

University of Alberta University of Alberta Calendar 2022-2023

Faculty of Business Admission Requirements

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Bachelor of Commerce (BCom)

Introduction

For admission purposes, new applicants for degree programs are placed into one of four categories:

- I. **High School:** Applicants applying directly from high school.
- II. **Nonmatriculated:** Applicants applying with high school course work who are at least 21 years of age and have not attended any postsecondary institution.
- III. **Postsecondary Transfer:** Applicants who have attended any postsecondary institution but have not received a four-year undergraduate degree.
- IV. **After Degree:** Applicants with a recognized four-year degree from an approved post-secondary institution.

Admission to the Faculty of Business is competitive and is based on [Residence Requirements](#). The number of students admitted to the Faculty is limited. Presentation of the minimum admission requirements and average where noted does not guarantee admission.

Applicants will be assessed on the basis of their academic records as described below.

High School Applicants

High school applicants will be considered for admission based on their average on the required five admission subjects outlined below. The high school average is competitive and will vary by year.

Grade 12 courses listed below are based on the Alberta Education curriculum. See [High School Applicants](#) for non-Alberta curriculum

Required Grade 12 Admission Subjects

1. English Language Arts 30-1
2. Mathematics 30-1
3. A combination of three subjects from Group A, B and/or C. A maximum of one subject from Group B will be used for the high school average. MATH 30-2 will not be used as one of the three subject areas. See [Classification of High School Courses](#).

Notes

1. Only 5-credit courses will be used for admission purposes.
2. Indigenous students may also qualify for admission under the [Transition Year Program](#).
3. Applicants should be aware that specific Grade 12 courses may be required as prerequisites for University courses. Please refer to [Course Listings](#) for course descriptions.

Nonmatriculated Applicants

Nonmatriculated applicants are considered for admission based on their average on the three required admission subjects noted below. The high school average is competitive and will vary by year.

Required Grade 12 Admission Subjects

1. English Language Arts 30-1
2. Mathematics 30-1
3. One subject from Group A or C. MATH 30-2 will not be used for admission purposes. See Classification of High School Courses.

Notes

1. Only 5-credit courses will be used for admission purposes.
2. Applicants should be aware that specific Grade 12 courses may be required as prerequisites for University courses. Please refer to Course Listings for course descriptions.

Postsecondary Transfer Applicants

A postsecondary transfer applicant is any applicant who has ever registered at any postsecondary institution.

Academic Requirements

The minimum requirement for postsecondary transfer admission is the successful completion of 24 units of course weight University transferable including the following foundational courses or their equivalent:

1. 6 units of course weight in junior level English which includes any 100 level ENGL and a maximum of 3 units in WRS
2. ECON 101
3. ECON 102
4. MATH 154
5. STAT 161

Students must present a minimum Grade Point Average (GPA) of 2.3 for consideration based on the most recent Fall/Winter period consisting of a minimum of 15 units of course weight University transferable. A GPA of 2.3 is not normally competitive.

Selection Process

Qualified applicants will have completed a minimum of 24 units of course weight in University transferable, all foundational courses and will have completed at least one Fall/Winter period with a minimum of 15 units of course weight University transferable.

The admission GPA is based on the most recent Fall/Winter period consisting of a minimum of 15 units of course weight University transferable with all courses completed used in the final GPA calculation. The admission GPA is competitive and will vary by year.

Notes

1. Only graded University transferable courses normally completed within eight years of application are used in calculating the GPA for admission purposes, pre-requisites and transfer credit.
2. Repeated courses, if previously passed, will not be included in the GPA calculation.
3. If required to withdraw from another program or institution, please see University requirements as additional requirements apply.
4. Program residency requirements exist that affect eligibility. Transfer credit is granted depending upon the major selected, applicability of the courses taken and results achieved to a maximum of 60 units of course weight.
5. Applicants who do not possess all of the required foundational courses, but are otherwise eligible for consideration, will be considered for admission if space exists. Such applicants will normally be required to present a higher admission GPA than those admitted under the standard selection process. Missing foundational courses must be made up in the first year of the program following admission.

6. Applicants with less than 24 units of course weight who have never been required to withdraw will be considered for admission if space exists and must present the five required high school courses. Applicants will be evaluated on a competitive high school average, an Admission Grade Point Average (AGPA), and if applicable, a GPA based on the most recent Fall/Winter consisting of at minimum 15 units of course weight. Such applicants will normally be required to present higher averages than those admitted under the standard selection process. Missing foundational courses must be made up in the first year of the program following admission.

Early Admission

Students who have completed or who have in progress all the necessary foundational courses and 24 units of course weight in University transferable may be considered for early admission.

Students are eligible for consideration if they present the following requirements:

1. three or more of the foundational courses completed;
2. remaining foundational courses, if any, in progress in the Winter term of application;
3. a minimum of 9 units of course weight University transferable completed in the Fall term of application on which to calculate a GPA with a corresponding Winter term in progress; and
4. an overall minimum of 15 units of course weight University transferable completed during the Fall/Winter period to calculate a final GPA. All courses completed will be used in the final GPA calculation.

Students offered early admission are required to meet the conditions set forth in their offer letter, including:

1. submission of final transcripts and documents by the appropriate deadline;
2. satisfaction of all admission requirements; and
3. presentation of a competitive final admission GPA.

Failure to meet the conditions of the early admission offer will result in refusal to the program and cancellation of any course registration.

After Degree Applicants

An after degree applicant is any applicant with a recognized four-year undergraduate degree (see Note 4) from an approved post-secondary institution.

Academic Requirements

The minimum required for after degree admission is a degree (see Note 4) and the successful completion of the following foundational courses or their equivalent:

1. 6 units of course weight in junior level English which includes any 100 level ENGL and a maximum of 3 units in WRS
2. ECON 101
3. ECON 102
4. MATH 154
5. STAT 161

Students must present a minimum Grade Point Average (GPA) of 2.3 for consideration based on the most recent Fall/Winter period consisting of a minimum of 15 units of course weight University transferable. A GPA of 2.3 is not normally competitive.

Selection Process

Qualified applicants will have completed a degree (see Note 4), all foundational courses and will have completed at minimum 15 units of course weight in one Fall/Winter period.

The admission GPA is based on the most recent Fall/Winter period consisting of a minimum of 15 units of course weight University transferable with all courses completed used in the final GPA calculation. The admission GPA is competitive and will vary by year.

Notes

1. Only graded University transferable courses normally completed within eight years of application are used in calculating the GPA for admission purposes, pre-requisites and course exemptions.
2. Repeated courses, if previously passed, will not be included in the GPA calculation.
3. Applicants who do not possess all of the required foundational courses, but are otherwise eligible for consideration, will be considered for admission if space exists. Such applicants will normally be required to present a higher admission GPA than those admitted under the standard selection process. Missing foundational courses must be made up in the first year of the program following admission.
4. The After-Degree program is not open to students holding a previous degree that is the equivalent of a Business degree, or to students who have completed a sufficient number of Business or related courses so that they could not meet the requirements of [Students in the BCom After-Degree](#) and [Program Information](#).

Early Admission

Students who meet the requirements above with courses in progress may be considered for early admission.

Students are eligible for consideration if they present the following requirements:

1. three or more of the foundational courses completed;
2. remaining foundational courses, if any, in progress in the Winter term of application;
3. a minimum of 9 units of course weight University transferable completed in the Fall term of application on which to calculate a GPA with a corresponding Winter term in progress; and
4. an overall minimum of 15 units of course weight University transferable completed during the Fall/Winter period to calculate a final GPA. All courses completed will be used in the final GPA calculation.

Students offered early admission are required to meet the conditions set forth in their offer letter, including:

1. submission of final transcripts and documents by the appropriate [deadlines](#);
2. satisfaction of all admission requirements, including degree completion; and
3. presentation of a competitive final admission GPA.

Failure to meet the conditions of the early admission offer will result in refusal to the program and cancellation of any course registration.

Bilingual Bachelor of Commerce

Applicants to the Bilingual BCom will generally complete their preprofessional requirements in the Faculté Saint-Jean. Applicants who have not completed their preprofessional requirements at Faculté Saint-Jean are normally required to complete the preprofessional requirements in French at a recognized institution. Students transferring to Faculté Saint-Jean with one or more of the preprofessional requirements from another approved postsecondary institution must satisfy the admission and transfer credit requirements of Faculté Saint-Jean prior to applying to the Faculty of Business. See [Faculté Saint-Jean Regulations \(English\)](#), [Règlements de la Faculté Saint-Jean](#). Following the completion of the preprofessional year, students apply to the Faculty of Business in accordance with [Academic Requirements](#) and [Selection Process](#).

For students intending to pursue the Bilingual BCom, the following courses are accepted as equivalent coursework for the purposes of [Academic Requirements](#):

- 6 units in ANGL or ENGL
- [ECONE 101](#)
- [ECONE 102](#)
- MATHQ 113 or 114
- [STATQ 151](#)

Note: ALS and EAP courses are not acceptable equivalents to ANGL or ENGL.

Students with a competitive grade point average will be offered two admission alternatives.

1. They may continue in the Bilingual BCom program by completing their second year at the Faculté Saint-Jean and remaining registered as a student in the Faculté Saint-Jean. They will be guaranteed admission to the Faculty of Business the following

year if they follow the program of studies (see [Bilingual Bachelor of Commerce \[Business\]](#)) for the Bilingual BCom and maintain a minimum grade point average of 2.0 or better. After completion of their second year at Faculté Saint-Jean, students must take the following steps to confirm their admission:

- a. submit an *Application for Readmission or Internal Transfer* form by the application deadline, and
- b. submit a copy of their guaranteed admission form.

Students who do not submit a copy of their guaranteed admission form will be charged an application fee. Upon receipt of these documents, students who have maintained the 2.0 grade point average for guaranteed admission, will be sent a Permission to Register letter and registration instructions

or

2. They may elect to enter the Faculty of Business immediately and pursue the regular BCom degree.

Readmission of Previous BCom Students

1. Students previously enrolled in the Faculty of Business who have interrupted their studies with permission by as much as an academic year and who were in satisfactory academic standing when last in attendance, may apply to resume their studies by the [appropriate deadlines](#).
2. Students previously enrolled in the Faculty of Business who have interrupted their studies with permission by as much as an academic year and had a marginal academic standing when last in attendance, may apply to resume their studies for Fall readmission by the application deadline of March 1. Students will be required to submit a letter that addresses their previously poor record and outlines an academic plan and may be placed on Probation if readmitted.
3. Students who have been required to withdraw from the Faculty of Business will be considered for Fall readmission after at least one year after the withdrawal. (See [Requirement to Withdraw and Readmission](#)) The application deadline is March 1 and is subject to the following:
 - i. Students admitted to the Fresh Start Program from the Faculty of Business seeking to continue in Business must meet the Fresh Start conditions of readmission and will be placed on Probation
 - ii. Students requalifying as a Transfer Student, must present 24 units of course weight transferable to the University of Alberta with a competitive GPA (based on a minimum of 15 units of course weight completed Fall/Winter) to be considered for readmission. Coursework must include any missing foundational requirements. Students will be required to submit a letter that addresses their previously poor record and outlines an academic plan and will be placed on Probation if readmitted.
 - iii. Transfer students who have discontinued studies are required to submit a letter that addresses their previously poor record and outlines an academic plan. Students will be placed on Probation if readmitted.

In the case of ii. and iii. admission is not automatic and will be considered on an individual basis. Should readmission be granted it will be subject to conditions specified by the Associate Dean, Undergraduate.

Applicants who have been required to withdraw twice from the Faculty of Business are ineligible for readmission.

All students have eight consecutive years to complete program requirements, starting with the year of original admission to the program. The number of readmissions is limited, notwithstanding eligibility.

Indigenous Applicants

See [Admission of Indigenous Applicants](#).

BCom Honors Program

Honors programs in Business are available in several areas (see [BCom Honors Accounting](#), [BCom Honors Finance](#), [BCom Honors in Management Science](#) and [BCom Honors in Operations Management](#)). Application to the Honors program is normally made immediately prior to or during Year Three of the BCom program. However, qualified students in any year are encouraged to apply. Acceptance may depend on whether the students have room in their programs to complete Honors requirements. Prospective students must be currently in the BCom program, or have been accepted for admission to the BCom program. Students must normally

present a minimum GPA of 3.7. Admission decisions will be made jointly by the Undergraduate Office in Business and the Department responsible for administering the particular Honors program to which the student is applying.

Specific requirements for each program are listed below:

I. Honors in Accounting

1. Students must complete all requirements of Year Two of the BCom program.
2. Students must complete ACCTG 414.
3. Students must normally present a minimum cumulative GPA of 3.5 on all coursework taken since admission to the Bachelor of Commerce program.
4. Admission will be based on a combination of the student's academic record, performance in Accounting courses to date, a letter of intent and interview.

II. Honors in Finance

1. Students must normally present a minimum GPA of 3.7.
2. Students will normally have received a grade of A- or higher in ECON 101, ECON 102, MATH 114 or equivalent and STAT 151, or have otherwise demonstrated excellence in their academic Program.

III. Honors in Management Science

- See requirements for Honors in Finance.

IV. Honors in Operations Management

1. Students must normally present a minimum GPA of 3.7.
2. Students will normally have received a grade of A- or higher in ECON 101, ECON 102, MATH 113, MATH 114 or equivalent and STAT 151, or have otherwise demonstrated excellence in their academic Program.

Diploma in Corporate Finance

For information concerning this program, please contact the Undergraduate Programs Office in the Faculty of Business, 2-20 Business Building.
