accounting

#### Marcia Annisette

BSc Management (UWI); MSc (Manchester);  
PhD (Manchester); FCCA (UK), CPA, CGA  
Professor of Accounting

#### Marisa Morriello

BBA (York); CPA; CA  
Associate Director, Master of Accounting  
Program  
Adjunct Professor of Accounting

#### Marc Colasanti

BBA & MAcc (York); CPA, CA  
Sessional Lecturer of Accounting

#### Matt Bamber

BA, MA (Swansea, UK), PhD (Exeter, UK), FCA  
(ICAEW, UK), FHEA (UK)  
Associate Professor of Accounting

#### Sylvia Hsu

MD (TMU, Taiwan); MBA (NCCU, Taiwan);  
PhD (Wisconsin), CPA, CGA (Ontario)  
Associate Professor of Accounting

#### Thomas H. Beechy

BBA (George Washington); MBA  
(Northwestern);  
DBA (Washington); CPA (Illinois)  
Professor Emeritus of Accounting

#### Vishwanath Umashanker Trivedi

BSc (Andhra, India); PhD (Arizona State)  
Associate Professor of Accounting  
Director, Master of Accounting Program

### CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

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

Note: If you plan to pursue the Chartered Professional Accountant (CPA) pathway, take note of academic requirements specific to your year below the course table.

### Elective Courses

SB/ACTG 3000 3.00	Financial Reporting and Analysis
SB/ACTG 3110 3.00	Intermediate Financial Accounting I
SB/ACTG 3120 3.00	Intermediate Financial Accounting II
SB/ACTG 4200 3.00	Contemporary Issues in Accounting
SB/ACTG 4400 3.00	Managerial Cost Accounting and Analysis
SB/ACTG 4600 3.00	Auditing Standards and Applications
SB/ACTG 4710 3.00	Introduction to Income Taxation
SB/ACTG 4720 3.00	Advanced Income Taxation
SB/SUST 4400 3.00	Sustainability Accounting & Accountability

### Are you planning to pursue a CPA designation?

- [View CPA Academic Requirements \(i/BBA Class of 2025 and onward\)\\*](#)
- [View CPA Academic Requirements \(i/BBA Class of 2020 and onward\)](#)

*\*NOTE: This has the revised course code OMIS 1050 3.00*

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



# Business Analytics

The Operations Management and Information Systems Area offers the Business Analytics specialization supported by courses to help organizations improve information, operational, and supply chain processes, focusing on efficiency, effectiveness, and sustainability. Students elect to take (i) problem-driven courses deepening their understanding of problems and challenges facing information, operational, and supply chain processes and/or (ii) quantitative courses strengthening their ability to analyze data and model processes.

## FACULTY

The Operations Management and Information Systems Area faculty have doctorate degrees in management information systems, engineering, management science, or operations and supply chain management. They conduct theory-driven, methodologically-appropriate research to help organizations overcome process and information integrity problems while achieving sustainable organizational goals. OMIS Area faculty members (i) publish in prestigious journals on an on-going basis, (ii) have successfully obtained numerous research grants, (iii) are recognized with research and teaching excellence awards, and (iv) engage regularly with business and the community to better both Canadian and global enterprises and society.

### Manus (Johnny) Runqtusanatham

BS (Birmingham-Southern College); PhD (Minnesota)  
Professor of Operations Management and Information Systems  
Canada Research Chair in Supply Chain Management (Tier 1)  
Area Coordinator, Operations Management and Information Systems

### Adam Diamant

B.Sc. (Toronto); M.Sc. (Boston); PhD (Toronto)  
Associate Professor of Operations Management and Information System  
York Research Chair in Managing AI-Driven Technologies in Health Care

### David Johnston

BA & MA & PhD (Western Ontario)  
Professor of Operations Management and Information Systems; George Weston Research Chair in Sustainable Supply Chains; Program Director, Master of Supply Chain Management

### Divinus Oppong-Tawiah

BSc (Kumasi, Ghana); MSc (Queen's); MBA (Accra, Ghana); PhD (McGill)  
Assistant Professor of Information Systems

### Guangrui (Kayla) Li

BSc (Peking University, China); MPhil (HKUST); PhD (HKUST)  
Assistant Professor of Operations Management and Information Systems

### Henry M. Kim

BASc (Toronto); MEng (Michigan); PhD (Toronto)  
Associate Professor of Operations Management and Information Systems

### Isik Bicer

BSc (Ankara, Turkey); MSc (Istanbul); PhD (Lausanne, Switzerland)  
Assistant Professor, Operations Management and Information Systems

### Julian Scott Yeomans

BAdmin & BSc (Regina); MASc (Toronto); PhD (McMaster)  
Professor of Operations Management and Information Systems

### Markus Biehl

MS (Kaiserslautern, Germany); MS & PhD (Georgia Institute of Technology)  
Professor of Operations Management and Information Systems

### Mehmet Murat Kristal

BSc (METU, Turkey); MBA (Bilkent, Turkey); PhD (North Carolina)  
Associate Professor of Operations Management and Information Systems

### Moren Levesque

BSc & MSc (Laval); PhD (British Columbia)  
Professor of Operations Management and Information Systems  
Certified General Accountants of Ontario  
Chair in International Entrepreneurship

### Raha Imanirad

BSc (York); MBA (Schulich); PhD (Harvard)  
Assistant Professor of Operations Management and Information Systems

### Ronald J. McClean

BASc & MASc & PhD (Waterloo)  
Professor Emeritus of Operations Management and Information Systems

### Vibhuti Dhingra

BA (Delhi, India); MSc (Delhi, India); PhD (British Columbia)  
Assistant Professor of Operations Management and Information Systems

### Zhepeng (Lionel) Li

B.S. (Hefei, China); M.S. (UST, China); PhD (Utah)  
Associate Professor of Operations Management and Information Systems

## CAREER OPPORTUNITIES

Graduates help organizations operate more efficiently and effectively. Graduates with the specialization work for mature and entrepreneurial, for-profit and non-profit, and manufacturing and service organizations in roles including process improvement consultants, buyers, demand planning, inventory analysts, business analysts, systems analysts, data scientists, and logistics coordinator.

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

To specialize in Business Analytics, enrol in three of the Required Courses (9.00 credits) and at least one the Elective Courses (3.00 credits) listed below, for a total of 12.00 credits.

Required Courses	SB/OMIS 3020 3.00	Predictive Analytics
	SB/OMIS 3730 3.00	Database Management
	SB/OMIS 4000 3.00	Prescriptive Analytics
Elective Courses (choose one)	SB/OMIS 3670 3.00	Spreadsheet-Based Decision Support Systems
	SB/OMIS 3710 3.00	Information Systems
	SB/OMIS 4010 3.00	Artificial Intelligence Fundamentals for Business

Explore this specialization online!  
<https://schulich.yorku.ca/specializations/business-analytics/>

# Economics

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

## FACULTY

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

### Irene Henriques

BSc & MSc (Montreal); PhD (Queen's)  
Professor of Economics and Sustainability  
Area Coordinator, Economics

### Alexander Coutts

BA (UBC); MA (Queen's); M.Phil (New York); PhD (New York)  
Assistant Professor of Economics

### Atipol Bhanich Supapol

BA (Carleton); MA (Northeastern); PhD (Carleton)  
Associate Professor of Economics and International Business  
Executive Director, Centre for Global Enterprise (CGE)

### Bernard M. Wolf

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

### Farrokh Zandi

BA (Pahlavi); MA (Lakehead); PhD (Carleton)  
Associate Director BBA/IBBA Programs  
Adjunct Professor of Economics and International Business  
Director, International Business Designation

### Fred Lazar

BCom (Toronto); AM & PhD (Harvard)  
Associate Professor of Economics  
Cross-appointed to Department of Economics,  
Faculty of Liberal Arts & Professional Studies

### Graeme Deans

BSc (Queen's); MBA (Amos Tuck School at Dartmouth College)  
Adjunct Professor of Economics

### M. Mokhles Hossain

BS (North South at Dhaka); MA (York); PhD (York)  
Sessional Lecturer in Economics

### Perry Sadorsky

BSc Hons & MA (British Columbia); PhD (Queen's)  
Professor of Economics and Sustainability

### Theodoros Tolias

BA (Aristotle); MA (Toronto); PhD (ABD) (Manitoba)  
Adjunct Professor of Economics and International Business

### Mauricio Zelaya

BCom (Toronto), MA (Ryerson), PhD (Waterloo)  
Sessional Lecturer in Economics and International Business

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.



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



# Specialization Requirements

## How to Specialize

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

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

### Schulich Elective Courses

SB/ECON 3200 3.00	Economics of Business Management
SB/ECON 3510 3.00	Applied International Economics (available only to BBA students)
SB/ ECON 4050 3.00	Behavioural Economics Insights: Consumers, Business and Markets
SB/ECON 4210 3.00	Economic Forecasting and Analysis

### Approved Non- Schulich Elective Courses

AP/ECON 3200 3.00	Industrial Organization
AP/ECON 3240 3.00	Labour Economics: Theory
GL/ECON 3370 3.00	Industrial Organization I
GL/ECON 3380 3.00	The Economics of Canadian Financial Institutions
GL/ECON 3390 3.00	Monetary Theory and Policy in Canadian Context
AP/ECON 3430 3.00	Monetary Economics I: Financial Markets and Institutions
AP/ECON 3440 3.00	Monetary Economics II: Theory and Policy
AP/ECON 3500 3.00	Introductory Mathematical Statistics for Economists
GL/ECON 3570 3.00	Introduction to the Economies of the Public Sector
GL/ECON 3670 3.00	Mathematical Statistics
AP/ECON 3810 3.00	The Economics of Project Appraisal and Feasibility
AP/ECON 4010 3.00	Advanced Microeconomic Theory
AP/ECON 4020 3.00	Advanced Macroeconomic Theory
AP/ECON 4070 3.00	Public Finance I
AP/ECON 4080 3.00	Public Finance II
AP/ECON 4140 3.00	Financial Econometrics
AP/ECON 4210 3.00	Econometrics
AP/ECON 4220 3.00	Topics in Econometrics
GL/ECON 4230 3.00	Advanced Economic Theory

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

# Entrepreneurial and Family Business Studies

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

## FACULTY

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

### Specialization Co-Directors:

#### Moren Levesque

BSc & MSc (Laval); PhD (British Columbia)  
Professor of Operations Management and Information Systems  
The Chartered General Accountants of Ontario Chair in International Entrepreneurship

#### Chris Carder

BAA (Ryerson)  
Executive Director, Office of Innovation and Entrepreneurship  
Co-Director, Entrepreneurial Studies

#### Althea Wishloff

Sessional Lecturer in Entrepreneurial Studies  
Head of Growth, Koble Care

#### Cherry Rose Tan

BSc & MA (Toronto)  
Sessional Lecturer in Entrepreneurial Studies

#### Dan Tzotzis

BBA & MBA (York-Schulich)  
Co-Founder of AWAKE Chocolate

#### Eileen Fischer

BA & MSc (Waterloo); PhD (Queen's)  
Professor of Marketing  
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise  
Director, PhD Program

#### Geoffrey Kistruck

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

#### Gregory A. Milavsky

BAPSc (Toronto); MBA (Harvard)  
Sessional Lecturer in Entrepreneurial Studies

#### Jane-Michele Clark

Instructor of Marketing  
Sessional Lecturer in Entrepreneurial Studies

#### Julien Papon

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

#### Larry Ginsberg

Adjunct Professor of Entrepreneurship and Strategic Management

#### Narbe Alexandrian

BBA (York-Schulich); CA/CPA (Ontario)  
Sessional Lecturer in Entrepreneurial Studies

#### Steve Pulver

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

#### Stuart Browne

Sessional Lecturer in Entrepreneurial Studies  
CEO of Pycap Venture Partners

#### Yuval Deutsch

BA & MA (Hebrew, Israel); PhD (British Columbia)  
Professor of Strategic Management and Entrepreneurial Studies

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.



**Above: Myra Arshad (BBA '18), Co-founder & CEO during a visit to ALT TEX research lab.**

Determined to address the environmental and ethical problems of the textile industry, Schulich Alumna Myra Arshad (BBA '18) co-founded ALT TEX in 2019. Short for "alternative textiles", ALT TEX is creating circular, biodegradable and carbon neutral textiles engineered from one of the world's largest landfill contributors – food waste. On May 2021, the Toronto-based startup closed a \$1.5 million CAD pre-seed round to scale the production of its waste-to-wardrobe biotechnology. With this funding, they are now looking to quickly grow their team with several new research positions and expand their R&D operations to begin their expansion plan.



**Explore this specialization online!**  
[schulich.yorku.ca/specializations/bba-entrepreneurship](https://schulich.yorku.ca/specializations/bba-entrepreneurship)

# Specialization Requirements

## How to Specialize

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

### Elective Courses

SB/ENTR 4400 3.00	Field Study: Innovating with Entrepreneurs, Unlocking New Venture Potential
SB/ENTR 4500 3.00	Entrepreneurship and Technology Ventures
SB/ENTR 4600 3.00	Entrepreneurship and New Venture Creation
SB/ENTR 4700 3.00	Financing Growing Ventures
SB/ENTR 4800 3.00	Social Entrepreneurship
SB/ENTR 4950 3.00	Managing the Family Enterprise
SB/FINE 3100 3.00	Financial Management
SB/FINE 4050 3.00	Personal Finance
SB/IBUS 3100 3.00	Global Business Environment
SB/MGMT 4300 3.00	Corporate Social Responsibility in a Global Context
SB/MKTG 3100 3.00	Marketing Research
SB/ORGS 4500 3.00	Developing Management Skills



## THE SCHULICH STARTUPS PROGRAM

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

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

Events include: Schulich Startup Night, Dream Team, The Schulich Idea Jam and our Schulich Startups Signature VIP Events featuring exclusive sessions and coaching with top Alumni and Startup Community Leaders. The Schulich Startup program is hosted in Schulich's new Rob & Cheryl McEwen Graduate Study and Research building.

For more information on the Schulich Startups program or to discuss your business idea, please contact [info@schulichstartups.com](mailto:info@schulichstartups.com) or visit [schulich.yorku.ca/](http://schulich.yorku.ca/)



**Above: Aadil Kazmi (BBA '15), Co-founder & CEO.** With a goal to make the price of same-day delivery comparable to two-day (or next-day) delivery- Schulich Alumna Aadil Kazmi (BBA '15) co-founded Swyft in 2020. This Schulich Startups Night (SSN-13) Champion company raised \$22 million CAD in Series A funding in April 2021. With just one year in-market after launching its offering, the Toronto-based startup- Swyft has seen positive momentum in its hometown and is now looking to replicate its same-day delivery model across Canada and into the United States.



**Above: The Schulich Startups Podcast team with guest alumna Jane Lee BBA '12), Co-Founder of Launch Pop.**  
Podcast Link: [youtu.be/DdZ7VMEZkd4](https://youtu.be/DdZ7VMEZkd4)

# Finance

The Schulich finance specialization is one of the most extensive in Canada, with coverage of a wide spectrum of finance topics, beyond basic corporate finance and investment management. Courses focus on forward and analytical thinking for the future leaders in finance. Elective courses include Personal Finance, Behavioural Finance, and Applications of Data Science in Finance. Students may complement their finance specialization with courses in accounting, economics, entrepreneurship, and management science. The research and industry experience of the faculty bring theoretical rigor to practical applications. Graduates are well-positioned to build careers in banking, capital markets, or corporate finance.

## FACULTY

The finance area focuses on conducting a wide range of research in finance and on educating and preparing students for a variety of finance-related positions. Faculty members also train doctoral students and place them in universities worldwide.

### Lilian Ng

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

### Melanie Cao

BSc & MA (HUST, China); MBA (Ottawa);  
PhD (Toronto)  
Professor of Finance  
Director, Master of Finance Program

### Aleksandra Rzeźnik

BSc & MSc (Frankfurt);  
PhD (Copenhagen)  
Assistant Professor of Finance

### Ambrus Kecskes

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

### Eliezer Z. Prisman

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

### George M. Klar

BSc (Toronto); MBA (York); CFA  
Adjunct Professor of Finance

### Gregory Pau

BBA & MBA (Schulich)  
Adjunct Professor of Finance

### Kee-Hong Bae

BS & MS (Korea, Korea); PhD (Ohio State)  
Professor of Finance  
Bob Finlayson Chair in International Finance

### Kirk Vandezande

BSc (University of Northern Colorado);  
PhD Finance and Mathematics, New  
York University  
Adjunct Professor of Finance

### Mark J. Kamstra

BA Hons (Queen's); MA (British Columbia);  
PhD (UC, San Diego)  
Professor of Finance

### Ming Dong

BS (Fudan, China); MS (New York); PhD  
(Ohio State)  
Associate Professor of Finance

### Moshe Arye Milevsky

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

### Pauline M. Shum

BA Hons (British Columbia); MA & PhD  
(Toronto)  
Professor of Finance

### Pouyan Foroughi

B.Sc. & MBA (Sharif University of  
Technology); PhD (Boston College)  
Assistant Professor of Finance

### Supinder Babra

BBA (York); MBA (Warwick Business  
School)  
CPA, CMA & CCP  
Adjunct Professor in Finance

### Yelena Larkin

BA & MA (Hebrew, Israel); PhD (Cornell)  
Associate Professor of Finance

### Yisong S. Tian

BSc (Nankai, China); MBA & PhD (York)  
Professor of Finance

## CFA PARTNERSHIP

The Schulich BBA joins the Master of Finance as a CFA program partner. Students can cover a high percentage of the CFA curriculum topics throughout the elective series of their BBA study. This solid academic foundation can help prepare students for success as they pursue this prestigious designation.

"We are proud to be recognized as one of an elite group of CFA Institute's global university program partners," says Schulich Dean Detlev Zwick. "Partnership with CFA Institute makes it a must-have degree for those seeking careers ranging from investment banking and asset management, as well as finance careers working with private equity firms, hedge funds, consulting firms and government agencies."

## CAREER OPPORTUNITIES

Graduates specializing in finance have followed career paths leading to positions in investment banks, retail, commercial, or corporate banking, venture capital, financial technology, management consulting, federal and provincial governments, and multinational corporations.

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

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

Required Courses*	SB/FINE 3100 3.00	Financial Management
	SB/FINE 3200 3.00	Investments
Elective Courses	SB/FINE 3310 3.00	Applications of Data Science in Finance
	SB/FINE 3500 3.00	Behavioural Finance
	SB/FINE 3810 3.00	Fixed Income Fundamentals
	SB/FINE 4050 3.00	Personal Finance
	SB/FINE 4060 3.00	Advanced Personal Finance: Retirement Income Models
	SB/FINE 4150 3.00	Advanced Corporate Finance
	SB/FINE 4400 3.00	International Financial Management
	SB/FINE 4700 3.00	Management of Canadian Financial Institutions
	SB/FINE 4800 3.00	Options, Futures & Other Derivative Securities

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

Explore this specialization online!  
[schulich.yorku.ca/specializations/bba-finance](https://schulich.yorku.ca/specializations/bba-finance)



# International Business

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

## FACULTY

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

### Farrokh Zandi

BA (Pahlavi); MA (Lakehead); PhD (Carleton)  
Associate Director BBA/IBBA Programs  
Adjunct Professor in Economics and International Business  
Director, International Business Designation

### Alan C. Middleton

BSc (London, UK); MBA & PhD (York)  
Assistant Professor of Marketing  
Executive Director, Schulich Executive Education Centre

### Alexandra Campbell

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

### Amin Mawani

BComm (Alberta); MA (Toronto); LLM (York);  
PhD (Waterloo); CMA, FCMA, CFP  
Associate Professor of Accounting  
Program Director, Health Industry Management

### Anoop Madhok

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

### Atipol Bhanich Supapol

BA (Carleton); MA (Northeastern); PhD  
(Carleton)  
Associate Professor of Economics and International Business  
Executive Director, Centre for Global Enterprise (CGE)

### Bernard M. Wolf

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

### Burkard Eberlein

MSc (LSE, UK); MA & PhD (Konstanz, Germany)  
Associate Professor of Strategic Management

### Charles J. McMillan

BA (Prince Edward Island); MBA (Alberta); PhD  
(Bradford, UK)  
Professor of Strategic Management

### David Johnston

BA & MA & PhD (Western Ontario)  
Professor of Operations  
Management and Information  
Systems; George Weston Research Chair in Sustainable Supply Chains; Program Director,  
Master of Management in Artificial Intelligence

### Dezső J. Horváth, CM

Electrical Eng. & MBA & PhD (Umeå, Sweden)  
Former Dean, Schulich School of Business  
Professor of Strategic Management  
Tanna H. Schulich Chair in Strategic Management

### Dirk Matten

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

### Eileen Fischer

BA & MSc (Waterloo); PhD (Queen's)  
Professor of Marketing  
Anne & Max Tanenbaum Chair in Entrepreneurship and Family Enterprise  
Director, PhD Program

### Eleanor Westney

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

### Hazel Rosin

BA (Haifa, Israel); MSW (Wilfrid Laurier);  
MPhil & PhD (Yale)  
Associate Professor of Organization Studies

### James McKellar

Professor of Real Estate and Infrastructure  
Associate Dean, External Relations

### Justin Tan

BBA (Tianjin, China); MA (Kansas); MBA  
(McGill); PhD (Virginia Tech)  
Professor of Strategic Management  
Newmont Mining Chair in Business Strategy

### Kee-Hong Bae

BS & MS (Korea, Korea); PhD (Ohio State)  
Professor of Finance  
Bob Finlayson Chair in International Finance

### Lilian Ng

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

### Lorna Wright

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

### Markus Biehl

MS (Kaiserslautern, Germany); MS & PhD  
(Georgia Institute of Technology)  
Professor of Operations Management and Information Systems

### Matthias Kipping

MA (Sorbonne, France); MPA (Harvard); Dipl  
(EHESS, France);  
DPhil (München, Germany)  
Professor of Strategic Management  
Chair in Business History

### Mehmet Murat Kristal

BSc (METU, Turkey); MBA (Bilkent, Turkey);  
PhD (North Carolina)  
Associate Professor of Operations  
Management and Information Systems  
Program Director, Master of Business Analytics and Master of Management in Artificial Intelligence  
Executive Director, External Relations

### Preet S. Aulakh

BSc & MA (Punjab, India); PhD (Texas-Austin)  
Professor of Strategic Management  
Pierre Lassonde Chair in International Business

### Stephen Weiss

BA (Lafayette); MA & PhD (Pennsylvania)  
Associate Professor of Strategic Management

### Theodore Peridis

BSc (Athens, Greece); MA (Kent, UK); MPhil &  
PhD (New York)  
Associate Professor of Strategic Management

### Theodore Tolia

BA (Aristotle); MA (Toronto); PhD (ABD)  
(Manitoba)  
Sessional Lecturer in Economics and International Business

### Thomas H. Beechy

BBA (George Washington); MBA  
(Northwestern); DBA (Washington); CPA  
(Illinois)  
Professor Emeritus of Accounting

### Tom Wesson

BComm (Queen's); MBA & PhD (Harvard)  
Associate Professor of Strategic Management and International Business

### Yigang Pan

BA & MA (Beijing, China); MPhil & PhD  
(Columbia)  
Professor of Marketing

## CAREER OPPORTUNITIES

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

## Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

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

### Elective Courses

SB/ECON 3510 3.00	Applied International Economics*
SB/FINE 4400 3.00	International Financial Management
SB/IBUS 3100 3.00	Global Business Environment*
SB/IBUS 3200 3.00	Managing International Business Activities
SB/IBUS 4100 3.00	Work Placement in the Global Context
SB/IBUS 4200 3.00	Integrative International Business Seminar
SB/IBUS 4500 3.00	Managing Business in Developing Economies
SB/MGMT 3030 3.00	Creating Global Capitalism
SB/MGMT 4300 3.00	Corporate Social Responsibility in a Global Context
SB/MKTG 4400 3.00	International Marketing
SB/ORGS 4400 3.00	Managing Across Cultures*

\* Available only to BBA students

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





# Marketing

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

## FACULTY

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

### Theodore J. Noseworthy

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

### Ajay K. Sirsi

BComm Hons (Delhi, India); MBA  
(Oklahoma); MA (Florida); PhD (Arizona)  
Associate Professor of Marketing

### Alexandra Campbell

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

### Ashwin Joshi

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

### Brenda Gainer

BA Hons (Alberta); MA (Carleton); MBA  
(Maine); PhD (York)  
Associate Professor of Marketing  
Royal Bank Professor of Nonprofit  
Management  
Director, Social Sector Management

### Detlev Zwick

MS (Montpellier, France/Cologne, Germany);  
MS (Memphis); PhD (Rhode Island)  
Interim Dean, Schulich School of Business  
Associate Professor of Marketing

### Eileen Fischer

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

### Ela Veresiu

IBBA (York); PhD (Witten/Herdecke,  
Germany)  
Assistant Professor of Marketing

### Grant Packard

Program Director, Master of Marketing;  
Associate Professor of Marketing

### Markus Giesler

BA & MBA & MA & PhD (Witten/Herdecke,  
Germany)  
Associate Professor of Marketing

### Marshall David Rice

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

### Nicole Mead

PhD (Florida)  
Associate Professor of Marketing

### Peter Darke

Professor of Marketing

### Russell W. Belk

BS & PhD (Minnesota)  
Professor of Marketing  
Kraft Foods Canada Chair in Marketing  
Distinguished Research Professor

### Yigang Pan

BA & MA (Beijing, China); MPhil & PhD  
(Columbia)  
Professor of Marketing

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

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

### Elective Courses

SB/MKTG 3100 3.00	Marketing Research
SB/MGMT 3150 3.00	Business Case Analysis and Presentation Skills Development
SB/MKTG 4100 3.00	Strategic Market Communications
SB/MKTG 4150 3.00	Consumer Behaviour
SB/MKTG 4226 3.00	Social Media for Marketing and Management
SB/MKTG 4250 3.00	Retail Marketing Strategies
SB/MKTG 4320 3.00	Tourism, Sport and Leisure Marketing
SB/MKTG 4321 3.00	Entertainment Marketing
SB/MKTG 4400 3.00	International Marketing
SB/MKTG 4550 3.00	Brand Management
SB/MKTG 4560 3.00	Digital Marketing

**Explore this specialization online!**  
[schulich.yorku.ca/specializations/bba-marketing](https://schulich.yorku.ca/specializations/bba-marketing)



# Operations and Supply Chain Management

The Operations Management and Information Systems Area offers the Operations and Supply Chain Management specialization supported by courses to help organizations improve information, operational, and supply chain processes, focusing on efficiency, effectiveness, and sustainability. Students elect to take (i) problem-driven courses deepening their understanding of problems and challenges facing information, operational, and supply chain processes and/or (ii) quantitative courses strengthening their ability to analyze data and model processes.

## FACULTY

The Operations Management and Information Systems Area faculty have doctorate degrees in management information systems, engineering, management science, or operations and supply chain management. They conduct theory-driven, methodologically-appropriate research to help organizations overcome process and information integrity problems while achieving sustainable organizational goals. OMIS Area faculty members (i) publish in prestigious journals on an on-going basis, (ii) have successfully obtained numerous research grants, (iii) are recognized with research and teaching excellence awards, and (iv) engage regularly with business and the community to better both Canadian and global enterprises and society.

### Manus (Johnny) Runqtusanatham

BS (Birmingham-Southern College); PhD (Minnesota)  
Professor of Operations Management and Information Systems  
Canada Research Chair in Supply Chain Management (Tier 1)  
Area Coordinator, Operations Management and Information Systems

### Adam Diamant

B.Sc. (Toronto); M.Sc. (Boston); PhD (Toronto)  
Associate Professor of Operations Management and Information System  
York Research Chair in Managing AI-Driven Technologies in Health Care

### David Johnston

BA & MA & PhD (Western Ontario)  
Professor of Operations Management and Information Systems; George Weston Research Chair in Sustainable Supply Chains; Program Director, Master of Supply Chain Management

### Divinus Oppong-Tawiah

BSc (Kumasi, Ghana); MSc (Queen's); MBA (Accra, Ghana); PhD (McGill)  
Assistant Professor of Information Systems

### Guangrui (Kayla) Li

BSc (Peking University, China); MPhil (HKUST); PhD (HKUST)  
Assistant Professor of Operations Management and Information Systems

### Henry M. Kim

BASc (Toronto); MEng (Michigan); PhD (Toronto)  
Associate Professor of Operations Management and Information Systems

### Isik Bicer

BSc (Ankara, Turkey); MSc (Istanbul); PhD (Lausanne, Switzerland)  
Assistant Professor, Operations Management and Information Systems

### Julian Scott Yeomans

BAdmin & BSc (Regina); MASc (Toronto); PhD (McMaster)  
Professor of Operations Management and Information Systems

### Markus Biehl

MS (Kaiserslautern, Germany); MS & PhD (Georgia Institute of Technology)  
Professor of Operations Management and Information Systems

### Mehmet Murat Kristal

BSc (METU, Turkey); MBA (Bilkent, Turkey); PhD (North Carolina)  
Associate Professor of Operations Management and Information Systems

### Moren Levesque

BSc & MSc (Laval); PhD (British Columbia)  
Professor of Operations Management and Information Systems  
Certified General Accountants of Ontario  
Chair in International Entrepreneurship

### Raha Imanirad

BSc (York); MBA (Schulich); PhD (Harvard)  
Assistant Professor of Operations Management and Information Systems

### Ronald J. McClean

BASc & MASc & PhD (Waterloo)  
Professor Emeritus of Operations Management and Information Systems

### Vibhuti Dhingra

BA (Delhi, India); MSc (Delhi, India); PhD (British Columbia)  
Assistant Professor of Operations Management and Information Systems

### Zhepeng (Lionel) Li

B.S. (Hefei, China); M.S. (UST, China); PhD (Utah)  
Associate Professor of Operations Management and Information Systems

## CAREER OPPORTUNITIES

Graduates help organizations operate more efficiently and effectively. Graduates with the specialization work for mature and entrepreneurial, for-profit and non-profit, and manufacturing and service organizations in roles including process improvement consultants, buyers, demand planning, inventory analysts, business analysts, systems analysts, data scientists, and logistics coordinator.

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

To specialize in Operations and Supply Chain Management, enrol in three of the Required Courses (9.00 credits) and at least one the Elective Courses (3.00 credits) listed below, for a total of 12.00 credits.

Required Courses	SB/OMIS 4530 3.00	Transportation Management
	SB/OMIS 4550 3.00	Inventory Management
	SB/OMIS 4560 3.00	Supply Chain Management
Elective Courses (choose one)	SB/OMIS 3020 3.00	Predictive Analytics
	SB/OMIS 3670 3.00	Spreadsheet-Based Decision Support Systems
	SB/OMIS 3710 3.00	Information Systems
	SB/OMIS 3750 3.00	Project Management



Explore this specialization online!  
<https://schulich.yorku.ca/specializations/operations-and-supply-chain-management/>

# Organization Studies

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

## FACULTY

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

### Ruodan Shao

BA (Nankai, China); MSc (Lethbridge); PhD (UBC)  
Associate Professor of Organization Studies  
Area Coordinator of Organization Studies

### Kevin Tasa

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

### Brent Lyons

BSc (Queen's); MA, PhD (Michigan State)  
Associate Professor of Organization Studies

### Chris Bell

BS (McGill); PhD (Duke)  
Professor of Organization Studies

### Ivona Hideg

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

### Luke Zhu

BComm (Toronto); PhD (UBC)  
Associate Professor of Organization Studies  
Director of Master of Management Program

### Stephen Friedman

Hons BA (York); MA (Wilfred Laurier)  
Adjunct Professor of Organization Studies

### Tom Medcof

BA (Toronto); MBA (New Mexico); PhD (York)  
Adjunct Professor of Organization Studies  
Director of Schulich Center for Teaching Excellence

### Winnie Shen

BA (California State); PhD (Minnesota)  
Associate Professor of Organization Studies

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

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

### Elective Courses

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

Explore this specialization online!  
[schulich.yorku.ca/specializations/bba-organization-studies](https://schulich.yorku.ca/specializations/bba-organization-studies)



# Responsible Business

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

## FACULTY

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

### Specialization Director

**Geoffrey M. Kistruck**  
BA (Western); MBA (McMaster); PhD (Western)  
Professor; RBC Chair in Social Innovation & Impact  
Area Coordinator, Sustainability

### Avis Devine

BS (Westminster College); MBA (Duquesne); PhD (Cincinnati)  
Associate Professor, Real Estate Finance and Sustainability; Brookfield Centre in Real Estate & Infrastructure

### Burkard Eberlein

Professor of Public Policy and Sustainability

### Charles H. Cho

BSc, MA, PhD (Central Florida)  
Professor of Sustainability Accounting  
Erivan K. Haub Chair in Business & Sustainability

### Dirk Matten

Dipl.Kfm. (Essen, Germany); Dr.rer. pol. & Dr.habil. (Düsseldorf, Germany)  
Professor of Sustainability  
Hewlett-Packard Chair in Corporate Social Responsibility

### Maxim Voronov

BA (Connecticut College, Connecticut); MA & PhD (Columbia, NY)  
Professor of Organization Studies and Sustainability

### Mike Valente

BCom (Laurentian); MBA (Wilfrid Laurier), PhD (York)  
Associate Professor of Business and Sustainability; Director, BBA/iBBA Programs

### Robert Phillips

BSBA (Appalachian State); MBA (South Carolina); PhD (Virginia)  
Professor of Sustainability;  
George R. Gardiner Professor in Business Ethics  
Director, Centre of Excellence in Responsible Business

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.



**Explore this specialization online!**  
[schulich.yorku.ca/specializations/bba-responsible-business](http://schulich.yorku.ca/specializations/bba-responsible-business)

## How to Specialize

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

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

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

### Required Courses

SB/MGMT 4300 3.00

Corporate Social Responsibility in a Global Context

### Recommended Courses

SB/SUST 4400 3.00

Sustainability Accounting and Accountability

SB/ENTR 4800 3.00

Social Entrepreneurship

SB/MGMT 3030 3.00

Creating Global Capitalism

SB/MGMT 3100 3.00

Business Administration and the Law

SB/MGMT 3200 3.00

Management Issues in the Nonprofit Sector

SB/ORGS 4560 3.00

Conflict and Negotiations

SB/PUBL 4000 3.00

Government and Business

### Schulich Elective Courses

SB/IBUS 4500 3.00

Managing Business in Developing Economies

SB/MKTG 4400 3.00

International Marketing

SB/OMIS 4560 3.00

Supply Chain Management

SB/ORGS 4350 3.00

Managing Change

SB/ORGS 4400 3.00

Managing Across Cultures

### Approved Non-Schulich Elective Courses

EU/ENVS 3130 3.00

Energy and the Environment in Canada

EU/ENVS 3400 3.00

Introduction to Climate Change Science and Policy

EU/ENVS 3420 3.00

Environmental Law

EU/ENVS 4161 3.00

Social Movements, Activism and Social Change

EU/ENVS 4400 3.00

Fundamentals of Renewable Energy: Theory, Policy and Practice\*\*

EU/ENVS 4401 3.00

Fundamentals of Energy Efficiency: Theory, Policy & Practice in a Canadian Context\*\*

EU/ENVS 4430 3.00

Impact Assessment Process & Practice

EU/ENVS 4442 3.00

Environmental Auditing

AP/SOSC 3041 6.00

The Social Economy & Alternative Development

AP/SOSC 3981 3.00

Diversity Issues in the Workplace

AP/SOSC 4040 6.00

Issues in Business and Society

AP/SOSC 4043 6.00

Corporate Governance and Business Law in Comparative Context

AP/SOSC 4045 6.00

Business, Communications and Society

AP/SOSC 4046 6.00

Social Economy Practicum

AP/SOSC 4047 6.00

The Business of Neoliberal Globalization

\* iBBA students only

\*\* Year 4 students only



# Strategic Management

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

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

## FACULTY

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

### Area Coordinator Willow Sheremata

BSc (McGill); MSc (Toronto); MBA (Pennsylvania); MPh & PhD (New York)  
Associate Professor of Strategic Management

### Anoop Madhok

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

### Charles J. McMillan

BA (Prince Edward Island); MBA (Alberta); PhD (Bradford, UK)  
Professor of Strategic Management

### Ellen R. Auster

BA (Colgate); MA & PhD (Cornell)  
Professor of Strategic Management  
Director, Schulich Centre for Teaching Excellence

### Justin Tan

BBA (Tianjin, China); MA (Kansas); MBA (McGill); PhD (Virginia Tech)  
Professor of Strategic Management  
Newmont Mining Chair in Business Strategy

### Matthias Kipping

MA (Sorbonne, France); MPA (Harvard); Dipl (EHESS, France); DPhil (München, Germany)  
Professor of Strategic Management  
Richard E. Waugh Chair in Business History  
Academic Director, Kellogg-Schulich EMBA Program

### Moshe Farjoun

BSc (Technion, Israel); MS & PhD (Northwestern)  
Professor of Strategic Management

### Preet S. Aulakh

BSc & MA (Punjab, India); PhD (Texas-Austin)  
Professor of Strategic Management  
Pierre Lassonde Chair in International Business

### Stephen Weiss

BA (Lafayette); MA & PhD (Pennsylvania)  
Associate Professor of Strategic Management and International Business

### Theodore Peridis

BSc (Athens, Greece); MA (Kent, UK); MPhil & PhD (New York)  
Associate Professor of Strategic Management

### Yuval Deutsch

BA & MA (Hebrew, Israel); PhD (British Columbia)  
Professor of Strategic Management and Entrepreneurial Studies

### Dezso J. Horvath

Electrical Eng (Malmö, Sweden); MBA & PhLic & PhD (Umeå, Sweden)  
Professor of Strategic Management  
Tanna H. Schulich Chair in Strategic Management  
Dean Emeritus

### James Darroch

BA & MA & PhD (Toronto); MBA & PhD (York)  
Associate Professor of Strategic Management  
Director, Financial Services Program  
CIT Chair in Financial Services

## CAREER OPPORTUNITIES

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

### Centre for Career Design

Please contact the CCD at [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca) for an advisor that can help you.

# Specialization Requirements

## How to Specialize

To specialize in Strategic Management, enrol in at least one course from the Required Courses list, and up to three courses from the Elective Courses list, for a total of 12.00 credits. These 12.00 credits include a minimum of 3.00 credits from the Required list, and a maximum of 9.00 credits from the Elective list.

### Required Courses

SB/SGMT 4200 3.00	Mergers and Acquisitions
SB/SGMT 4300 3.00	Strategic Thinking Skills
SB/SGMT 4750 3.00	Strategy Execution

### Elective Courses

SB/ECON 3200 3.00	Economics of Business Management
SB/ECON 4210 3.00	Economic Forecasting & Analysis
SB/ENTR 4600 3.00	Entrepreneurship and New Venture Creation
SB/ENTR 4700 3.00	Financing Growing Ventures
SB/IBUS 3100 3.00	Global Business Environment
SB/MGMT 3030 3.00	Creating Global Capitalism
SB/MGMT 4300 3.00	Corporate Social Responsibility in a Global Context
SB/MGMT 4800 3.00	Management Consulting
SB/OMIS 3750 3.00	Project Management
SB/OMIS 4560 3.00	Supply Chain Management
SB/PUBL 4000 3.00	Government and Business

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



# Course Descriptions

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

## AP/ECON 1000 3.00 Introduction to Microeconomics

Introduces the principles and methods of economics with emphasis on microeconomic theory. Topics include general and basic concepts of demand and supply, utility analysis and demand, production and costs, pricing in competitive and monopolistic markets, and government regulation.

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

**Course Credit Exclusions:** SB/INTL 1200 3.00, GL/ECON 2500 3.00

## AP/ECON 1010 3.00 Introduction to Macroeconomics

Introduces the principles and methods of economics with emphasis on macroeconomic theory. Topics include basic models of national income and employment determination, fiscal policy, banking and monetary policy, the theory of international trade and finance, and contemporary macroeconomic issues such as unemployment, inflation, and government budget policy.

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

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

## SB/ACTG 2010 3.00/2011 3.00 Introduction to Financial Accounting I and II

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

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

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

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

## SB/ACTG 2020 3.00

### Management Accounting Concepts

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

**Corequisite:** SB/ACTG 2011 3.00

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

## SB/ACTG 3000 3.00

### Financial Reporting and Analysis

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

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 2011 3.00 and Year 3 BBA/iBBA standing required

## SB/ACTG 3110 3.00

### Intermediate Financial Accounting I

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

**Note:** Not available to exchange students visiting Schulich.

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

## SB/ACTG 3120 3.00

### Intermediate Financial Accounting II

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

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 3110 3.00 and Year 3 BBA/iBBA standing required

**SB/ACTG 4200 3.00 Contemporary Issues in Accounting**

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

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 4600 3.00 and SB/ACTG 4710 3.00; Year 4 BBA/iBBA standing required

**SB/ACTG 4400 3.00 Managerial Cost Accounting and Analysis**

This course develops problem-solving skills for internal accounting applications. Topics include: cost concepts and analysis, cost accumulation for product costing and variance analysis, and cost analysis for decisions involving alternatives. Cases and problems are used.

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 2020 3.00 and Year 3 BBA/iBBA standing required

**SB/ACTG 4600 3.00 Auditing Standards and Applications**

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

**Note:** Not available to exchange students visiting Schulich.

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

**SB/ACTG 4710 3.00 Introduction to Income Taxation**

The basic concepts and techniques of income taxation and applications to personal and corporate contexts are examined. Emphasis is placed upon accounting applications.

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 3120 3.00 and Year 4 BBA/iBBA standing. Students who were on exchange in Year 3 may take ACTG 3120 3.00 and ACTG 4710 3.00 concurrently.

**SB/ACTG 4720 3.00 Advanced Income Taxation**

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

**Note:** Not available to exchange students visiting Schulich.

**Prerequisite:** SB/ACTG 4710 3.00 and Year 4 BBA/iBBA standing required

**SB/ECON 2000 3.00 Applied Macroeconomics**

This core course provides students with an overview of the aggregative performance of the economy with emphasis on policy application and implications for business. Topics discussed include the determination of key macroeconomic variables such as real GDP, the inflation rate, the unemployment rate, interest

rates and exchange rates and the effect of government monetary and fiscal policies.

**Note:** Not open to iBBA students for credit.

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

**Course Credit Exclusions:** AP/ECON 2400 3.00

**SB/ECON 3200 3.00 Economics of Business Management**

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

**Prerequisite:** AP/ECON 1000 3.00 (or equivalent) or SB/INTL 1200 3.00 and Year 3 BBA/iBBA standing required

**Course Credit Exclusions:** AP/ECON 2300 3.00

**SB/ECON 3510 3.00 Applied International Economics**

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

**Note:** Not open to iBBA students for credit.

**Prerequisite:** SB/ECON 2000 3.00 and Year 3 BBA standing required

**Course Credit Exclusions:** SB/INTL 2200 3.00, AP/ECON 3150 3.00

**SB/ECON 4050 3.00 Behavioural Economics Insights: Consumers, Business and Markets**

Many business textbooks assume that consumers and businesses make rational decisions: making optimal purchases, and maximizing profit. Instead, in this course we use insights from behavioural economics to examine the biases that individuals hold to better understand decision-making. We study phenomena such as why we pay for gym memberships we rarely use, and how companies use loss-aversion to increase sales.

**Prerequisites:** AP/ECON 1000 3.00 (or equivalent), AP/ECON 1010 3.00 (or equivalent). For iBBA students: SB/INTL 1200 3.00 (or equivalent), SB/INTL 1210 3.00 (or equivalent).

**SB/ECON 4210 3.00 Economic Forecasting and Analysis**

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

**Prerequisites:** SB/ECON 2000 3.00 or SB/INTL 1200 3.00 and SB/INTL 1210 3.00 and Year 3 BBA/iBBA standing required

**Course Credit Exclusion:** AP/ECON 3210 3.00

**ENTR 3400 3.00 Business Essentials for Technology Entrepreneurs I**

This course has three modules: Organizational Behaviour develops skills/knowledge of leadership, teamwork, negotiations and motivation. Marketing presents marketing strategy fundamentals. Operations Management reviews business processes to maximize supply under resource constraints.

**Prerequisite:** Completion of 30 engineering credits.

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

**SB/ENTR 3600 3.00 Business Essentials for Technology Entrepreneurs II**

This course has three modules: Accounting presents financial accounting fundamentals for business planning; Finance presents finance fundamentals to enable fund raising and resource allocation decisions; Strategy explores competitive analysis and strategic planning.

**Prerequisite:** Completion of 30 engineering credits.

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

**SB/ENTR 4400 3.00 Field Study: Innovating with Entrepreneurs, Unlocking New Venture Potential**

Provides students with firsthand experience of the opportunities and challenges growing organizations face. Student groups are paired with an entrepreneurial firm to research an opportunity or project for the firm. Limited classes emphasize consulting, market research and presentation skills.

**Prerequisites:** Completion of all year 1 and year 2 core courses.

**SB/ENTR 4500 3.00 Entrepreneurship and Technology Ventures**

This course brings forward the challenges and opportunities facing an entrepreneur creating a technology start-up.

Students turn an idea into an enterprise by focusing on what customers want.

**Note:** open to Years 3 and 4 BBA/iBBA students, or students who have completed 60.00 engineering credits in Lassonde School of Engineering, or students with instructor permission.

**Course Credit Exclusion:** SB/ENTR 4600 3.00.

**SB/ENTR 4600 3.00 Entrepreneurship and New Venture Creation**

Explores the many dimensions of new venture creation and growth and fosters innovation and new business formations. The focus will be on content and process questions as well as on formulation and implementation issues that relate to conceptualizing, developing and managing successful new ventures.

**Note:** open to Year 4 BBA and iBBA students only.

**Course Credit Exclusion:** SB/ENTR 4500 3.00.

**SB/ENTR 4700 3.00 Financing Growing Ventures**

This course engages a range of topics central to the private equity world including the challenges of fundraising, the

perspectives of institutional investors, evaluating investment opportunities, structuring deals, monitoring investments and exiting investments.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/ENTR 4800 3.00 Social Entrepreneurship**

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

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/ENTR 4950 3.00 Managing the Family Enterprise**

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

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/FINE 2000 3.00 Introduction to Finance**

Students learn about investment and financing in this core course. The investment decision allocates scarce resources to projects in the organization, and involves asset valuation, capital budgeting, risk management, working capital management and performance assessment. The financing decision chooses sources of cash to finance the investment decisions and involves capital structure, financial instruments, the risk-return trade-off, financial planning and the cost of capital. Ethical considerations and management in the global context are integrated into these topics.

**Course Credit Exclusion:** AP/ECON 4400 3.00

**SB/FINE 3100 3.00 Financial Management**

In this course, students develop their knowledge and skills as financial managers. The course includes both the study of financial management theories and the analysis of business cases. Building on the basics of financial management introduced in SB/FINE 2000 3.00, the course covers capital structure decisions, dividend policy, working capital management, and capital budgeting, business valuation, mergers and acquisitions and risk management.

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/iBBA standing required

**Course Credit Exclusions:** AP/ECON 4400 3.00, AP/ECON 4220 3.00, and AP/ECON 4410 3.00

**SB/FINE 3200 3.00****Investments**

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

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**SB/FINE 3310 3.00****Applications of Data Science in Finance**

The focus of this course is on using modern programming to perform statistical analysis as used in finance. Applications include assessing properties of asset returns, testing asset pricing models, conducting event studies, understanding simulation methods and panel data analysis, and modelling volatility, value-at-risk, and time-varying correlations. Students will learn about empirical methods in finance by performing statistical analysis on financial data.

**Prerequisite:** Year 3 BBA/IBBA standing required

**SB/FINE 3500 3.00****Behavioural Finance**

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

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**SB/FINE 3810 3.00****Fixed Income Fundamentals**

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

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**SB/FINE 4050 3.00****Personal Finance**

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

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**SB/FINE 4060 3.00****Advanced Personal Finance: Retirement Income Models**

This course addresses advanced topics in personal finance. It focuses on the management of uncertainty (randomness) consumers face towards the end of the lifecycle in the areas of longevity, mortality, inflation, investment returns, pensions and income taxes. The instructional pedagogy is interactive and computational. Students will learn how to create R-scripts that optimize and solve real-world retirement income problems.

**Pre-requisite:** FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**Co-requisite:** FINE 4050 3.00

**SB/FINE 4150 3.00****Advanced Corporate Finance**

Building on the concepts, models and decision situations presented in SB/FINE 2000 3.00 and 3100 3.00, the course exposes students to more advanced, complex and specialized decision situations in the areas of corporate investment, financing, financial planning and financial management. Applications and case analyzes are important aspects of the course.

**Prerequisite:** SB/FINE 3100 3.00 and Year 3 BBA/IBBA standing required

**Course Credit Exclusion:** AP/ECON 4420 3.00

**SB/FINE 4400 3.00****International Financial Management**

The course provides students with the analytical tools and frameworks required to address financial decision making in the modern global firm. The emphasis of the course is on the financial management from the perspective of global financial manager. The main issues include currency risk management using derivative contracts, cross-border investment decisions, and financing decisions in the international financial markets.

**Prerequisite:** FINE 3100 3.00 and Year 3 BBA/IBBA standing required

**SB/FINE 4700 3.00****Management of Canadian Financial Institutions**

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

**Prerequisite:** SB/FINE 2000 3.00 and Year 3 BBA/IBBA standing required

**Course Credit Exclusion:** GL/ECON 3380 3.00

**SB/FINE 4800 3.00****Options, Futures and Other  
Derivative Securities**

This course explains the way in which derivative securities such as options, futures contracts, forward contracts, swaps and interest rate caps can be valued. It discusses arbitrage relationships, risk neutral valuation, the creation of options synthetically, numerical procedures and the evaluation of credit risk.

**Prerequisites:** SB/FINE 2000 3.00, SB/OMIS 1050 3.00 (previously offered as SB/MGMT 1050 3.00); Year 3 BBA/iBBA standing required

**Course Credit Exclusion:** AP/ECON 4410 3.00

**SB/IBUS 3100 3.00****Global Business Environment**

This course provides a broad coverage of the essential elements of international business. Topics covered include: international business patterns; cross-cultural systems affecting the conduct of international business; theories of international business; international financial institutions; multinational corporations; and functional management and operational concerns.

**Note:** Not open to iBBA students for credit.

**SB/IBUS 3200 3.00****Managing International Business  
Activities**

This course focuses on how to deal with the issues affecting the success of organizations operating internationally through exporting, importing, licensing or engaging in foreign direct investment. Role-playing, and development of an international business plan will be utilized in generating the skills and mind-set required for dealing with real-life international business situations.

**Note:** The course is required for the Schulich Certificate in International Management, but students do not have to enrol in the Certificate to take the course. Year 3 BBA/iBBA standing required.

**Prerequisites/Corequisites:** BBA students must take SB/ECON 3510 3.00 Applied International Economics either as a corequisite or as a prerequisite for this course.

**SB/IBUS 4100 3.00****Work Placement in the  
Global Context**

Work Placement in the Global Context provides undergraduate students with an opportunity to earn credit for gaining relevant work experience in a global context. Approval of work placement must be obtained by the undergraduate associate program director prior to start of the course.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/IBUS 4200 3.00****Integrative International  
Business Seminar**

This course is the capstone for the Certificate in International Management. By exposure to senior executives operating in international business, who will be presenting seminars, and by actual visits to actual businesses, students will be able to see how real-life situations are dealt with, and what skills and mind-set are required to be successful in international business.

**Pre-requisite/Co-requisite:** SB/IBUS 3200 3.00 and Year 3 BBA/iBBA standing required

**Note:** Preference will be given to students enrolled in the Certificate in International Management.

**SB/IBUS 4500 3.00****Managing Business in  
Developing Economies**

This course is designed to help students understand the opportunities and problems of managing business in developing economies. Through readings, cases and projects set in various geographical regions, students will learn how country and organizational-level characteristics of various developing economies differentially influence market entry and related business functions in these economies.

**Prerequisite:** Year 3 BBA/iBBA Standing required

**SB/INTL 1200 3.00****Microeconomics for Managers**

This core course provides students with analytical tools useful for dealing with microeconomics from a manager's perspective. The course focuses explicitly on the application of economic concepts and theories, including market behaviour, price determination, and theories of competition.

**Note:** Not open to BBA students for credit. Not available to exchange students visiting Schulich.

**Course Credit Exclusion:** AP/ECON 1000 3.00 or equivalent.

**SB/INTL 1210 3.00****Macroeconomics for Managers**

This core course provides students with an overview of the aggregative performance of the economy with emphasis on policy application and implications for business. Topics discussed include the determination of key macroeconomic variables such as real GDP, the inflation rate, the unemployment rate, interest rates, and the effect of governments' monetary and fiscal policies.

**Note:** Not open to BBA students for credit. Not available to exchange students visiting Schulich.

**Course Credit Exclusion:** AP/ECON 1010 3.00 or equivalent.

**SB/INTL 1400 3.00****Responsible Business in an  
International Context**

Students will be challenged to think critically about the role of business in a sustainable world by considering some of the positive and negative impacts international business can have on society. Students will also be exposed to international companies that take a more integrated approach to responsible business and represent leaders in developing solutions to society's most difficult problems.

**Note:** This course is not open to BBA students for credit, nor is it available to exchange students visiting Schulich.

**SB/INTL 2020 3.00****French Work Culture I**

This course is designed to introduce the basic business French communication skills and the cultural context associated to French language. It provides exposure to major French-Canadian companies and to some aspects of contemporary French-Canadian culture. It encourages students to explore the social and cultural roles of French society.

**Prerequisites:** Successful completion of AP/FR 0130 6.00 (formerly 1030 6.0 0) or Placement test/permission of course director

**Course Credit Exclusion:** AP/FR 1080 6.00 or AP/FR 1060 6.00



**SB/INTL 2021 3.00****French Work Culture II**

This is the second half of a two-term sequence course in which students will develop business French Communication skills and the cultural context associated to French language. It prepares students for further exposure to read and understand topics such as the main French companies (France) and to some aspects of contemporary French culture. It encourages students to explore the social and cultural roles of French society.

**Prerequisites:** SB/INTL 2020 3.00 or Placement test / permission of course director

**Course Credit Exclusion:** AP/FR 1080 6.00 or AP/FR 1060 6.00

**SB/INTL 2200 3.00****International Economics**

This core course examines international economics from the viewpoint of the firm and the nation. International trade, foreign investment, tariffs and other trade barriers, economic integration, the balance of payments, the foreign exchange market, and the international monetary system are among the topics studied.

**Note:** Not open to BBA students for credit. Not available to exchange students visiting Schulich.

**Prerequisites:** SB/INTL 1200 3.00 and SB/INTL 1210 3.00

**Course Credit Exclusion:** SB/ECON 3510 3.00

**SB/INTL 2300 3.00****Organizational Behaviour  
Across Cultures**

The purpose of this core course is to introduce students to organizational behaviour – a discipline that studies organizations and the individuals and groups within them. Furthermore, the course stresses the importance of developing an international perspective and cross-cultural sensitivity to organizational behaviour issues. Interpersonal and group skills and new ways of dealing with issues ranging from ethical use of organizationally based power to technological change to workforce diversity are introduced. Through cases, exercises, and experiential activities, skills in stress management, conflict, leadership, motivation, and other work-related issues will be introduced. The central objective of the course is to create a knowledge base from which students can develop organizational competence. The course is grounded in an assessment that the changing demands on managers imply a need for intellectual flexibility and an increasingly broad range of managerial skills.

**Note:** Not open to BBA students for credit. Not available to exchange students visiting Schulich.

**Course Credit Exclusions:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00; SB/ORGS 4400 3.00

**SB/INTL 3000 3.00****Strategic Management for  
International Business**

This core course focuses on the fundamental concepts of strategy and strategic management and explores the task of developing, implementing, executing and monitoring an organization's strategy, with particular focus on firms operating in international markets. The emphasis is on the problems and issues that affect the success of an entire organization. Examples are drawn from all sizes and types of organizations, although the majority of content and cases deal with profit-oriented enterprises operating in the competitive global business environment. The course uses readings, lectures,

case discussions and role playing to expose students to a wide range of concepts and to the many type of situations that face managers and bear directly on an organization's ultimate success.

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

**Prerequisite:** Year 3 BBA/iBBA standing required

**Course Credits Exclusion:** SB/SGMT 3000 3.00

**SB/INTL 3020 3.00****Culture, Marketing, Operations  
in French**

This course is designed for an audience primarily of iBBA students but also open to BBA students who wish to acquire the knowledge of corporate management in the following activities: marketing (choice of products and prices, distribution / sales, communication, advertising, marketing mix); supply, sales, purchasing and logistics. This course will assist students to develop a French-speaking cultural and commercial vision.

**Prerequisites:** SB/INTL 2020 3.00 and SB/INTL 2021 3.00 or Placement test/ permission of course director

**Course Credit Exclusion:** AP/FR 2060 3.00, AP/FR 2061 3.00, AP/FR 2081 3.00 and AP/FR 2082 3.00

**SB/INTL 3021 3.00****Culture, Management, Strategy  
in French**

This course is designed for an audience primarily of iBBA students but also open to BBA students who wish to acquire knowledge in management and business strategy while refining their skills in French. Students will study various aspects of a business enterprise including management styles; business strategies for survival; growth and sustainability; corporate governance, etc. Students are expected to have a French-speaking cultural and commercial vision at the end.

**Prerequisites:** SB/INTL 2020 3.00 and SB/INTL 2021 3.00 or Placement test/ permission of course director

**Course Credit exclusion:** AP/FR 2060 3.00, AP/FR 2061 3.00, AP/FR 2081 3.00 and AP/FR 2082 3.00

**SB/INTL 4300 3.00****International Business  
Simulation**

Student teams use a sophisticated business simulation program to manage a firm through multiple years of operation in a competitive industry. All teams must integrate their knowledge of functional areas of business and ethics to develop a mission and strategy for their firm and implement the strategy in a dynamic market and consistently revise their strategy in response to the strategic moves of competing firms. At the same time, students must analyze and reflect upon the dynamics of expanding their operations to successfully compete in an international market.

**Note:** Not open to exchange students.

**Prerequisites:** SB/SGMT 3000 3.00 or INTL 3000 3.00; Year 4 BBA/iBBA standing required

**Course Credit Exclusion:** SB/MGMT 4100 3.00

**SB/MGMT 1000 3.00****Introduction to Business**

Using lectures, team-based exercises, interactive discussions and field research, this course will introduce students to the key management concepts and theories about how businesses operate, compete, provide value to customers and make

money. It will provide a solid foundation to help students develop the general management skills (e.g. problem-solving, teamwork, critical thinking, networking and decision making) required to be successful in their chosen career path.

**SB/MGMT 1030 3.00 History of Capitalism: Structures, Agents, Artefacts**

This core course provides students with a deeper understanding of the world they live in. It examines the historical forces that have shaped global capitalism, looking at the evolution of business organizations, different sectors, key stakeholders and their effect on individuals and society, both globally and in Canada. The course also helps develop critical thinking, analysis, reading and writing skills.

**Note:** Not open to iBBA students for credit.

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

**MGMT 2060 3.00 Business and Society**

*Formerly SB/MGMT 2040 3.00*

In this course, students reflect critically on the role of business in society. Students appreciate the causes of tension between business and society and gain skills to assess a company's impact on and commitment to society. Students learn how businesses have redefined the traditional purpose of profit maximization and have become a solution to society's most challenging problems.

**Note:** Not open to iBBA students for credit.

**SB/MGMT 3030 3.00 Creating Global Capitalism**

This course examines the role of firms and entrepreneurs in the creation of the global economy over the past two centuries. Based on a historical perspective, the course addresses many contemporary issues related to globalization: the opportunities and problems of operating abroad, the role of governments in attracting and controlling foreign investment, the contribution of multinationals to growth and prosperity.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/MGMT 3100 3.00 Business Administration and the Law**

This course familiarizes students with basic legal concepts and principles relevant to business administration. Topics include: the Canadian judicial system; contract law; tort law (including negligence, product liability and defamation); forms of carrying on business (including sole proprietorships, partnerships and corporations); bailment, agency and employment law; real property and mortgage law; and intellectual property law (including trademarks, copyright and patents).

**Prerequisite:** Year 3 BBA/iBBA standing required

**Course Credit Exclusion:** AP/ECON 4500 3.00, AP/POLS 3165 3.00, AP/SOSC 3165 3.00

**SB/MGMT 3150 3.00 Business Case Analysis and Presentation Skills Development**

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

observing their videotape performances. MBA students and former SSB will provide feedback in some sessions. The course will culminate with an In-Class Case competition.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/MGMT 3200 3.00 Management Issues in the Nonprofit Sector**

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

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/MGMT 3300 3.00 Canada's Business Environment**

This course introduces visiting exchange students to Canada's history and geography and their influence on today's nation. Important learning objectives are to increase students' awareness of Canada's economic heritage, its social environment as well as its business sector, including entrepreneurship, leading industries, and "branch plant economy". Emphasis is placed on Canada's policy environment, including federal-provincial relations, corporate governance and foreign policy.

**Note:** Students must be on exchange from one of Schulich's undergraduate exchange partner schools. Schulich students in the BBA and iBBA programs cannot take this course.

**SB/MGMT 4100 3.00 Integrative Business Simulation**

In this core course, student teams use a sophisticated business simulation program to manage a firm through multiple years of operation in a competitive industry. All teams must integrate their knowledge of functional areas of business and ethics to develop a mission and strategy for their firm, implement the strategy in a dynamic market and consistently revise their strategy in response to the strategic moves of competing firms.

**Note:** Not available to exchange students visiting Schulich. This is a core course for BBA students.

**Prerequisites:** SB/SGMT 3000 3.00 or SB/INTL 3000 3.00; Year 4 BBA/iBBA standing required

**Course Credit Exclusion:** SB/INTL 4300 3.00

**SB/MGMT 4300 3.00 Corporate Social Responsibility in a Global Context**

Provides an advanced understanding of CSR by taking a distinctly global focus through readings and case analysis. The global focus not only reflects the main themes and issues raised in CSR debates, but also enables the student to appreciate the topic from the perspective of various regional settings. The emphasis is on providing a conceptual understanding of why CSR has become so important and a basic overview of how corporations have responded to this challenge.

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

**iBBA Prerequisite:** SB/INTL 1400 3.00 and Year 3 BBA/iBBA standing required

**SB/MGMT 4800 3.00 Management Consulting**

Using lectures, cases, simulations and role-playing of typical client/consultant interactions, the course will detail the steps of consulting process. Emphasis is placed on the practical application of analytical, communication and teamwork skills required of consultants. The course will also include an overview of the management consulting profession and the different types of firms that make up the industry. When possible, practicing management consultants will visit as guest lectures and interact with students.

**Note:** Open to 4th Year BBA/iBBA students only.

**Prerequisite:** SB/SGMT 3000 3.00 or SB/INTL 3000 3.00; Year 4 BBA/iBBA standing required

**SB/MGMT 4850 3.00 Work Placement**

Provides BBA and iBBA students with an opportunity to earn credit for gaining relevant work experience. This is a work-focused component of Experiential Education (EE) that finds the key to learning is in application of theories and concepts that students learn in other courses to the professional-like activities students engage in and reflect upon their actions.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/MKTG 1030 3.00 Marketing Management**

Examines the managerial problems involved in formulating and implementing marketing plans in business and non-profit enterprises. Emphasis is placed on the importance of buying behaviour in influencing marketing decisions. Each element of market responsibility (product development, pricing policy, promotional planning and relationships with marketing channels) is examined. The course develops an understanding of the importance of an integrated marketing program and of the need to relate marketing to other departments within the enterprise.

**SB/MKTG 3100 3.00 Marketing Research**

This course develops a managerial appreciation of marketing research. The steps of the research project are delineated, from problem definition through research design, sample selection, data collection, analysis and presentation.

The concepts discussed are integrated into the broader requirements of a marketing information system. A major term project is required.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4100 3.00 Strategic Market Communications**

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

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4150 3.00 Consumer Behaviour**

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

**Prerequisite:** SB/MKTG 1030 3.00 (and Year 3 BBA/iBBA standing required)

**SB/MKTG 4226 3.00 Social Media for Marketing and Management**

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

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4250 3.00 Retail Marketing Strategies**

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

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4320 3.00 Tourism, Sport and Leisure Marketing**

This course explores the tourism-sports-leisure (TSL) industry, one of the fastest growing sectors of the economy. Students will learn about unique strategic challenges of TSL marketing. In addition, expertise of the cultural, societal, and technological context of TSL production and consumption will be discussed to prepare students for jobs in this complex and competitive marketplace.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4321 3.00 Entertainment Marketing**

Using an effective combination of readings, class discussions, real world entertainment marketing cases, and guest speakers, this course develops a managerial and socio-cultural perspective on the marketing of entertainment. Attention is focused on analyzing the relationship between the global marketplace and entertainment business decision making; the determination of entertainment products, services, experiences, prices, channels, and communication strategies; and the firm's overall system for planning and controlling its entertainment marketing effort.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4400 3.00 International Marketing**

This course satisfies two interrelated objectives: to improve the student's marketing decision-making ability through the solution of complex multinational marketing problems; and to increase the student's sensitivity to different cultural, socioeconomic and legal environments encountered in the international marketplace. The course uses readings, cases and a group project.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4550 3.00 Brand Management**

This course focuses on the role of products in the marketing mix. Topics include: planning and creation of new products, deletion of obsolete products and management of mature products in the product line. Instructional methods include lectures, case analysis and textbook discussion.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/MKTG 4560 3.00 Digital Marketing**

This course provides students with firsthand experience of digital marketing challenges organizations face and how digital marketing can be used to support the overall marketing effort. Student groups are paired with a company to develop concrete and actionable solutions to a digital marketing challenge. The course consists of a mix of lectures and team meetings with the instructor.

**Prerequisite:** SB/MKTG 1030 3.00 and Year 3 BBA/iBBA standing required

**SB/OMIS 1050 3.00 Managing Data for Business Decisions**

*formerly MGMT 1050 3.00*

Informed business decisions rely on data and technological support. This course introduces students to concepts of data, information, and technology to support business decisions. Topics discussed include data collection processes; infrastructure of information systems; data understanding, summarization, and representation; hardware and software used to store and analyze data and to deploy data-driven solutions for modern business applications; and social and ethical issues surrounding data and IT security.

**SB/OMIS 2010 3.00 Operations Management**

This course introduces concepts, principles, and techniques that can be leveraged to analyze, control, and improve critical processes responsible for efficiently making and

delivering goods and services. These critical processes reside in manufacturing and service, for-profit and non-profit organizations. Operational and supply chain challenges, as well as various conceptual aids and quantitative techniques to cope with these challenges, are discussed.

**SB/OMIS 2050 3.00 Analyzing Data for Business Decisions**

*Previously known as MGMT 2050 3.00*

Informed business decisions are supported by statistical analyses of data. This course builds on SB/OMIS 1050 3.00 and equips students with basic data science skills to select relevant information, apply statistical tools to obtain managerial insights, and critically evaluate the results to propose fact-based recommendations for business problems.

**Prerequisites:** SB/OMIS 1050 3.00

**SB/OMIS 3020 3.00 Predictive Analytics**

Predictive analytics is the practice of extracting insight from data by creating models that accurately predict future outcomes. This course presents a wide range of data science techniques that support the art of prediction. This includes the manipulation of large data sets, exploratory data analysis, quantitative modelling, performance evaluation, and the effective communication of business insight. Previous programming knowledge is expected.

**Prerequisites:** SB/OMIS 2010 3.00 and SB/OMIS 2050 3.00 (previously SB/MGMT 2050 3.00)

**SB/OMIS 3670 3.00 Spreadsheet-Based Decision Support Systems**

Decision support systems (DSS) are intelligent information systems that are used to extract data from various sources, provide interfaces and processing methods, and derive meaningful decisions there from. By combining Excel with its built-in programming language, VBA, this course shows how to create spreadsheet-based DSS and demonstrates how to successfully integrate them into actual business applications. No prior VBA background is required.

**Prerequisite:** SB/OMIS 2010 3.00 and SB/OMIS 2050 3.00 (previously SB/MGMT 2050 3.00); Year 3 BBA/iBBA standing required

**SB/OMIS 3710 3.00 Information Systems**

Managers use data to make critical decisions. Business analytics begins with data and transforms it into insights to aid organizational decision making and problem solving. This course equips students with the skills to select relevant information, to use analytics tools, to apply appropriate quantitative techniques, and to critically evaluate results leading to better and faster fact-based decisions.

**Prerequisite:** SB/OMIS 1050 3.00 and SB/OMIS 2050 3.00 (previously SB/MGMT 2050 3.00); Year 3 BBA/iBBA standing required

**SB/OMIS 3730 3.00 Database Management**

Database Management covers computerized systems used by organizations to manage the vast amount of data that encode business logic, accompany daily operations, and support data analysis. The course provides the fundamentals of database management, analysis and design as well as a hands-on experience using up-to-date tools for data and big data

management. Previous programming knowledge is expected.  
**Prerequisite:** SB/OMIS 2010 and SB/OMIS 2050 3.00 (previously SB/MGMT 2050 3.00); Year 3 BBA/iBBA standing required  
**Course Credit Exclusions:** LE/EECS 1550 3.00

#### **SB/OMIS 3750 3.00                      Project Management**

This course introduces the fundamentals of project management. Students will learn the processes and methodological techniques essential for effectively managing projects. Topics include defining a project's scope and objectives, planning and scheduling activities, managing cost, risk, and resources, and evaluating project performance. The course will equip students with the analytical skills and decision tools used by successful project managers.

**Prerequisite:** Year 3 BBA/iBBA standing required

**Course Credit Exclusion:** SB/MGMT 4700 3.00

#### **SB/OMIS 4000 3.00                      Prescriptive Analytics**

This course surveys topics in prescriptive analytics. It focuses on developing quantitative methods and computer simulations to gain insight into real-world problems. Emphasis is placed on practical applications rather than mathematical proofs. Students are expected to create mathematical models and solve them using Excel and by programming in Python. Application areas include supply chain and revenue management, logistics, and healthcare. Previous programming knowledge is expected.

**Prerequisites:** SB/OMIS 2050 3.00 (previously MGMT 2050 3.00) and Year 3 BBA/iBBA standing required

#### **SB/OMIS 4010 3.00                      Artificial Intelligence Fundamentals for Business**

This course addresses how to apply machine learning to managerial tasks. Through lectures, labs and hands-on projects in realistic contexts, students will learn how artificial intelligence is used for decision making in realistic contexts. Specifically, students will develop technical skills revolving around business value discovery through data mining, e.g., statistical learning, text mining, recommendation, outlier detection and social network analysis. Previous programming knowledge is expected.

**Prerequisite:** SB/OMIS 2010 3.00 and SB/OMIS 2050 3.00 (previously SB/MGMT 2050 3.00)

#### **SB/OMIS 4530 3.00                      Transportation Management**

This course examines the roles of various transportation modes, including air, rail, road, pipeline and intermodal. It also discusses terminal types (ports, rail yards, airports and warehouses) within logistics networks and how to organize them. All choices are investigated with regards to economic, temporal and technical choices for transportation as well as their effects on cost and customer service, social structures and the natural environment. The course also covers forward and reverse short-haul (pick-up and delivery) and long-haul (facility) transportation structures.

**Prerequisite:** OMIS 2010 3.0 and OMIS 2050 3.0 (previously offered as MGMT 2050 3.0)

#### **SB/OMIS 4550 3.00                      Inventory Management**

Explores practical methods for planning and controlling inventories which can be understood and implemented by managers. Inventories are studied as a component of total business strategy. Specific topics include: statistical forecasting procedures and their evaluations, the nature of production and inventory systems, scheduling and planning of aggregate

production, workforce and inventories, and the design of operational decision systems for transmitting aggregate policy decisions consistently to the level of the individual stock keeping unit.

**Prerequisite:** Year 3 BBA/iBBA standing required

#### **SB/OMIS 4560 3.00                      Supply Chain Management**

Supply chain management (SCM) underlies the strategy and operations of all firms that manufacture or distribute products and services. The torrid pace of improvements in information technologies made SCM both possible and, along with their global reach, also more complicated. This course will provide students with an understanding of the choices and trade-offs involved in designing and operating supply chains domestically and globally.

**Prerequisite:** Year 3 BBA/iBBA standing required

#### **SB/ORGS 2100 3.00                      Individuals and Groups in Organizations**

An introduction to the study of organizations from a behavioural science frame of reference. The course emphasizes psychological and social approaches to understanding basic aspects of human behaviour in all types of work organizations. Topics include: the motivation to work, individual differences, leadership and authority, and group dynamics. As well as lectures and discussions, the course emphasizes experiential learning through the use of exercises, demonstrations, cases and projects. This course is not available for iBBA credit.

**Course Credit Exclusion:** SB/INTL 2300 3.00, HH/PSYC 3570 3.00

#### **ORGS 2200 3.00                      Organizations and Their Environments**

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

**Note:** Not open to iBBA students for credit

**Prerequisite:** SB/ORGS 1000/2100 3.00

**Course Credit Exclusion:** SB/INTL 1300/2300 3.00

#### **SB/ORGS 4100 3.00                      Resilience to Catastrophic Failure in Organizations**

This course teaches students to recognize vulnerabilities of organizations to catastrophic failure, and to understand why such risk represents both a profound challenge and a potential opportunity, and to become more effective decision-makers in general. We examine how cognitive biases, organizational culture and institutions contribute to catastrophic failures; and consider how organizations can address these challenges and become more resilient.

**Prerequisite:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00 (BBA) or INTL 2300 3.00 (iBBA); Year 3 BBA/iBBA standing required

#### **SB/ORGS 4200 3.00                      Managing Human Resources**

Employees are the most complex and critical of the resources organizations use. This course examines: the relationship between the overall management of the organization and human resources management (HRM), and the shared and

complementary responsibilities of personnel specialists and other managers in effective HRM. Policies and practices affecting both HRM logistics (recruiting, selection, and training) and motivation (performance appraisal, reward systems) are included.

**Prerequisite:** SSB/ORGS 2100 and SB/ORGS 2200 3.00 (BBA) or SB/INTL 2300 3.00 (iBBA); Year 3 BBA/iBBA standing required.

#### **SB/ORGS 4350 3.00      Managing Change**

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

**Prerequisites:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00; or SB/INTL 2300 3.00; Year 3 BBA/iBBA standing required

#### **SB/ORGS 4400 3.00      Managing Across Cultures**

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

**Note:** Not open to iBBA students for credit.

**Prerequisites:** SB/ORGS 2200 3.00; Year 3 BBA/iBBA standing required

Course Credit Exclusion: SB/INTL 2300 3.00

#### **SB/ORGS 4500 3.00      Developing Management Skills**

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

**Prerequisites:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00 or SB/INTL 2300 3.00; Year 3 BBA/iBBA standing required

#### **SB/ORGS 4560 3.00      Conflict and Negotiation**

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

**Prerequisites:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00; or SB/INTL 2300 3.00; Year 3 BBA/iBBA standing required

#### **SB/ORGS 4600 3.00**

##### **Diversity and Inclusion in Organizations**

This course examines diversity (broadly defined to include culture, gender, race, sexual orientation, ability, etc.) and how organizations leverage opportunities of diversity and also navigate challenges that diversity can bring if mismanaged. Students have the opportunity to critically reflect on topics such as employee identity, maintaining business relationships across difference, the business case for diversity, and supporting organizational goals through inclusion.

**Prerequisites:** SB/ORGS 2100 3.00; or SB/INTL 2300 3.00; Year 3 BBA/iBBA standing required.

#### **SB/ORGS 4950 3.00**

##### **Leaders, Heroes and Culture**

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

**Prerequisites:** SB/ORGS 2100 3.00 and SB/ORGS 2200 3.00; or SB/INTL 2300 3.00; Year 3 BBA/iBBA standing required

#### **SB/PROP 4800 3.00**

##### **Real Estate Development and Marketing**

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

**Prerequisite:** Year 3 BBA/iBBA standing required

#### **SB/PROP 4950 3.00**

##### **Real Estate Finance**

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

**Prerequisite:** Year 3 BBA/iBBA standing required

#### **SB/PUBL 4000 3.00**

##### **Government and Business**

The public sector is a major force shaping the business environment. The mission of governments is to create public value, regulating, enabling and partnering with business in the process. This course offers a strategic understanding of the role of government, and of key features of the public policy and management in different contexts across the globe. It challenges students to take on the role of public managers who need to improve performance and service delivery, often in collaboration with private and social sector partners.

**Prerequisite:** Year 3 BBA/iBBA standing required

**SB/SUST 4400 3.00****Sustainability Accounting and Accountability**

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

**Prerequisite:** SB/ACTG 2011 3.00, SB/ACTG 2020 3.00 and year 3 BBA/iBBA standing required

**SB/SGMT 3000 3.00****Strategic Management**

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

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

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

**Course Credit Exclusion:** SB/INTL 3000 3.00

**SB/SGMT 4200 3.00****Mergers and Acquisitions**

This course focuses on the major steps in the M&A process: (1) developing and executing an acquisition strategy; (2) preparing a valuation of the target and negotiating a deal; and (3) developing and implementing the post-merger integration plan. Also included are the roles and motivations of the major players in an M&A transaction, such as the executives and Boards of the acquirer and target, and deal advisors. The course format includes business cases, lectures, classroom discussion of deals currently in the news and class visits by M&A practitioners.

**Prerequisites:** SB/SGMT 3000 3.00 or SB/INTL 3000 3.00 and SB/FINE 3100 3.00; Year 3 BBA/iBBA standing required

**SB/SGMT 4300 3.00****Strategic Thinking Skills**

This course combines the necessary strategic and analytical thinking skills for effective management. This course is about identifying, analyzing and articulating the key issues that impact organizations and applying the appropriate frameworks that can assist managers in reaching better decisions. Students use the frameworks and strategic analysis tools developed in SGMT 3000 and systematically apply them to real-life business situations.

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

**SB/SGMT 4750 3.00****Strategy Execution**

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

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

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

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

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

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

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

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

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

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

**Note 2:** Not available to exchange students visiting Schulich.



# Scholarships and Financial Assistance

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

## York University Renewable Scholarships

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

## York Continuing Scholarships

To be considered for all other York Continuing Scholarships, students must complete a Student Financial Profile by visiting the Student Financial Services website at [sfs.yorku.ca/aid/sfp](https://sfs.yorku.ca/aid/sfp).

Please note that the number of continuing awards and scholarships available to international students is limited. Visit [yorkinternational.yorku.ca](https://yorkinternational.yorku.ca) for more information on international scholarships and bursaries. Questions regarding financial aid can be directed to [finaid@schulich.yorku.ca](mailto:finaid@schulich.yorku.ca).



## SCHULICH AWARDS FOR CONTINUING STUDENTS

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

### Continuing Student Awards

Canaccord Genuity Diversity Award of Excellence	\$10,000.00
KPMG Undergraduate Scholarship	\$7,500.00
Devin Traux Memorial iBBA Scholarship	\$5,000.00
Ernst & Young BBA Award	\$5,000.00
HSBC President's Award for iBBA	\$3,750.00
Toronto Dominion Bank Award	\$3,000.00
Wigwamen Scholarship	\$2,500.00
Margaret Grace Harris Bursary	\$2,000.00
Michael Paul Sardella Award for International Studies	\$2,000.00
RSM Canada Scholarship in Accounting	\$2,000.00
The Citi Canada Community Award	\$2,000.00
The Isaac Akande Scholarship Trust Fund	\$2,000.00
UBS Class of 2020 Award	\$1,500.00
Keun-Chang Kim Memorial Award	\$1,250.00
Divakara Varma Memorial Award	\$1,100.00
General Motors of Canada Limited Bursary	\$1,000.00
Lawrence S. (Al) Rosen BBA Award	\$1,000.00
MBA Class of 2007 Schulich Ambassador Award	\$1,000.00
Nicholas Corradino LGBTQ+ Changemaker Award	\$1,000.00
Thomas H. Beechy Award for International Exchange	\$1,000.00
The Winchcombe Scholarship Fund	\$1,000.00
Women in Leadership Student Award	\$1,000.00
The Association of Chinese Canadian Entrepreneurs Scholarship	\$1,000.00
Timothy A. Brown Startup Award for	\$1,000.00
Carmen and Stanislaus Pinto Resilience Award	\$750.00
Early-Stage Entrepreneurs	
Class of '97 BBA Bursary	\$500.00
Michael A. Katigbak Award	\$500.00
Nicholas Gareri Award	\$500.00

The James Bray Bursary in memory of Mrs. Anne Bray	\$500.00
Michael Bond Memorial Award	\$400.00
Joshua Tan Memorial Scholarship	\$350.00
Bruno Amadi Bursary	\$300.00
Maritime Life Award	\$300.00
A.L. Tune Bursary	\$250.00
Gordon Charlton Shaw Award Fund	\$250.00
Stanley L. Warner Memorial Award	\$250.00
Gordon Charlton Shaw Achievement Award	\$200.00
Bernadine Nightingale Scholarship	\$50.00
The BBA/iBBA Invitational Conference and Case Competition Award	Variable
The Nicol Entrepreneurial Award	Variable
Schulich Black and Indigenous Student Bursary	Variable
Schulich School of Business Alumni Bursary	Variable

### Graduating Student Awards

The Peterson Family Gold Medal & Scholarship in Entrepreneurial Studies	\$1,500.00
Bernard M. Wolf Prize of Excellence in the Certificate in International Management	\$1,000.00
Alan and Esther Hockin Achievement Award	\$500.00
Gordon Charlton Shaw Achievement Award	\$200.00
Governor General's Silver Medal	Medal
Murray G. Ross Award	Medal

### External Awards

External organizations offer various scholarships open to undergraduate students of the Schulich School of Business.

## BURSARIES AND FINANCIAL ASSISTANCE

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

### York University Undergraduate Bursary

The value of the award is variable and based upon financial need. Applications are available on the York website after the beginning of classes in September. These bursaries are available to Canadian citizens or Permanent Residents or Protected Persons. Undergraduate students are eligible to apply for the York Undergraduate Bursary, which is available online. Visit <https://sfs.yorku.ca/aid/sfp> for detail.

### Undergraduate Residence Life Bursaries

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

### Work/Study Program

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

### Research at York (RAY)

The Research at York (RAY) program was created to enhance both the research culture of the University and the undergraduate student academic experience. Through the RAY program, eligible undergraduate students will have the opportunity to participate in research projects with

faculty members and/or fellow students, while receiving compensation at a competitive rate. Students who are awarded a RAY position cannot hold another RAY, Work/Study, CLAY or YES position concurrently. Details are available online at: <https://studyoptions.students.yorku.ca/opportunities-beyond-the-classroom/research-at-york-ray>.

### Leadership, Engagement and Ambassadorship Program (LEAP)

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

<https://sfs.yorku.ca/work-study-programs/how-to-apply-for-work-study-and-leap-positions>.

## Helpful Quick Links:

### > Schulich Financial Aid:

[schulich.yorku.ca/financial-aid](https://schulich.yorku.ca/financial-aid)

### > Student Financial Services:

[sfs.yorku.ca/scholarships-awards-bursaries](https://sfs.yorku.ca/scholarships-awards-bursaries)

### > Student Financial Profile:

[sfs.yorku.ca/aid/sfp](https://sfs.yorku.ca/aid/sfp)

### > York International Current Students Awards:

<https://yorkinternational.yorku.ca/scholarships-awards-and-bursaries/>

## ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

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

### General Information About OSAP

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

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

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

### For more information on OSAP for York University students contact:

Student Financial Services  
Bennett Centre for Student Services  
York University  
4700 Keele Street  
Toronto, Ontario M3J 1P3  
Tel: (416) 872-YORK (9675)  
Fax: (416) 736-5386  
[sfs.yorku.ca](https://sfs.yorku.ca)

### Out-of-Province Students

For information regarding other provincial student loan programs, please consult the website of the provincial student assistance office. Out-of-province student assistance information and website links are available at: [sfs.yorku.ca/aid/outofprovince](https://sfs.yorku.ca/aid/outofprovince).

# Student Services & Student Life at Schulich

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

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

## DIVISION OF STUDENT SERVICES AND INTERNATIONAL RELATIONS

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

## ACADEMIC PLANNING

Student & Enrolment Services (SES) within Student Services and International Relations provides support to students from the time of program entry through to graduation. SES is responsible for one-to-one academic advising, assistance with deferred exams and letters of permission and the Schulich Ambassador Program. Students can seek help in a variety of formats including in-person appointments, e-mail, the blog and telephone. Students are welcome to speak with an Undergraduate Academic Advisor about both academic and non-academic issues affecting their performance. To make an appointment, please visit [undergradblog.schulich.yorku.ca](http://undergradblog.schulich.yorku.ca) and click the "1-1 Advising" tab. For general inquiries feel free to contact Student & Enrolment Services at (416) 736-5081 or drop by W263.

### SSIR Office Hours

Monday-Friday*	8:30am to 5:00pm**
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\*Students will be notified when extended hours and drop-in advising are available.

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

## CENTRE FOR CAREER DESIGN (CCD)

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

### CCD Office Hours

Monday-Friday	8:30am - 4:30pm*
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\*Extended hours during heavy recruitment season.

### CCD Contact Information

Room N202, Seymour Schulich Building

Tel: 416-736-5080

E-mail: [career@schulich.yorku.ca](mailto:career@schulich.yorku.ca)

Website: [schulich.yorku.ca/careerportal](http://schulich.yorku.ca/careerportal)

Some of the services available to students include:

- One-on-one industry advising with experienced Industry Advisors and trained Coaches
- Access to networking events, alumni panels, and workshops
- Invitations to Recruitment and Company Information Sessions
- Access to online career portal, job postings and 24/7 career resources

All incoming students are requested to complete an intake survey about their career goals to help us serve you better. Students are also strongly encouraged to book an appointment with an Advisor over the summer to get an early start on their career preparations.

## ALUMNI RELATIONS

[schulich.yorku.ca/alumni](http://schulich.yorku.ca/alumni)

With 93 alumni chapters in more than 60 countries, the Schulich Global Alumni Network represents a highly successful community of more than 34,000 graduates from Schulich's degree programs dating back to the first graduating class in 1967. Schulich's Alumni Relations programs delivers lifelong value to student and graduates by providing networking and leadership opportunities, mentorship programs for students and alumni, a robust calendar of professional development and social events, career services and other valuable benefits.

The Office of Alumni Relations seeks to build long-term and highly engaged relationships with Schulich students, alumni and other stakeholders to foster a strong and connected alumni community to advance the mission of the Schulich School. The Office of Alumni Relations is actively involved in student life and promoting a lifelong alumni relationship that starts the first day you arrive at Schulich. Through an extensive



**Book 1-1 academic advising online!**  
[undergradblog.schulich.yorku.ca/1-1-advising](http://undergradblog.schulich.yorku.ca/1-1-advising)

schedule of events and programs to promote interaction between students and alumni, students gain access to alumni and their unique perspectives. Alumni serve as a valuable resource to current students seeking to better understand the impact of the Schulich degree experience and the many exciting opportunities that await them after graduation.

### **You're A Part of it!**

As a current student, you can enhance your Schulich experience by engaging with the Schulich Global Alumni Network. Consider:

#### **Attending Networking and Signature Events:**

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

#### **Participating in the Schulich Alumni Mentorship Program:**

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

#### **Involving Alumni in Student Clubs and Activities:**

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

#### **Connecting with Alumni Abroad:**

Schulich alumni are living and working in more than 90 countries. That means an instant community of contacts for current Schulich students who participate in official Schulich study exchanges or internships. In partnership with Student Services & International Relations (SSIR) Office and the Centre for Career Design (CCD), the Alumni Relations Office can help connect you with alumni leaders in the region you are traveling to.

#### **Staying Informed:**

With numerous events and activities taking place we

encourage you to keep updated on the latest news and events by following one or all of Schulich's exclusive Alumni social media channels: LinkedIn, Twitter and Facebook or visit the Alumni website, [schulich.yorku.ca/alumni](http://schulich.yorku.ca/alumni), for regular updates including access to the monthly Alumni eNewsletter. The Alumni Relations Office will also regularly post updates on key programs and events via student and alumni social media channels.

## **INFORMATION SERVICES & TECHNOLOGY**

### **Locations/Hours**

Schulich School students have access to university-wide and Schulich-specific services in a number of locations:

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

### **Schulich Helpdesk and Drop-In Computer Lab Hours**

<b>Monday – Friday</b>	8:00 a.m. – 9:00 p.m.
<b>Weekends</b>	10:00 a.m. – 6:00 p.m.

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

### **York University Client Support Services**

Computing Commons Lab, William Small Centre

### **Counter Office Hours**

Monday – Friday 8:30 a.m. – 5:15 p.m.

(416) 736-5800

online help: [student.computing.yorku.ca](http://student.computing.yorku.ca)

E-mail: [askit@yorku.ca](mailto:askit@yorku.ca)

Fax: (416) 736-5830

### **Hours for Computing Commons Lab**

<b>Monday – Thursday</b>	8:00 a.m. – 10:50 p.m.
<b>Friday</b>	8:00 a.m. – 7:50 p.m.
<b>Saturday</b>	10:00 a.m. – 7:50 p.m.
<b>Sunday</b>	12:00 p.m. – 10:50 p.m.

### **Connectivity**

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

### **Schulich School**

24 hour connectivity to the Internet is available to mobile device users through public wired network jacks in various locations throughout the building or via wireless access. Schulich Helpdesk staff in room W354, SSB can provide details.

### **Microcomputers**

- HP computers running a Windows operating system are

located in Room S336, SSB and networked to the Internet. A valid YorkU domain user id and password are required.

#### Personal Computing Recommendations

- Access to a computer with the following minimum configuration: (a notebook is highly recommended)

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



### Technical Support

Helpdesk staff are available for additional help for all Schulich students at [askit@yorku.ca](mailto:askit@yorku.ca)

#### Printing

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

#### Schulich Software

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

#### Lab Desktop (YorkU domain):

- MS Office
- SAS, SPSS, STATA available through WebFAS
- Internet Explorer and Firefox
- MS Project
- FTP
- MAPLE
- MATLAB
- Visual Studio

### SCHULICH SERVICES

#### Lockers

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

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

The Schulich School of Business will not assume any responsibility for items stolen or damaged in assigned lockers.

All lockers must be cleaned out by July 31. Any materials left in the lockers after this date will be removed and discarded after a week.

#### The Trading Floor

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

#### Tuchner's

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

#### Schulich Market Cafe

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

Monday – Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 3:00 p.m.
Saturday and Sunday*	8:00 a.m. – 3:00 p.m.

\*seasonal closures apply

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



## THE PETER F. BRONFMAN BUSINESS LIBRARY SERVICES

The York University Libraries website provides up-to-date information on library services : [library.yorku.ca](http://library.yorku.ca)

The Peter F. Bronfman Business Library (Bronfman Library), located on the second floor of the Schulich School of Business, provides access to a comprehensive collection of print and electronic materials, including an outstanding collection of company, industry, market, financial, and article / newspaper databases. Students can access these databases through the library's website and need to authenticate with their Passport York. The library's A-Z list of business databases includes more information: [library.yorku.ca/web/bbl/collections/businessonline](http://library.yorku.ca/web/bbl/collections/businessonline)

Online research guides, developed by business librarians, cover a wide variety of business research tasks and help students find information and resources for their assignments: [library.yorku.ca/web/bbl/guides](http://library.yorku.ca/web/bbl/guides)

### LIBRARY RESEARCH HELP

Business research support is available at an in-person drop-in service and by email, chat and consultations with a librarian. Obtain support through our website: [library.yorku.ca/web/ask-services/](http://library.yorku.ca/web/ask-services/)

BRYT (Business Research at York Toolkit) helps you learn how to do business research like a pro! BRYT includes videos and step-by-step resources to help you conduct company, industry, market, finance, accounting, and taxation research: [bryt.library.yorku.ca](http://bryt.library.yorku.ca)

### OTHER SERVICES AT THE BRONFMAN LIBRARY

The Bronfman Library provides access to print collections, student space, printers, and photocopiers. Opening hours: [library.yorku.ca/web/hours-and-locations/](http://library.yorku.ca/web/hours-and-locations/)

Print course reserve items are available in the library for short-term loan. Many of Bronfman's reserve items are also available in the Scott library's course reserve collection. For help finding course reserve materials visit: [researchguides.library.yorku.ca/c.php?g=724947&p=5246358](http://researchguides.library.yorku.ca/c.php?g=724947&p=5246358)

Non-reserve circulating items in the Bronfman Library's collection can be borrowed in person or requested through Omni for pickup at any YorkU library service desk or through the book lockers located at the Keele and Glendon campuses. For more information visit: [library.yorku.ca/web/ask-services/borrow-renew-return/book-lockers-omni-storage-requests/](http://library.yorku.ca/web/ask-services/borrow-renew-return/book-lockers-omni-storage-requests/)

YorkU Libraries provide a full range of services to students with accessibility needs such as adaptive equipment and facilitated services for library materials retrieval. For more information visit: [library.yorku.ca/web/ask-services/accessibility-services/](http://library.yorku.ca/web/ask-services/accessibility-services/)

The Bronfman Library provides an environment which fosters individual and group study. This includes individual study carrels, a silent study room, lounge seating, computer workstations, and six group study rooms (some restrictions may apply). Group study rooms can be booked using your Passport York: [library.yorku.ca/web/ask-services/placestostudy/book-a-study-seatspace-at-the-libraries/](http://library.yorku.ca/web/ask-services/placestostudy/book-a-study-seatspace-at-the-libraries/).

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

Students have access to four other libraries at York University. At the Keele campus this includes the Scott Library (humanities and social sciences), which includes a Media Creation Lab with equipment and spaces you can use to create videos or recordings for class projects and presentations. Other Keele campus libraries include the Steacie Science and Engineering Library and the Osgoode Hall Law School Library. The Leslie Frost Library is located at the Glendon campus.

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



## SCHULICH CENTRE FOR TEACHING EXCELLENCE

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

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

For more information on the SCTE, visit the Centre's homepage or email [scte@schulich.yorku.ca](mailto:scte@schulich.yorku.ca)

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

The Schulich School has put in place a process for addressing students' classroom-based academic concerns. When an issue arises, students should first speak to the professor concerned to see if the matter can be resolved directly. Faculty at Schulich are receptive to feedback and generally prefer to have the feedback come directly to them from students. It is recognized, however, that under some circumstances, a student may prefer



not to speak directly to the professor, but to use the Just-In-Time Teaching Feedback Process instead.

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

The goals of the JIT system are:

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

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

## SCHULICH STUDENT ACTIVITIES

### Schulich Ambassador Program

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

For more information: Please contact [undergradambassador@schulich.yorku.ca](mailto:undergradambassador@schulich.yorku.ca).

### Undergraduate Business Society (UBS)

[ubsschulich.ca](http://ubsschulich.ca)

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



## LEARN MORE ABOUT UNDERGRAD STUDENT LIFE ONLINE!

[schulich.yorku.ca/student-life-services/student-life/undergraduate-student-life/](http://schulich.yorku.ca/student-life-services/student-life/undergraduate-student-life/)



# Student Services and Student Life: York University

York University offers all students, including Schulich students, access to numerous resources. For more detailed information on the extensive services available consult the York University website at [yorku.ca](http://yorku.ca)

## BOOKSTORE

The York University Bookstore is located in York Lanes. The Bookstore carries all course books related to undergraduate and graduate courses. The Bookstore offers new books from publishers and also offers a huge supply of used copies, sells the e-book version of books when available, and has a growing in-store textbook rental program to supplement its web based rental program. Information on instructors' required and optional readings is linked to the Bookstore website, and the store is organized by course and course section, to make selection of books simple for in-store purchasers. The Bookstore stocks and sells customized books (course kits) with content specific to the instructors' curriculum using its print on demand technology. When necessary, the Bookstore obtains permission to reprint out of print editions for course work.

The Bookstore buys used books from students for resale in the store, and for other campuses. Over 50,000 titles of general interest (including business titles, journals, magazines, academic remainders, and sale books etc.), as well as texts prescribed for courses, are stocked. A wide selection of stationery and gift items, York insignia clothing, and electronic accessories are also available. The Bookstore has expanded its fair trade clothing lines, offers more recycled paper products, and sells York's Fair Trade Las Nubes coffee as a result of Schulich student projects and recommendations.

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

The bookstore can be reached by:  
Tel: 416-736-5024 Fax: 416-736-5733  
Email: [bookstore@yorku.ca](mailto:bookstore@yorku.ca)  
[bookstore.yorku.ca](http://bookstore.yorku.ca)

## CAMPUS SECURITY

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

### Department of Security Services

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

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

Call extension **58000** (416-650-8000) for more information, or see their website at [yorku.ca/security](http://yorku.ca/security).

### goSAFE

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

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

You can arrange for an escort by using any on-campus emergency phone and asking for goSAFE, using any marked Safety Phone, using any on-campus payphone to make a free call to the goSAFE line, or calling the goSAFE office directly at extension 55454 or 416-736-5454. You will be asked for your name, desired pick-up location and destination, and a team of goSAFE staff members in uniform will be sent to meet you (typical wait time is no more than 10 minutes). goSAFE operates daily during the academic year (September to April) from 6pm to 2am and during the summer months (May to August) from 8pm to 2am.

For more information please visit [yorku.ca/goSAFE](http://yorku.ca/goSAFE)

## CENTRE FOR HUMAN RIGHTS, EQUITY AND INCLUSION

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

The Centre offers current students, faculty and staff:

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

Check out the Centre for Human Rights, Equity and Inclusion's online training module "REDI" that uses interactive training methods to assist York students, faculty and staff in better identifying and preventing harassment and discrimination:

[rights.info.yorku.ca/redi](https://rights.info.yorku.ca/redi)

## CENTRE FOR STUDENT COMMUNITY & LEADERSHIP DEVELOPMENT (SCLD)

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

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

The Centre for Student Community and Leadership Development is located at Ross S172. More information is available on the Centre's website: [sclid.yorku.ca](https://sclid.yorku.ca)

## CHILDCARE

The Lee Wiggins Childcare provides childcare in a family grouping setting to the York Community, with priority given to the students and CUPE 3903 members. The childcare centre provides licensed part-time/full-time care for children 18 months to 5 years old. Some over age and under age care may be granted. The childcare also provides care for emergency situations. March Breaks, conferences and occasional care. We are located in The Student centre Building Room 201. Visit our website for more information at [yorkuchildcare.ca](https://yorkuchildcare.ca), call 416-736-5959, or email [yorkuchildcare@gmail.com](mailto:yorkuchildcare@gmail.com)

## LEARNING SKILLS SERVICES (LSS)

Throughout the year, students may meet individually with a learning skills counsellor or attend workshops to help in developing and improving study skills and strategies. Workshops are offered throughout the year. Students are asked to register in advance either online at [yorku.ca/cds/lss](https://yorku.ca/cds/lss) or in person at N110 BCSS.

### LSS CONTACT INFORMATION

Location: N110 BCSS

Hours of operation:

Mon, Wed, Thurs, Fri: 9am to 4:30pm, Tues: 9am to 7pm

Phone: 416-736-5297

Fax: 416-736-5633

## HEALTH SERVICES

Appletree Medical Centre | 416-736-5525

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

### Mandatory Health and Dental Insurance Plan:

#### All Full-Time Domestic Students

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

### Mandatory Health Insurance Plan:

#### All International Students

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

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

### Athlete's Care on Campus

Location: Toronto Track & Field Centre

Accolade East Building – Rm 145

Phone: (416) 479-8799 Website: [athletescare.com](https://athletescare.com)

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

Our services on campus include:

- Sports Medicine Physicians
- Physiotherapy
- Massage Therapy
- Chiropractic
- ART® Practitioners
- Bracing & Orthotic Specialists



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

#### Ron Cope Gateway Resource Room

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

Resources for students who are deaf and hard of hearing, including a specialized resource collection, bursary support, and e-mentoring.

### HEALTH EDUCATION AND PROMOTION AT YORK

Tel: (416) 736-5196  
E-mail: lstate@yorku.ca  
Website: [healthed.sclld.yorku.ca](http://healthed.sclld.yorku.ca)  
Location: Centre for Student Community and Leadership Development, S172 Ross Building

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

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

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

### OFFICE OF STUDENT COMMUNITY RELATIONS (OSCR)

[yorku.ca/oscr](http://yorku.ca/oscr)

Under the umbrella of Community Support & Services, the Office of Student Community Relations (OSCR) provides a broad range of care and support services that positively foster learning experiences and enhance student success by working with and on behalf of students to address personal, academic and financial difficulties. Through its CARE model OSCR takes a holistic approach in supporting students impacted by critical incidents, facing personal crises or multiple complex issues,

including referrals to on and off campus resources. OSCR advocates for students to secure academic accommodations, financial assistance, stop-outs/leaves and emergency housing with a view to furthering divisional as well as institutional strategic plans/objectives. OSCR collaborates extensively with campus partners to ensure student well-being and compliance with University policies, rules and regulations including but not limited to the [Code of Student Rights & Responsibilities](#). For more information please contact the office at 416.736.5231 or by email: [oscr@yorku.ca](mailto:oscr@yorku.ca).

### Sexual Violence Response Office

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

### OFFICE OF THE OMBUDSPERSON

The role of the York University Ombudsperson is to provide an impartial and confidential service to assist current members of York University who have been unable to resolve their concerns about University authorities' application of York University policies, procedures and/or practices.

The Ombudsperson is generally an office of last resort. This means that you should first try to resolve your problem by using the complaint and appeal procedures offered by the department you are dealing with. Many complaints can be resolved quickly by first approaching the department involved and using its internal complaint mechanisms. If you are not certain what complaint procedures are available, the Ombudsperson can assist you by providing referral information on how to address your problem.

The Office of the Ombudsperson is located in 1050 Kaneff Tower. For more information please visit:

[yorku.ca/ombuds/](http://yorku.ca/ombuds/)

### PARKING SERVICES

A limited supply of parking permits are available to all community members on a first come, first serve basis. Parking Services encourages early purchase to maximize availability and to avoid lines.

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

Parking permits can not be issued to persons or vehicles with outstanding violations on their parking account. For information regarding outstanding violations please call 416-736-5335 for Keele campus and 416-487-6788 for Glendon campus and ask to speak with a violations officer. Acceptable payment methods to purchase your permit are cash, cheque, debit, Visa, Mastercard or AMEX. To avoid lines and the need to apply in person, applications can be processed by mail or fax.

Applicants renewing their parking permits may be eligible to renew online. Please visit our website at [yorku.ca/parking](https://yorku.ca/parking) for more information.

Parking and Transportation Services  
222 William Small Centre  
155 Campus Walk, York University

## SHOPPING SERVICES

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

## SPORT AND RECREATION PROGRAMS

The multi-purpose Tait McKenzie Centre features 4 gymnasias, 5 North American squash courts, a fitness centre (free weights, selectorize machines, cardio equipment), 5 multi-purpose studios, a 25-metre swimming pool and a sport injury clinic. Sport fields include the York Stadium, 5 sport playing fields, a recreational cricket pitch, 9 outdoor tennis courts (4 courts with lights), and 4 softball fields. Other facilities include Canlan Ice Sports with one Olympic-sized pad and 5 additional pads, the Toronto Track and Field Centre with an outdoor track (8-lane, 400m synthetic track and separate jumps and throwing areas), indoor track (5-lane 200m banked track) and 2 weight training areas, and Rexall Centre, an international tennis centre with 9 outdoor courts and 4 indoor courts (winter only).

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

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

## STUDENT ACCESSIBILITY SERVICES SERVICES (SAS)

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

Locations: N204 BCSS & Ross N108  
Phone: (416) 736-5755  
Hours of operation: Mon- Fri.: 9:00 a.m. – 4:30 p.m.  
Open until 7pm Tuesdays at our Ross location

## STUDENT COUNSELING, HEALTH & WELL-BEING

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

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

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

## Mental health and wellness are a priority at York University and Schulich



We are committed to a mentally healthy campus and community. York University's Mental Health Steering committee oversees an initiative that aims to promote a healthy, inclusive and supportive environment that fosters mental health and well-being among members of the York community. Visit [mhw.info.yorku.ca](https://mhw.info.yorku.ca) for resources, tools and tips to help you manage and/or maintain a mentally healthy you!

## YORK UNIVERSITY STUDENT CENTRES



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

The York University Student Centre is dedicated to enhancing the quality of student and community life at York University by providing a dynamic, central, multi-purpose facility and by also providing effective, relevant services, resources, events and commercial activities. The YUSC is at the forefront of facilitating student life by expanding the building and its services, dramatically growing its businesses, and more thoroughly integrating itself into the University community. Through transparency, effective communication, prudent management, and a commitment to planning, the YUSC operations have become an exceptional benefit to the York University campus; one of the largest in Canada.

The facility houses the York Federation of Students, and student service groups including: The Centre for Women and Trans People, SASSL (Sexual Assault Survivors Support Line), TBLGAY, OPIRG (Ontario Public Interest Research Group), The Access Center, YUBSA (York United Black Students' Alliance), ASAY (Aboriginal Students Association at York), USAY (United South Asians at York) and 35 Student Clubs. The Underground, York's largest full-service restaurant, is located in the lower level of the YUSC.

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

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

## YORK INTERNATIONAL

[yorkinternational.yorku.ca](http://yorkinternational.yorku.ca)

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

## CENTRE FOR WOMEN AND TRANS PEOPLE

The Centre for Women and Trans People (formerly known as "the Women's Centre") is a student-funded, collectively run, volunteer driven organization at York University. The Centre is a progressive, pro-choice, anti-racist, queer-positive, trans-positive, feminist organization committed to:

- Helping to break the social isolation that women and trans people face on campus through programming, socials and networking events
- Individual and collective empowerment through esteem building, education & decolonization
- Providing services such as peer-to-peer crisis intervention, peer counselling, and referrals from a feminist, anti-oppressive framework
- Acting as a resource base for understanding, exposing and organizing on issues around gender violence and social justice
- Creating working relationships between students and the University administration, where students are directly involved in developing programs and policies that make the campus safer for everyone
- Developing a culture of resistance and celebration by supporting initiatives by local artists

The Centre is located in room 322 of the Student Centre.

Phone: 416-736-2100 ext 33484

E-mail: [cwtpyork@gmail.com](mailto:cwtpyork@gmail.com)

Website: [cwtpyork.ca](http://cwtpyork.ca)

## YORK TRANSPORTATION SERVICES

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

### Van-Go

Transportation Services, in partnership with the Office of Physical, Sensory and Medical Disability Services offer VAN-GO service, designed to assist students and staff with disabilities to get around campus safely. Contact the Office for Persons with Disabilities at 416-736-5140 or 416-736-5263 (TTY) or see [yorku.ca/transportation/](http://yorku.ca/transportation/)

Rendering of York University's new Student Centre via [newstudentcentre.ca](http://newstudentcentre.ca).



# Information for International Students



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

## What does Canada offer?

- A high-quality educational system subject to strict government standards (see 'Accreditation and Canadian Business Schools' on this page)
- Internationally recognized Canadian university degrees
- A world-class healthcare system
- A multicultural society which values customs and traditions
- A stable, safe and peaceful country
- Clean and environmentally friendly cities
- Year-round, affordable sport and cultural activities
- The beauty of Canadian nature
- Four distinct seasons (fall, winter, spring, summer)
- Excellent English language training programs
- Eligibility to work in Canada as a student and after graduation
- For more information on Canadian universities, visit [univcan.ca](http://univcan.ca) or [EduCanada.ca](http://EduCanada.ca).

## ACCREDITATION AND CANADIAN BUSINESS SCHOOLS

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

## COST OF STUDYING AND LIVING IN CANADA

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

## TUITION AND RELATED ACADEMIC FEES

In Ontario, there are different sets of fees for domestic and international students. Students who move permanently to Canada and are awarded permanent resident status become eligible for the government subsidized domestic fees paid by Canadian citizens and permanent residents beginning in the term after status has been awarded. For more information on fees, visit <https://sfs.yorku.ca/fees/academic-tuition-fee-categories>.

## FINANCIAL ASSISTANCE

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

## SCHULICH INTERNATIONAL RELATIONS

### RESOURCES & SUPPORT

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

### Orientation Programming

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

### English Language Support

The Schulich School of Business operates entirely in English. The pace of study is rapid and it is essential that students have high oral and written proficiency in English. To meet course requirements, students must be able to participate fully in class and contribute to small-group discussions and analysis. Schulich's International Relations office offers services for students who do not speak English as their primary language. Students requiring English language support can access services through Schulich's International Relations office

### English Language Peer Support

The English Language Peer Support (ELPS) program provides students with one-on-one English language writing assistance on assignments, cases and papers. Students who have English as an additional language can bring their written work in for review and feedback on grammar, structure, and citations. Students may also use the service to practice their spoken English to help prepare for presentations. These free sessions can be booked through the student portal. Email [intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca) for more information.

### Schulich Peer Mentor Program

The Schulich Peer Mentor program matches incoming first year international students with upper-year Schulich i/BBA students who can provide information and support to assist students in their transition to Schulich and Canada. Applications are accepted in the summer and matches will be made based on preference and common interests. 1st year students are strongly encouraged to apply to this program. Please contact [intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca) for more information.

### YUELI

The York University English Language Institute (YUELI) offers extra-fee intensive non-credit courses for students who wish to improve their English skills. Students are required to have an intermediate proficiency level in English to enter this program. Information on the Institute's programs can be obtained from [yueli.yorku.ca](http://yueli.yorku.ca).

### ESL Open Learning Centre

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

### INTERNATIONAL STUDENT ADVISING

International students and students who are new to Canada can access specialized advising, information sessions and services through the International Relations Office (W262) at Schulich. Services include individualized immigration advising as well as supports to assist with transition to Canada, including pre-arrival webinars, the Schulich Peer Mentorship program and ongoing events. To book an immigration advising appointment, please visit [undergradblog.schulich.yorku.ca](http://undergradblog.schulich.yorku.ca) and click the "1-1 Advising" tab. For general inquiries, please contact International Relations at [intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca) or drop by W263.

### Visa and Study Permit

Degree-seeking international students are required to obtain a study permit from Immigration, Refugees and Citizenship Canada (IRCC) prior to starting their academic program in Canada. Please visit [IRCC's website](http://ircc.gc.ca) to obtain more information about study permits and travel documents.

International students are responsible for maintaining their immigration status in Canada and understanding the conditions of their stay. You must ensure your study permit remains valid for the duration of your program. Important information about your immigration status will be provided during your International Student Orientation. You should contact Schulich's International Relations office if you require any additional information about your international student status in Canada, or prior to making any significant changes to your academic program (such as taking a leave of absence).

### Work Eligibility During Studies

International students with a study permit who are enrolled full time are typically eligible to work on or off campus without a requiring a separate work permit. Please review the eligibility requirements and conditions, including maximum working hours per week, on [IRCC's website](http://ircc.gc.ca).

### Working in Canada After Graduation

International students are eligible to apply for a post graduation work permit (PGWP) upon completing their degree requirements. Students may submit a completed [letter request form](#) to Schulich's Student and Enrolment Services to request a letter confirming degree completion. Please review [IRCC's website](http://ircc.gc.ca) for information on Post-Graduation Work Permits.

You may contact Schulich's International Relations Office at [intlrelations@schulich.yorku.ca](mailto:intlrelations@schulich.yorku.ca) if you require assistance with understanding Canada's immigration requirements or to book a 1-on-1 immigration advising appointment.



# Curriculum Overview Charts

DIRECT ENTRY BBA (FALL 2022 ENTRY)	
YEAR 1	
FALL TERM (2022)	WINTER TERM (2023)
Introduction to Microeconomics AP/ECON 1000 3.00	Introduction to Macroeconomics AP/ECON 1010 3.00
Introduction to Business SB/MGMT 1000 3.00	Managing Data for Business Decisions SB/OMIS 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00	Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 2	
FALL TERM (2023)	WINTER TERM (2024)
Management Accounting Concepts or Business and Society SB/ACTG 2020 3.00 or SB/MGMT 2060 3.00	Management Accounting Concepts or Business and Society SB/ACTG 2020 3.00 or SB/MGMT 2060 3.00
Individuals and Groups in Organizations SB/ORGS 2100 3.00	Organizations and Their Environments SB/ORGS 2200 3.00
Introduction to Finance SB/FINE 2000 3.00	Applied Macroeconomics SB/ECON 2000 3.00
Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00	Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 3 (2024-2025)* and YEAR 4 (2025-2026)	
**Strategic Management SB/SGMT 3000 3.00	***Integrative Business Simulation SB/MGMT 4100 3.00
Schulich Electives Total of 18.00 credits	
Schulich Electives or Non-Business Electives Total of 24.00 credits	
Non-Business Electives Total of 12.00 credits	

Please note that non-business electives at the 1000-level, up to a maximum of 12.00 credits, are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.

\*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

\*\*Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\*\*This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.

DIRECT ENTRY BBA (FALL 2021 ENTRY)	
YEAR 1	
FALL TERM (2021)	WINTER TERM (2022)
Introduction to Microeconomics AP/ECON 1000 3.00	Introduction to Macroeconomics AP/ECON 1010 3.00
Introduction to Business SB/MGMT 1000 3.00	Managing Data for Business Decisions SB/OMIS 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00	Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 2	
FALL TERM (2022)	WINTER TERM (2023)
Management Accounting Concepts or Business and Society SB/ACTG 2020 3.00 or SB/MGMT 2060 3.00	Management Accounting Concepts or Business and Society SB/ACTG 2020 3.00 or SB/MGMT 2060 3.00
Individuals and Groups in Organizations SB/ORGS 2100 3.00	Organizations and Their Environments SB/ORGS 2200 3.00
Introduction to Finance SB/FINE 2000 3.00	Applied Macroeconomics SB/ECON 2000 3.00
Business Analytics II or Introduction to Operations and Supply Chain Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Introduction to Operations and Supply Chain Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 3 (2023-2024)* and YEAR 4 (2024-2025)	
**Strategic Management SB/SGMT 3000 3.00	***Integrative Business Simulation SB/MGMT 4100 3.00
Schulich Electives Total of 18.00 credits	
Schulich Electives or Non-Business Electives Total of 24.00 credits	
Non-Business Electives Total of 12.00 credits	

Please note that non-business electives at the 1000-level, up to a maximum of 12.00 credits, are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.

\*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

\*\*Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\*\*This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.

DIRECT ENTRY BBA (FALL 2020 ENTRY)	
YEAR 1	
FALL TERM (2020)	WINTER TERM (2021)
Introduction to Microeconomics AP/ECON 1000 3.00	Introduction to Macroeconomics AP/ECON 1010 3.00
Introduction to Business SB/MGMT 1000 3.00	Business Analytics I SB/MGMT 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00	Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 2	
FALL TERM (2021)	WINTER TERM (2022)
Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00	Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00
Individuals and Groups in Organizations SB/ORGS 2100 3.00	Organizations and Their Environments SB/ORGS 2200 3.00
Introduction to Finance SB/FINE 2000 3.00	Applied Macroeconomics SB/ECON 2000 3.00
Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 3 (2022-2023)* and YEAR 4 (2023-2024)	
**Strategic Management SB/SGMT 3000 3.00	***Integrative Business Simulation SB/MGMT 4100 3.00
Schulich Electives Total of 18.00 credits	
Schulich Electives or Non-Business Electives Total of 24.00 credits	
Non-Business Electives Total of 12.00 credits	

Please note that non-business electives at the 1000-level, up to a maximum of 12.00 credits, are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.

\*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

\*\*Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\*\*This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.

DIRECT ENTRY BBA (FALL 2019 ENTRY)	
YEAR 1	
FALL TERM (2019)	WINTER TERM (2020)
Introduction to Microeconomics AP/ECON 1000 3.00	Introduction to Macroeconomics AP/ECON 1010 3.00
Introduction to Business SB/MGMT 1000 3.00	Business Analytics I SB/MGMT 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00	Marketing Management or History of Capitalism: Structures, Agents, Artefacts SB/MKTG 1030 3.00 or SB/MGMT 1030 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 2	
FALL TERM (2020)	WINTER TERM (2021)
Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00	Management Accounting Concepts or Ethics, Social Responsibility and Sustainability SB/ACTG 2020 3.00 or SB/MGMT 2040 3.00
Individuals and Groups in Organizations SB/ORGS 2100 3.00	Organizations and Their Environments SB/ORGS 2200 3.00
Introduction to Finance SB/FINE 2000 3.00	Applied Macroeconomics SB/ECON 2000 3.00
Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
Non-Business Elective(s) Total of 6.00 credits	
YEAR 3 (2021-2022)* and YEAR 4 (2022-2023)	
**Strategic Management SB/SGMT 3000 3.00	***Integrative Business Simulation SB/MGMT 4100 3.00
Schulich Electives Total of 18.00 credits	
Schulich Electives or Non-Business Electives Total of 24.00 credits	
Non-Business Electives Total of 12.00 credits	

Please note that non-business electives at the 1000-level, up to a maximum of 12.00 credits, are acceptable in Years 1 and 2 (i.e. the first 60.00 credits earned towards the BBA degree). Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.

\*Students who are planning on going on exchange in Year 3 cannot delay core courses as outlined in the curriculum for the term they are studying at Schulich.

\*\*Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\*\*This course may be completed in either Year 3 or Year 4. The prerequisite is SB/SGMT 3000 3.00.

DELAYED-ENTRY BBA (FALL 2022 ENTRY)	
YEAR 1 (2022)	
30.00 credits completed at York University to be eligible for the BBA Delayed-Entry admission requirements	
Introduction to Microeconomics AP/ECON 1000 3.00	Introduction to Macroeconomics AP/ECON 1010 3.00
Introductory Marketing SP/ADMS 2200 3.00	Introductory Statistics I SC/MATH 1131 3.00 or equivalent
Introductory Calculus Total of 6.00 credits	
Non-Business Electives Total of 12.00 credits	
Summer Term (2023)	
Introduction to Financial Accounting I (S1)* SB/ACTG 2010 3.00	Introduction to Financial Accounting II (S2)* SB/ACTG 2011 3.00
YEAR 2 (2023)	
FALL TERM	WINTER TERM
History of Capitalism: Structures, Agents, Artefacts or Management Accounting Concepts SB/MGMT 1030 3.00 or SB/ACTG 2020 3.00	History of Capitalism: Structures, Agents, Artefacts or Management Accounting Concepts SB/MGMT 1030 3.00 or SB/ACTG 2020 3.00
Individuals and Groups in Organizations SB/ORGS 2100 3.00	Organizations and their Environments SB/ORGS 2200 3.00
Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00	Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00
Introduction to Finance SB/FINE 2000 3.00	Applied Macroeconomics SB/ECON 2000 3.00
Non-Business Elective(s)** Total of 6.00 credits	
YEAR 3 (2024) and YEAR 4 (2025)	
FALL TERM	WINTER TERM
Strategic Management SB/SGMT 3000 3.00	Integrative Business Simulation SB/MGMT 4100 3.00
Business and Society*** SB/MGMT 2060 3.00	
Schulich Electives Total of 18.00 credits	
Schulich Elective or Non-Business Electives** Total of 21.00 credits	
Non-Business Elective** Total of 6.00 credits	

In Year 3 (i.e. once students have earned 60.00 credits and before earning 90.00 credits), electives must be 2000 level or higher. Credit will not be granted for ADMS, HRM and other courses indicated on the Prohibited Course List.

In Year 4 (i.e. over 90.00 credits), electives must be 3000 level or higher.

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

\*\* Year-level requirements apply

\*\*\*Must be taken in Fall of Year 3

DIRECT ENTRY iBBA (FALL 2022 ENTRY)	
YEAR 1	
FALL TERM (2022)	WINTER TERM (2023)
Microeconomics for Managers SB/INTL 1200 3.00	Macroeconomics for Managers SB/INTL 1210 3.00
Introduction to Business SB/MGMT 1000 3.00	Managing Data for Business Decisions SB/OMIS 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Responsible Business in an International Context SB/INTL 1400 3.00	Marketing Management SB/MKTG 1030 3.00
*Language Study Total of 6.00 credits	
YEAR 2	
FALL TERM (2023)	WINTER TERM (2024)
Introduction to Finance SB/FINE 2000 3.00	Management Accounting Concepts SB/ACTG 2020 3.00
Organizational Behaviour Across Cultures SB/INTL 2300 3.00	International Economics SB/INTL 2200 3.00
Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00	Analyzing Data for Business Decisions or Introduction to Operations and Supply Chain Management SB/OMIS 2050 3.00 or SB/OMIS 2010 3.00
*Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
YEAR 3 (2024-2025) and YEAR 4 (2025-2026)	
FALL TERM	WINTER TERM
Strategic Management for International Business* SB/INTL 3000 3.00	International Business Simulation** SB/INTL 4300 3.00
Schulich Electives Total of 24.00 credits (3000 or 4000 level)	
* Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
***Non-Business or Schulich Electives Total of 18.00 credits	

\*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

\*\* Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

\*\*\* A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

\* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\* This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.

DIRECT ENTRY iBBA (FALL 2021 ENTRY)	
YEAR 1	
FALL TERM (2021)	WINTER TERM (2022)
Microeconomics for Managers SB/INTL 1200 3.00	Macroeconomics for Managers SB/INTL 1210 3.00
Introduction to Business SB/MGMT 1000 3.00	Managing Data for Business Decisions SB/OMIS 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Responsible Business in an International Context SB/INTL 1400 3.00	Marketing Management SB/MKTG 1030 3.00
*Language Study Total of 6.00 credits	
YEAR 2	
FALL TERM (2022)	WINTER TERM (2023)
Introduction to Finance SB/FINE 2000 3.00	Management Accounting Concepts SB/ACTG 2020 3.00
Organizational Behaviour Across Cultures SB/INTL 2300 3.00	International Economics SB/INTL 2200 3.00
Business Analytics II or Introduction to Operations and Supply Chain Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Introduction to Operations and Supply Chain Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
*Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
YEAR 3 (2023-2024) and YEAR 4 (2024-2025)	
FALL TERM	WINTER TERM
Strategic Management for International Business* SB/INTL 3000 3.00	International Business Simulation** SB/INTL 4300 3.00
Schulich Electives Total of 24.00 credits (3000 or 4000 level)	
* Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
***Non-Business or Schulich Electives Total of 18.00 credits	

\*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

\*\* Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

\*\*\* A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

\* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\* This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.

DIRECT ENTRY iBBA (FALL 2020 ENTRY)	
YEAR 1	
FALL TERM (2019)	WINTER TERM (2020)
Microeconomics for Managers SB/INTL 1200 3.00	Macroeconomics for Managers SB/INTL 1210 3.00
Introduction to Business SB/MGMT 1000 3.00	Business Analytics I SB/MGMT 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or Responsible Business in an International Context SB/MKTG 1030 3.00 or SB/INTL 1400 3.00	Marketing Management or Responsible Business in an International Context SB/MKTG 1030 3.00 or SB/INTL 1400 3.00
*Language Study Total of 6.00 credits	
YEAR 2	
FALL TERM (2020)	WINTER TERM (2021)
Introduction to Finance SB/FINE 2000 3.00	Management Accounting Concepts SB/ACTG 2020 3.00
Organizational Behaviour Across Cultures SB/INTL 2300 3.00	International Economics SB/INTL 2200 3.00
Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
*Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
YEAR 3 (2021-2022) and YEAR 4 (2022-2023)	
FALL TERM	WINTER TERM
Strategic Management for International Business* SB/INTL 3000 3.00	International Business Simulation** SB/INTL 4300 3.00
Schulich Electives Total of 24.00 credits (3000 or 4000 level)	
* Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
***Non-Business or Schulich Electives Total of 18.00 credits	

\*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

\*\* Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

\*\*\* A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

\* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\* This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.



DIRECT ENTRY iBBA (FALL 2019 ENTRY)	
YEAR 1	
FALL TERM (2019)	WINTER TERM (2020)
Microeconomics for Managers SB/INTL 1200 3.00	Macroeconomics for Managers SB/INTL 1210 3.00
Introduction to Business SB/MGMT 1000 3.00	Business Analytics I SB/MGMT 1050 3.00
Introduction to Financial Accounting I SB/ACTG 2010 3.00	Introduction to Financial Accounting II SB/ACTG 2011 3.00
Marketing Management or Responsible Business in an International Context SB/MKTG 1030 3.00 or SB/INTL 1400 3.00	Marketing Management or Responsible Business in an International Context SB/MKTG 1030 3.00 or SB/INTL 1400 3.00
*Language Study Total of 6.00 credits	
YEAR 2	
FALL TERM (2020)	WINTER TERM (2021)
Introduction to Finance SB/FINE 2000 3.00	Management Accounting Concepts SB/ACTG 2020 3.00
Organizational Behaviour Across Cultures SB/INTL 2300 3.00	International Economics SB/INTL 2200 3.00
Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00	Business Analytics II or Operations Management SB/MGMT 2050 3.00 or SB/OMIS 2010 3.00
*Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
YEAR 3 (2021-2022) and YEAR 4 (2022-2023)	
FALL TERM	WINTER TERM
Strategic Management for International Business* SB/INTL 3000 3.00	International Business Simulation** SB/INTL 4300 3.00
Schulich Electives Total of 24.00 credits (3000 or 4000 level)	
* Language Study (or Regionally-Focused Elective) Total of 6.00 credits	
**Regionally-Focused Elective(s) Total of 6.00 credits	
***Non-Business or Schulich Electives Total of 18.00 credits	

\*Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally-focused elective(s).

\*\* Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.

\*\*\* A total of 12.00 credits of non-business electives can be taken at the 1000-level at any time during your degree. Schulich electives must be at the 3000 or 4000 level.

\* Must be completed in the Fall or Winter term of Year 3. This course cannot be completed on Exchange.

\*\* This course may be completed in either Year 3 or Year 4. The prerequisite is SB/INTL 3000 3.00.

**NOTE:** In order to be eligible to go on the mandatory exchange term, iBBA students who entered the program in Fall 2016 are required to have successfully completed Intermediate Level language competency, or higher, with a minimum grade of C.

# BBA Degree Program Checklist (Fall 2022 Entry)

BBA Student Name:						ID:
	CR	FAC	T	CODE	COURSE NAME	NOTES
YEAR 1	3.00	AP	F	ECON 1000	Introduction to Microeconomics	<ul style="list-style-type: none"> <li>Please refer to the Prohibited Courses List and promotion requirements</li> </ul>
	3.00	SB	F	ACTG 2010	Introduction to Financial Accounting I	
	3.00	SB	F	MGMT 1000	Introduction to Business	
	3.00	SB	W	OMIS 1050	Managing Data for Business Decisions	
	3.00	AP	W	ECON 1010	Introduction to Macroeconomics	
	3.00	SB	W	ACTG 2011	Introduction to Financial Accounting II	
	3.00	SB	F or W	MKTG 1030	Marketing Management	
	3.00	SB	F or W	MGMT 1030	History of Capitalism: Structures, Agents, Artefacts	
	6.00	Non-Business Elective(s) (at the 1000 or 2000 level)				
YEAR 2	3.00	SB	F	FINE 2000	Introduction to Finance	
	3.00	SB	F	ORGS 2100	Individuals and Groups in Organizations	
	3.00	SB	W	ORGS 2200	Organizations and Their Environments	
	3.00	SB	W	ECON 2000	Applied Macroeconomics	
	3.00	SB	F or W	OMIS 2050	Analyzing Data for Business Decisions	
	3.00	SB	F or W	OMIS 2010	Introduction to Operations and Supply Chain Management	
	3.00	SB	F or W	MGMT 2060	Business and Society	
	3.00	SB	F or W	ACTG 2020	Management Accounting Concepts	
	6.00	Non-Business Elective(s) (at the 1000 or 2000 level)				
YEAR 3 AND 4	3.00	SB	F	SGMT 3000	Strategic Management*	* Must be completed in Year 3; this course cannot be completed on exchange.  ** Year 3 or 4, SGMT 3000 is the prerequisite <ul style="list-style-type: none"> <li>More than 60.00 credits, electives must be at the 2000 level or higher</li> <li>More than 90.00 credits, electives must be at the 3000 level or higher</li> </ul>
	3.00	SB	W	MGMT 4100	Integrative Business Simulation**	
	3.00	SB			Schulich Elective	
	3.00	SB			Schulich Elective	
	3.00	SB			Schulich Elective	
	3.00	SB			Schulich Elective	
	3.00	SB			Schulich Elective	
	3.00	SB			Schulich Elective	
UPPER YEAR ELECTIVES	24.00	Schulich Electives or Non-Business Electives***				*** Year level requirements apply  Minimum 5.00 OGPA required to be eligible for graduation
	12.00	Non-Business Electives***				
	120.00	DATE: _____ COMPLETED BY: _____				
						OGPA:

# iBBA Degree Program Checklist (Fall 2022 Entry)

iBBA Student Name:						ID:	
	CR	FAC	T	CODE	COURSE NAME	NOTES	
YEAR 1	3.00	SB	F	INTL 1200	Microeconomics for Managers	* Students have 18.00 credits to satisfy advanced level competency in a preferred language. If a student satisfies advanced language prior to completing 18.00 credits in language, they may use the remaining credits towards learning a second language or additional regionally focused electives	
	3.00	SB	F	ACTG 2010	Introduction to Financial Accounting I		
	3.00	SB	F	MGMT 1000	Introduction to Business		
	3.00	SB	F	INTL 1400	Responsible Business in an International Context		
	3.00	SB	W	OMIS 1050	Managing Data for Business Decisions		
	3.00	SB	W	INTL 1210	Macroeconomics for Managers		
	3.00	SB	W	ACTG 2011	Introduction to Financial Accounting II		
	3.00	SB	W	MKTG 1030	Marketing Management		
	6.00	SB	*Language Study Total of 6.00 credits				
YEAR 2	3.00	SB	F	FINE 2000	Introduction to Finance	** Students must complete 12.00 credits of regionally-focused study in addition to the 18.00 credits used for language study to be eligible for graduation. Year level requirement does not apply to language or regionally-focused courses.	
	3.00	SB	F	INTL 2300	Organizational Behavior Across Cultures		
	3.00	SB	W	ACTG 2020	Management Accounting Concepts		
	3.00	SB	W	INTL 2200	International Economics		
	3.00	SB	F or W	OMIS 2050	Analyzing Data for Business Decisions		
	3.00	SB	F or W	OMIS 2010	Introduction to Operations and Supply Chain Management		
	6.00	Language Study (or Regionally-Focused Elective)*					
	6.00	Regionally-Focused Elective(s)**					
YEAR 3 AND 4	3.00	SB	F	INTL 3000	Strategic Management for International Business***	*** Must be completed prior to mandatory exchange term **** INTL 3000 is the prerequisite	
	3.00	SB	W	INTL 4300	International Business Simulation****		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
	3.00	SB			Schulich Elective		
UPPER YEAR ELECTIVES	6.00	Language Study (or Regionally-Focused Elective)*				***** A total of 12.00 credits of non-business electives can be taken at the 1000 level any time during your degree	
	6.00	Regionally-Focused Elective(s)**					
	18.00	Non-Business or Schulich Electives*****				Minimum 5.00 OGPA required to be eligible for graduation	
	120.00	DATE: _____ COMPLETED BY: _____				OGPA: _____	

# Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## Contact Us

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