

# YORKVILLE

## U N I V E R S I T Y



## Academic Calendar 2026 - Addenda

Ontario

### Contents

<b>6.3. Re-Admission Policies and Procedures – Amended April 1, 2026</b> .....	<b>3</b>
6.3.1. General Policies and Procedures .....	3
<b>8.3. Grading Policies – Amended April 1, 2026</b> .....	<b>4</b>
8.3.1. Grade Point Average .....	4
8.3.2. Letter Grades.....	4
8.3.3. Passing Grades.....	4
8.3.3. Mastery/Competency Based Grading.....	8
8.3.4. Graduate and Undergraduate Program Grading Standards .....	8
8.3.6. Repeating Courses .....	11
<b>8.5. Student Transcripts – Amended April 1, 2026</b> .....	<b>12</b>
8.5.1. Notations Used on Student Records and Transcripts .....	12
<b>10. Program Information – Amended April 1, 2026</b> .....	<b>15</b>
<b>10.1. Master of Business Administration</b> .....	<b>15</b>
10.1.1. Master of Business Administration (MBA) Overview .....	15
10.1.2. Detailed Program Information: Master of Business Administration .....	15
<b>10.2. Bachelor of Business Administration (Project Management)</b> .....	<b>22</b>
10.2.1. Bachelor of Business Administration (Project Management) Overview .....	22
10.2.2. Detailed Program Information: Bachelor of Business Administration (Project Management) .....	22
<b>10.3. Bachelor of Interior Design</b> .....	<b>32</b>
10.3.1. Bachelor of Interior Design Overview .....	32
10.3.2. Detailed Program Information: Bachelor of Interior Design .....	33

<b>10.4. Bachelor of Creative Arts .....</b>	<b>45</b>
10.4.1. Bachelor of Creative Arts Overview .....	45
10.4.2. Detailed Program Information: Bachelor of Creative Arts .....	45
Note that when the University recognizes a course taken at another institution as equivalent to a course offered at Yorkville University and grants a student credit for the course, the student transferring the credit is not allowed to subsequently enroll in the Yorkville course.(see 8.5.1. Notations Used on Student Records and Transcripts) .....	51
<b>10.5. Liberal Arts in Yorkville University’s Degree Programs .....</b>	<b>52</b>
10.5.1. Liberal Arts Overview .....	52
10.5.2. Mission of Liberal Arts.....	52
10.5.3. Objectives .....	52
10.5.4. Liberal Arts Structure .....	52
10.5.5. Student Progress Through Liberal Arts .....	54
10.5.6. Transfer of Credits .....	54

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### **6.3. Re-Admission Policies and Procedures – Amended April 1, 2026**

***On April 1, 2026, Academic Council of Yorkville University amended the general grading policies with respect to Student Academic Progression (SAP).***

***New calendar entry:***

#### **6.3.1. General Policies and Procedures**

Students who are dismissed from Yorkville University for any reason and who wish to return to their studies must apply for re-admission, following regular admission procedures. The program's Admissions Committee will consider such applications on a case-by-case basis. Please see program-specific conditions below.

Students who have been academically dismissed from Yorkville University and are eligible for re-admission will not be re-admitted for at least 12 months. Such students must provide a personal letter satisfactorily outlining why they think they will now be successful, and two letters of recommendation from employers or others. The program's Admissions Committee may require evidence, such as successful completion of designated courses, that applicants are likely to be successful in further studies.

Note also that program Admissions Committees will not accept applications for re-admission, even from students eligible to apply, when the student was dismissed after progressive discipline for repeated academic offences such as plagiarism.

A student re-admitted after being academically dismissed from Yorkville University will automatically be placed on academic probation (see Section 8.3.1). Failure to meet the normal academic requirements of the program and any other probationary requirements established by the program's Admissions Committee will result in final dismissal and further applications for re-admission will not be considered.

**Students who voluntarily withdrew from a Yorkville University program**, or those who have been on an approved Leave of Absence and been absent from study for more than 12 consecutive months since their last attendance at Yorkville University, are required to seek re-admission. If re-admitted, such students will resume their studies without a probationary period unless they were on academic probation when they left the program, in which case they will complete their academic probation upon re-entering the program.

Students re-admitted to their original or a new program of study following a leave of absence from study, or re-admitted since being required to withdraw, will normally follow the regulations in the Academic Calendar for the year in which they resume study.

### **8.3. Grading Policies – Amended April 1, 2026**

***On April 1, 2026, Academic Council of Yorkville University amended the general grading policies with respect to Student Academic Progression (SAP).***

***New calendar entry:***

#### **8.3.1. Grade Point Average**

The Grade Point Average (GPA) is calculated by summing the products of each course grade and the course credits for that course, then dividing this sum by the total number of credit hours attempted. GPAs are calculated for degree students, and non-degree students. For non-degree students who have previously completed a degree at Yorkville, the cumulative GPA will not include previously completed courses taken as a degree student.

Two types of grade point averages are calculated:

- Term GPA (TGPA): The TGPA is calculated at the end of each term, based on marks obtained during each term:
  - Undergraduate Program Terms: Winter (January-March), Spring (April-June), Summer (July-September) and Fall (October-December)
  - Graduate Program Terms: Winter (January-April), Summer (May-August) and Fall (September-December)
- Cumulative GPA (CGPA): The CGPA is calculated on the same schedule as the TGPA and takes into consideration all the marks for all individual courses completed by the student to that point.
  - Courses that are not included in the GPA calculation are:
    - courses graded on a “pass/fail” basis
    - courses in which a student has withdrawn (“W”)
    - courses with an incomplete (“I”) grade
    - advanced standing credits (e.g., transfer credit (“TC”))

The transcript will include a record of all courses taken and grades earned, including repeated courses (see 8.5. Student Transcripts)

#### **8.3.2. Letter Grades**

The University has defined graduate-program and undergraduate-program standards for specific letter grades. *See below for definitions of letter grades and the standards required to achieve each letter grade.*

#### **8.3.3. Passing Grades**

Except where a course is graded on a pass/fail standard, a student must earn a passing grade to earn credit for the course.

Academic Council of Yorkville University has established 50% (D-) as the normal passing grade for undergraduate courses and 70% (B-) as the normal passing grade for graduate courses.

However, any program may establish different requirements for passing grades if those are approved by the relevant Provincial Senate of Yorkville University.

### 8.3.2.1. Student Academic Progression

Student academic progression is assessed based on a student’s level of performance throughout their program, commonly referred to as Academic Standing.

There are five kinds of academic standing:

- Good Academic Standing
- Academic Warning
- Academic Probation
- Academic Dismissal
- Permanent Academic Dismissal

Academic standing is assessed for the first time at the end of the Term in which a student achieves final standing in at least one for credit course, excluding:

- courses graded on a “pass/fail” basis
- courses in which a student has withdrawn (“W”)
- courses with an incomplete (“I”) grade
- advanced standing credits (e.g., transfer credit (“TC”))

Academic standing is assessed at the end of each term using the cGPA.

#### Assessment of Academic Standing

Academic standing is assessed by reviewing a student’s cumulative academic performance each term, including GPA, course completion, and progression requirements, to determine whether they are meeting the minimum standards for continued enrolment in their program.

Starting/ Previous Status	Calculated Status At/Above Threshold	Calculated Status Below Threshold	Undergraduate Evaluation	Graduate Evaluation – MBA
Blank (First Term - Undergraduate)	Good Academic Standing	Academic Warning	cGPA $\geq$ 2.0 (C, 63%)	n/a
Blank (Graduate)	Good Academic Standing	Academic Probation	n/a	cGPA $\geq$ 2.7 (B-, 70%)
Good Academic Standing	Good Academic Standing	Academic Probation	cGPA $\geq$ 2.0 (C, 63%)	cGPA $\geq$ 2.7 (B-, 70%)
Academic Warning	Good Academic Standing	Academic Probation	cGPA $\geq$ 2.0 (C, 63%)	n/a
Academic Probation	Good Academic Standing	Academic Dismissal	cGPA $\geq$ 2.0 (C, 63%)	cGPA $\geq$ 2.7 (B-, 70%)
Academic Dismissal	Good Academic Standing	Final Dismissal	cGPA $\geq$ 2.0 (C, 63%)	cGPA $\geq$ 2.7 (B-, 70%)

Additional requirements to manage overall academic performance and ability to remain enrolled in a program may be established if approved by the relevant Provincial Senate of Yorkville University.

The following academic standings can also be applied as a result of other academic considerations

- Academic Probation:
  - Condition imposed upon admission
- Academic Dismissal:
  - Failed Admission Condition
- Final Dismissal:
  - Two or more course failures in a program (graduate level)
  - Failure of an admission condition or additional course after being readmitted

### 8.3.2.2. Good Academic Standing

**Good academic standing** is a level of performance that must be maintained for a student to continue in or graduate from a program. The cGPA threshold used to determine this standing are:

- Undergraduate programs: cGPA 2.0 (C, 63%)
- Graduate programs: Master of Business Administration (MBA) program: cGPA 2.7 (B-, 70%)

However, any program may establish different requirements for good academic standing if those are approved by the relevant Provincial Senate of Yorkville University.

### 8.3.2.3. Academic Warning and Probation

Undergraduate students who do not meet the minimum CGPA required for Good Academic Standing at the end of their first term will receive a formal academic warning and be required to complete remedial studentship activities.

Academic Probation is a notice to the student of unsatisfactory academic performance and a warning that the student needs to improve performance to avoid dismissal.

There are two main circumstances that might lead to a student being on academic probation.

1. **Failure to maintain good academic standing:** The academic performance of each student is reviewed at the end of each term and students who are not in good standing (as defined by the program in which the student is enrolled) are placed on academic probation.
2. **Probationary standing for students readmitted after academic dismissal:** Students who have been dismissed from their program because of continued poor academic performance can, in some circumstances, apply for re-admission to the program after a specified time has elapsed (see *Section 6.3, above*). If readmitted, these students are placed on academic probation. The probationary period for students in this category

will be the same as for someone who fails to maintain good academic standing as described below.

The general rules and procedures governing students who are placed on academic probation upon re-admission or for failure to maintain good academic standing are outlined below. Note that some programs have additional or special requirements related to academic standing, probation, and dismissal.

1. It is the responsibility of each student to be aware of any requirements specific to their programs.
2. A student placed on academic probation is formally notified by the Registrar's Office that they are on probation and of the conditions that must be met while on probation.
3. The Registrar provides additional notifications throughout the probationary period.
4. The essential conditions that must be met by every student on academic probation is achievement of a cumulative GPA that meets the "good standing" requirements of the program in which they are enrolled. In some programs, students on academic probation must also earn satisfactory grades in each course taken while on probation.
5. When the conditions have been met, the student will be removed from academic probation.
6. A student who has been placed on academic probation and whose cGPA at the end of the subsequent term remains below the program's requirements for good academic standing will be academically dismissed, and they will be required to wait at least one year before applying for re-admission to the program.
  - a. Note, however, that if a student's performance shows significant improvement such that the head of the program concludes that additional time is likely to bring the student into good academic standing, the head of the program may allow the student to continue on probation for an additional term.
  - b. Students for whom it is mathematically impossible to bring cGPA to good standing will not be granted such an extension.
  - c. Only in exceptional circumstances will academic probation be extended for a second time.
7. The head of the academic program in which a probationary student is enrolled may impose additional probationary conditions, such as a reduction in the number of courses that may be taken while on probation, a requirement that the student take one or more specific courses while on probation, or academic skills remediation activities.
8. The maximum course load for a student on academic probation is the standard one-term course load as defined by the program in which the student is enrolled.
9. Decisions made under the *Academic Probation Policy*, including decisions to academically dismiss a student, may be appealed to the Standing Committee on Academic and Student Conduct Appeals, as set out in the University's policy on Student Grievances and Appeals.

#### 8.3.2.4. Academic Dismissal

**Academic dismissal** occurs when students fail to return to good academic standing after being placed on academic probation. Students who breach the University's *Academic Integrity Policy* may be expelled; such expulsion may be recorded on the student's academic record as academically dismissed as appropriate. In some graduate programs, students may be dismissed for failure to meet program-specific progression requirements (identified in Section 10 of the academic calendar.) Students who have been academically dismissed can, in some circumstances, apply for re-admission to the university after 12 months have passed after their dismissal. Re-admission policy is found in Section 6.3 of the academic calendar.

#### 8.3.2.5. Program Withdrawal

A student may fully withdraw from a program by completing a *Program Withdrawal Form*. No administrative or admission fees will be refunded; refunds for tuition fees will be based on the prorated schedule described on the form.

#### 8.3.2.6. Leave of Absence

A leave of absence allows a student to withdraw for one or more terms of the program without applying for re-admission. Students must complete a *Leave of Absence Request Form* and pay a continuous enrollment fee for each term during which they are on leave of absence.

### 8.3.3. Mastery/Competency Based Grading

Some courses and/or some assignments are graded on a pass/fail basis.

**P** = Student has met and mastered the goals, criteria, or competencies established for the assignment or course.

**F** = Student has not met and mastered the goals, criteria, or competencies established for the assignment or course. (Beginning spring of 2024, this is indicated on records and transcripts as F#.)

Pass/fail grades are not included in the calculation of the final mark in a course or in the calculation of a student's Grade Point Average (GPA). However, a student is required to pass all pass/fail components of a course in order to gain credit for the course.

### 8.3.4. Graduate and Undergraduate Program Grading Standards

#### 8.3.4.1. Graduate Program Grading Standards

Grade Standards – Graduate Programs		
Definition	Letter Grades and GPA and % Equivalencies	Standard Required to Achieve the Letter Grade
<b>A</b> Outstanding or excellent: Strong evidence of	A+ (4.3) 90 – 100%	Outstanding. Evidence of expertise in all key performance areas. The A+ is reserved for those few pieces of work and those rare overall achievements that are truly outstanding and exceed expectations.

original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.	A (4.0) 85 – 89.9%	Excellent. Evidence of at least mastery in all key performance areas and of expertise in most.
	A- (3.7) 80 – 84.9%	Superior. Evidence of at least mastery in all key performance areas and of expertise in some.
<b>B</b>	B+ (3.3) 77 – 79.9%	Very good. Evidence of mastery in all key performance areas.
Proficient: Evidence of grasp of subject matter; evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature. Graduate students must meet or exceed this standard to maintain good academic standing and to graduate from their programs.	B (3.0) 73 – 76.9%	Good. Evidence of at least competence in all key performance areas and of mastery in most.
	B- (2.7) 70 – 72.9%	Satisfactory. Evidence of competence in all key performance areas.
<b>C</b>  Approaching proficiency: Student who may be profiting from the University experience but whose performance is not satisfactory; some evidence that critical and analytic skills have been developed; basic understanding of the subject matter and ability to develop solutions to simple problems in the material.	C+ (2.3) 67 – 69.9%	Evidence of competence in most but not all key performance areas.
	C (2.0) 63 – 66.9	Evidence of competence in some performance areas.
	C- (1.7) 60 – 62.9%	Evidence of competence in few key performance areas.
<b>D</b>	D+ (1.3) 57 – 59.9%	Superficial ability but not competency in most key performance areas.
Little proficiency: Some evidence of familiarity with the subject matter but evidence of only minimal critical and analytic ability.	D (1.0) 53 – 56.9%	Superficial ability but not competency in many key performance areas and deficient performance in some key performance areas.
	D- (0.7) 50 – 52.9%	Superficial ability in only a few key performance areas and deficient performance in many areas.
<b>F</b>		
No proficiency: Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature.	F (0.0) 0 – 49.9%	Deficient performance in all key performance areas.

### Passing Grades:

Except where a course is graded on a pass/fail standard, a student must earn a passing grade to earn credit for the course.

Academic Council of Yorkville University has established 70% (B-) as the normal passing grade for graduate courses. As approved by the Yorkville University Ontario Provincial Senate, a passing grade in all Master of Business Administration (MBA) courses is C+ (67%).

However, any program may establish different requirements for passing grades if those are approved by the relevant Provincial Senate of Yorkville University.

**Academic Honours:**

To be named to the Honour’s List, a student’s cumulative GPA at the end of a term must be 3.70 or higher and there must be no failures or incomplete grades during the term and no infringements of the Academic Integrity and Honesty Policy or Student Code of Conduct.

**Repeating Courses:** A student who does not earn a passing grade in a course must repeat that course. If the grade on the second attempt is also below the passing grade, the student will be academically dismissed. A student may elect to repeat any course once in order to raise their GPA to establish good academic standing. Only in exceptional circumstances and with the approval of the head of the program may a course be repeated more than once.

**8.3.4.2. Undergraduate Program Grading Standards**

Grade Standards – Undergraduate Programs		
Definition	Letter Grades and GPA and % Equivalencies	Standard Required to Achieve the Letter Grade
<p><b>A</b></p> <p>Excellent or Outstanding: Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.</p>	<p>A+ (4.3) 90 – 100%</p>	<p>Outstanding. Evidence of expertise in all key performance areas. The A+ is reserved for those few pieces of work and those rare overall achievements that are truly outstanding and exceed expectations.</p>
	<p>A (4.0) 85 – 89.9%</p>	<p>Excellent. Evidence of at least mastery in all key performance areas and of expertise in most.</p>
	<p>A- (3.7) 80 – 84.9%</p>	<p>Superior. Evidence of at least mastery in all key performance areas and of expertise in some.</p>
<p><b>B</b></p> <p>Good: Evidence of grasp of subject matter; evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.</p>	<p>B+ (3.3) 77 – 79.9%</p>	<p>Very good. Evidence of mastery in all key performance areas.</p>
	<p>B (3.0) 73 – 76.9%</p>	<p>Good. Evidence of at least competence in all key performance areas and of mastery in most.</p>
<p><b>C</b></p> <p>Satisfactory: Student who is profiting from the University experience; some evidence that critical and analytic skills have been</p>	<p>B- (2.7) 70 – 72.9%</p>	<p>More than competent. Evidence of at least competence in all key performance areas and of mastery in some.</p>
	<p>C+ (2.3) 67 – 69.9%</p>	<p>Competent. Evidence of competence in all key performance areas.</p>
	<p>C (2.0) 63 – 66.9</p>	<p>Fairly Competent. Evidence of competence in most but not all key performance areas.</p>

developed; basic understanding of the subject matter and ability to develop solutions to simple problems in the material.	C- (1.7) 60 – 62.9%	Basic competence. Evidence of competence in some key performance areas.
<b>D</b>	D+ (1.3) 57 – 59.9%	Marginal Performance. Superficial ability but not competency in most key performance areas.
Minimally acceptable: Some evidence of familiarity with the subject matter but evidence of only minimal critical and analytic ability.	D (1.0) 53 – 56.9%	Minimal performance. Superficial ability but not competency in many key performance areas and deficient performance in some key performance areas.
	D- (0.7) 50 – 52.9%	Deficient performance. Superficial ability in only a few key performance areas and deficient performance in many areas.
<b>F</b>		Failure. Deficient performance in all key performance areas.
Inadequate: Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature.	F (0.0) 0 – 49.9%	

### Passing Grades:

Except where a course is graded on a pass/fail standard, a student must earn a passing grade to earn credit for the course.

Academic Council of Yorkville University has established 50% (D-) as the normal passing grade for undergraduate courses.

### 8.3.6. Repeating Courses

The following regulations govern when and how students may repeat courses and how repeated attempts are recorded and applied to academic standing and GPA calculations.

- *Students may repeat a passed course or a failed elective course to improve their GPA or maintain good academic standing.*
- *Students must repeat a required course if they receive a failing grade or do not meet a minimum grade required for progression or graduation.*
- *A course may be taken no more than three times total (up to two repeats).*
- *All attempts and grades appear on the transcript.*
- *Only the highest grade earned is used to calculate the cumulative GPA.*

## 8.5. Student Transcripts – Amended April 1, 2026

***On April 1, 2026, Academic Council of Yorkville University amended the general grading policies with respect to Student Academic Progression (SAP).***

Student transcripts consist of student grade history, academic standing, academic actions such as granting degrees, advanced course standing, special academic status/honours and enrolment status.

The Registrar's Office and Chief Information Officer are responsible for the generation, handling, and security of all student transcripts.

Student academic records are confidential and shall not be divulged to any third party, including parents and guardians, without the written consent of the student concerned.

The University considers certain information, such as a student's name, dates of University attendance, and verification of degree(s) obtained, to be public information. The Registrar may disclose such information without the consent of the student.

Students have the right to official copies of their transcripts. Transcripts are produced as required and are authorized by the Registrar's Office. For verification, an official seal along with the Registrar's signature appears on each page of the transcript. The transcript also features the statement: "Not official unless signed by the Registrar." Students are able to access their term records on Yorkville Student Information System (MyPath), however this is not an official transcript. Students can request an official transcript by completing a 'Student Transcript Request Form.' See *Section 7 for transcript fees.*

Transcript information is retained by the University for a period of time determined by each provincial government in which the University grants degrees: 75 years in Ontario, 55 years in British Columbia; in perpetuity in New Brunswick. In the unlikely event that the University is required to end a program due to business related or other reasons, the University would assure the continued availability of student records and transcripts.

The University has the right to place a hold against issuing official transcripts for students with unpaid financial obligations to the University and to deny registration in additional courses until all such debts are paid in full.

Access to student academic records is provided on the explicit condition that such information shall not be released to others except as may be permitted in these regulations or by written consent of the student.

### ***8.5.1. Notations Used on Student Records and Transcripts***

**The letter grade "I" on a student's record or transcript** indicates that the student has not yet completed course work but is expected to do so by an extended deadline and is used in the following circumstances:

- When a student completes an official *Request for Grade of "Incomplete" form*. Applications for an incomplete grade must be approved by the course instructor and

must be received by the Registrar's Office no later than the last day of the course. Applications for incomplete grades will be approved only when a student has demonstrated an acceptable reason for being unable to complete the coursework as scheduled. Acceptable reasons, generally, are those that involve factors beyond the student's direct control. The "I" grade will be used when, in the opinion of the course instructor, there is an expectation that the work will be completed within a defined period of time to be established as part of the *Request for Grade of "Incomplete" form*. If the delayed work is not completed by the specified date, the "I" grade will be replaced with the grade earned without that assignment.

- When a student has a pre-approved academic accommodation plan approved by the Accessibility and Academic Accommodations Office requiring additional time to complete course work. The grade "I" will be used to facilitate the approved accommodation. If the required course work is not completed by the date envisioned by the pre-approved academic accommodation plan, the "I" grade will be replaced with the grade earned without that assignment.
- When a student has appealed a grade, or the grade is under review under the University's *Academic Integrity and Honesty Policy*. The Registrar will enter the letter grade "I" until the appeal or review process is completed at which time the grade will be replaced with the grade earned in the course.

**The letter grade "IP" on a student's record or transcript** indicates that the associated course continues to the next term.

**The letter grade "W" on a student's record or transcript** indicates that the student has officially withdrawn from a course. Official withdrawal occurs when a student has submitted a *Course Withdrawal Form* after the course start date and before 60% of a graduate-level course or 50% of an undergraduate-level course has elapsed. A grade of "W" will appear on the student's transcript but will not be included in calculating the GPA. If the Course Withdrawal Form is not submitted and coursework is not completed, or if the form is submitted after 60% of a graduate-level course or 50% of an undergraduate-level course has elapsed, a grade of "F" will appear on the student's transcript; this grade will be included in the cumulative GPA.

Note: A grade of W may be assigned after 60% of a graduate-level course or 50% of an undergraduate-level course has elapsed when there are medical, compassionate, disability, equity, or human rights grounds for doing so.

Required course withdrawal: A grade of "W" may be entered on a student's record or transcript when the student has been required by the University to withdraw from a course. Several policies and academic regulations allow the University to require a student to withdraw from courses, including (but not limited to) the Non-academic Code of Conduct (Student Code of Conduct) and the *Prevention of Sexual Misconduct and Violence Policy*. In addition, regulations governing progression through some degree programs allow the University to require a student to withdraw from a course.

When a student is required to withdraw from a course, the grade of "W" is awarded regardless of how much of the course has been completed when the withdrawal occurred.

**Advanced Standing:** Refers to the formal recognition of prior learning that reduces the number of courses or credits a learner must complete within a program. It may be granted based on previous postsecondary study or demonstrated equivalent knowledge skills or competencies. Types of advanced standing include:

- **Block Transfer: Designator of BT** – refers to a form of advanced standing. Block of Transfer is granted when institutions compare whole programs and award credit based on total hours or credits, rather than for individual courses. Accounts for some portion of credential at YU (no course-by-course equivalency)
- **Transfer Credit: Designator of TC** –refers to the granting of specific course credit for previously completed postsecondary level credit studies achieved in formal learning settings. The Transfer Credit awarded may apply to core courses or to elective courses. It can take the form of assigned credit, which is credit for a specific course, or unassigned credit, which is elective credit in a specific subject and year level. Transfer Credit may result in achieving a higher level of studies at a subsequent institution. Assigning Transfer Credit helps students achieve educational goals by satisfying specific requirements for a credential, course prerequisites, and progression through a program; and/or by affecting a student’s enrolment priority (through the advanced access to upper-level courses or levels in a program).
- **Course Exemption: Designator of CE** Refers to when the appropriate authority at an institution grants permission for exemption from a particular program requirement or regulation as a result of a transfer credit or advanced standing assessment review. Sometimes, institutions may grant a Waiver or Exemption for reasons unrelated to transfer credit or advanced standing. The student may be required to replace the exempted course with another option.
- **Recognition of Prior Learning: Designator of PR** –Refers to a set of processes that allows individuals to identify, document, be assessed, and gain recognition for their prior learning. The focus is on the learning, rather than the context of the learning. Knowledge, skills, and abilities gained from life experiences may be formal, informal, or non-formal. RPL processes may serve several purposes, including: licensure, credit or advanced standing at an academic institution, employment, career planning, recruitment or self-knowledge.

**Cumulative Grade Point Average (cGPA)** is calculated by summing the products of each course grade and the course credits for that course, then dividing this sum by the total number of credit hours attempted. Courses graded on a “pass/fail” basis, courses in which a student has withdrawn (signified by a grade of “W”), or courses with an “Incomplete” grade, as well as transfer or PLAR credits, are excluded from this calculation. The student’s transcript will include a record of all courses taken and grades earned, including repeated courses.

## 10. Program Information – Amended April 1, 2026

***On April 1, 2026, Academic Council of Yorkville University amended the general grading policies with respect to Student Academic Progression (SAP).***

### ***New calendar entry:***

This section provides program specific information for all programs offered online from the Ontario Campus of Yorkville University.

### 10.1. Master of Business Administration

#### ***10.1.1. Master of Business Administration (MBA) Overview***

The Master of Business Administration (MBA) program provides students with advanced principles of management for purpose-driven business leaders to think globally, act responsibly, and shape the future of business management. The program is deliberately and thoughtfully designed to cover the essential components of contemporary business practice: Accounting; Finance; Analytics; Leadership; Marketing; Strategy; and Technology. Guided by Yorkville's *Signature Learning Outcomes*, the enriched program curriculum exposes students to concepts that require ethical, moral, global, and critical exploration, to help ground strategic decision-making in a contemporary business environment.

#### ***10.1.2. Detailed Program Information: Master of Business Administration***

##### **10.1.2.1. Program Requirements**

To earn an MBA degree, students are required to complete a total of 15 three-credit courses (45 credits total). These courses are allocated as:

- Three (3) foundation courses (3 credits per course)
- Six (6) core business management courses (3 credits per course)
- Four (4) business elective courses (3 credits per course)
- One (1) special topic summative course focusing on contemporary issues (3 credits)
- One (1) integrative capstone business strategy course (3 credits)

Students who enter the program with a business undergraduate degree can receive credit for the foundation courses and begin the program with the core business courses to complete the degree with 36 credits over 12 courses.

##### **Three (3) foundation courses (for non-business degree holders)**

- BUSI 6013 Strategic Management
- BUSI 6023 Accounting and Finance Fundamentals
- BUSI 6033 Responsible Business Economics

##### **Six (6) core courses covering the functional areas of business management:**

- BUSI 6113 Sustainability Management Impact
- BUSI 6123 Ethical Leadership and Organizational Culture

- BUSI 6133 Strategic Marketing
- BUSI 6143 Managerial Accounting and Control
- BUSI 6153 Corporate Finance
- BUSI 6163 Business Analytics

**Four (4) elective courses (options below)**

- BUSI 6213 Leading and Building Teams
- BUSI 6223 Advanced Data Analytics
- BUSI 6233 Entrepreneurship and Venture Management
- BUSI 6243 Organizational Development and Managing Change
- BUSI 6253 Global Business Environment
- BUSI 6263 Project Management
- BUSI 6273 Strategic Management of Information Systems
- BUSI 6283 Communication and Data Visualization

**One (1) Summative Special Topic course**

- o BUSI 6303 Disruption, Innovation, and the Canadian Business Environment

**One (1) integrative capstone project to complete the program.**

- BUSI 6313 Capstone – Business Strategy

**10.1.2.2. MBA-specific Admission Requirements**

In addition to the requirements listed in Section 6 of the University Academic Calendar, the following rules and requirements apply to the MBA.

**Baccalaureate requirements:**

Applicants with a baccalaureate degree in business (Bachelor of Business Administration, Bachelor of Commerce, Bachelor of Science in Management, or equivalent):

- Will be admitted if they meet other admission requirements.
- Are given transfer credit for the three foundation courses and, therefore, begin the program with the core business courses, completing the degree with 36 credits over 12 courses.

Applicants with a baccalaureate degree in a discipline other than business:

- Will be admitted if they meet other admission requirements.
- Must successfully complete the three foundation courses, completing the degree with 45 credits over 15 courses.

**Conditional Admission**

An applicant with a cGPA between 2.5 and 2.99 for their baccalaureate degree may be admitted conditionally provided they submit a recent GMAT score of 550 or higher (or equivalent GMAT focus score) alongside the regular admission documents. The GRE equivalent of a GMAT score equivalent to 550 will also be considered for admission. A minimum score of 157 on the Quantitative and 157 on the Verbal reasoning of the GRE will be considered.

Conditionally admitted students are admitted on probation and must achieve a cumulative GPA of at least 2.7 (B-, 70%) at the end of their first three courses (9 credits) of study to clear probation.

As stated in Section 8.3, *Academic Probation*: "A student who has been placed on academic probation and whose cGPA at the end of the subsequent term remains below the program's requirements for good academic standing will be academically dismissed and required to wait at least one year before applying for re-admission to the program. Note, however, that if a student's performance shows significant improvement such that the head of the program concludes that additional time is likely to bring the student into good academic standing, the head of the program may allow the student to continue on probation for an additional term. Students for whom it is mathematically impossible to bring cGPA to good standing will not be granted such an extension. Only in exceptional circumstances will academic probation be extended for a second time."

In practice, this means:

- Conditionally admitted students with an undergraduate degree in an area other than business may be dismissed from the program if their cGPA is below 2.7 (B-, 70%) when they complete the foundation courses.
- Conditionally admitted students with a business undergraduate degree have the option of taking the foundation courses to meet the condition or of by-passing the foundation courses and meeting the condition by earning a cGPA of at least 2.7 (B-, 70%) on the first three core courses they take. Failure to achieve a cGPA of 2.7 after completing the foundation courses or the first three core courses may result in dismissal from the program.
- To optimize the likelihood of meeting the requirements of conditional admission, it is recommended that all conditionally admitted students, even those with an undergraduate degree in business, take the foundation courses.

Note that a conditionally admitted student may elect to repeat any course once in order to raise their GPA to establish good academic standing. See Section 8.3.4, Graduate Grading Policies, "Repeating Courses".

The University reserves the right to request that conditional candidates have an interview with the Dean or departmental representative prior to receiving admission to the MBA program.

### **10.1.2.3. Anticipated Completion Time**

Students can graduate the MBA program in under two years.

Students who enter the program with a business undergraduate degree (e.g., BCom, BBA) begin the program with the core business courses and take 12 courses (36 credits) over 4 terms and can complete the program in 16 months.

Students without a business undergraduate degree take 15 courses (45 credits) over 5 terms and can complete the program in 20 months.

Students must normally complete the program within a maximum of five years from their initial enrollment date. If a student needs longer than five years to complete the program, they may

apply to the Dean of Business for an extension (normally up to two years). If the Dean denies the application, the student will not be allowed to continue in the program. If the Dean allows the extension, they will establish a deadline for completion of the program. Students should consult the Registrar about guidelines and procedures for applying for extensions of anticipated completion time.

#### **10.1.2.4. Enrollment Plan**

The MBA program is designed for both working adults and full-time students. Students may begin the program at one of three intakes each year (September, January, or May).

In-person and online courses are designed and delivered to encourage student and faculty participation in the academic community. Course enrollments are small, and students are required to engage in discussion with their peers as part of their program of study.

Scheduled Break: The enrollment plan allows international students to take a scheduled break after completing two (2) consecutive terms of study. To qualify, students must be enrolled as full-time students both prior to and following the break. Students intending to schedule a break should complete the Scheduled Break Form available from the Registrar's Office.

#### **10.1.2.5. Course Schedule and Delivery**

Yorkville's MBA program is delivered over a trimester schedule, with three terms per year, each fifteen weeks in length and split into two sessions with a study break during the eighth week. Courses are either seven or fifteen weeks in length, and full-time students progress through the program by taking one seven-week course per session and one fifteen-week course over the duration of the term. Students who enter the program with a business undergraduate degree can receive credit for the foundation courses and begin the program with the core business courses to complete their degree via 36 credits over 12 courses, completing the program in 16 months. On Campus students take their first three fifteen-week courses, then their four electives online. All other courses are taught on campus. Online students take all courses online.

Students without a business baccalaureate degree (e.g., Bcom, BBA) must complete the foundation courses in Term 1.

The MBA offers two delivery methods:

1. On-Campus: Students take some classes on-campus and others via asynchronous online delivery. On-campus classes are delivered one day per week to support student life balance.
2. Online: All classes are taken via asynchronous online delivery. While students have weekly deliverables, asynchronous participation removes the need to schedule attendance for specific times.

Courses are either seven or fifteen weeks in length, and full-time students progress through the program by taking one seven-week course per session and one fifteen-week course over the duration of the term. Each seven-week course meets once a week for 3 hours, totaling 21 hours over the course of the session. Fifteen-week courses meet once a week (except for the one-week break between sessions) for two hours over the course of the term. Students are expected

to complete an additional 4-8 hours of personal study time per week, per course outside of the classroom.

### Course Schedule

Term	Course #	Course Title	Prerequisite
Term 1: Foundational Courses	BUSI 6013	Strategic Management	None
	BUSI 6023* (OL)	Accounting and Finance Fundamentals	None
	BUSI 6033	Responsible Business Economics	None
Term	Course #	Course Title	Prerequisite
Term 2: Core Courses	BUSI 6113	Sustainability Management and Impact	Two of BUSI 6013, BUSI 6023, BUSI 6013
	BUSI 6123	Ethical Leadership and Organizational Culture	Two of BUSI 6013, BUSI 6023, BUSI 6033
	BUSI 6143* (OL)	Managerial Accounting and Control	One of BUSI 6013, BUSI 6033 and BUSI 6023
Term	Course #	Course Title	Prerequisite
Term 3: Core Courses	BUSI 6133	Strategic Marketing	BUSI 6113
	BUSI 6163	Business Analytics	BUSI 6143
	BUSI 6153* (OL)	Corporate Finance	BUSI 6143
Term	Course #	Course Title	Prerequisite
Term 4: Elective Courses and Special Topics	BUSI 6303*	Disruption, Innovation, and the Canadian Business Environment	BUSI 6113
	BUSI 62xx	Elective	See Calendar 11.2.3
	BUSI 62xx	Elective	See Calendar 11.2.3
Term	Course #	Course Title	Prerequisite
Term 5: Elective Courses and Capstone	BUSI 6313*	Business Strategy (Capstone)	BUSI 6303
	BUSI 62xx (OL)	Elective	See Calendar 11.2.3
	BUSI 62xx (OL)	Elective	See Calendar 11.2.3

#### Elective Courses:

- BUSI 6213 Leading and Building Teams
- BUSI 6223 Advanced Data Analytics
- BUSI 6233 Entrepreneurship and Venture Management
- BUSI 6243 Organizational Development and Managing Change
- BUSI 6253 Global Business Environment
- BUSI 6263 Project Management
- BUSI 6273 Strategic Management of Information Systems

**(OL) denotes online course.**  
**(\*) denotes 15-week course.**

- BUSI 6283 Communications and Data Visualization

### 10.1.2.6. MBA-specific Grading Policies

#### Academic Standing (Effective April 1, 2026)

Academic standing for the MBA program is governed by a graduate-level framework distinct from undergraduate standing classifications. When undergraduate academic standing terminology appears elsewhere in the Academic Calendar, MBA students should interpret such references according to the MBA framework, where *Good Academic Standing*, *Academic Probation*, *Academic Dismissal*, and *Permanent Academic Dismissal* correspond respectively to *Good Standing*, *Probation*, *Suspension*, and *Refused Further Registration*. The MBA academic standing framework supersedes undergraduate terminology for all matters relating to academic status and progression.

#### Undergraduate and Graduate (MBA) Academic Standing Equivalency

Undergraduate Academic Standing	MBA (Graduate) Academic Standing
Good Academic Standing	Good Standing
Academic Probation	Probation
Academic Dismissal	Suspension
Final Academic Dismissal	Refused Further Registration

Good standing: As approved by the Yorkville University Ontario Provincial Senate, to achieve good standing MBA students must achieve and maintain cGPA of at least 2.7 (B-, 70%).

Passing grade: As approved by the Yorkville University Ontario Provincial Senate, a passing grade in all MBA courses is C+ (67%).

Repeating courses: A student must earn at least 67% in a course to pass that course. A student who does not earn a grade of at least C+ (67%) in a required course must repeat that course, at their own expense. If the grade on the second attempt is also below C+ (67%), the student will be refused further registration but may petition the Dean of Business for permission to attempt the course for a third time. A student may elect to repeat any passed course once in order to raise their GPA to establish good standing. In no circumstances may a course be attempted a fourth time.

### 10.1.2.7. Assessment of Student Participation

*Please see Section 8.2. for information regarding the assessment of student participation.*

Classroom and out-of-class activities provide guided opportunities for students to build upon what they know through self-evaluation, reflection, and discussion.

To complete course requirements, students must actively participate in class learning activities (e.g., discussions and seminar groups). A component of the evaluation scheme for a course may be based on the quantity and quality of participation demonstrated by each student. Active participation in courses is fundamental to the development of critical-thinking skills. An evaluation rubric is used to assess student participation in each course. Such rubrics are described in the course syllabus.

#### **10.1.2.8. Assessment of Written Assignments**

*Please see Section 8.2. for information regarding the assessment of written assignments.*

#### **10.1.2.9. Advanced Standing Policies**

Credits for MBA courses are available for students who have successfully completed courses at another graduate institution that the Admissions Committee deems to be equivalent to courses in the Yorkville University MBA. Students with strong backgrounds in business and/or degrees in business, administration, or management (Bachelor of Business Administration, Bachelor of Commerce, Bachelor of Science in Management, etc.) receive advanced standing credit for all foundation courses in the MBA program.

Students may be given credit for the Yorkville course if the requirements outlined in the Academic Calendar (Section 6) have been satisfied. In addition to receiving advanced standing credit for the foundation courses, a student may receive credit for up to three (3) courses taken at the master's level in a recognized university or college with the exception of the capstone and special topic courses.

#### **10.1.2.10. Graduation Requirements**

A student must complete the required foundation, core, elective, and capstone components of the program with a cumulative B- or GPA of 2.7 (70%) or better to graduate.

Students must also submit a Request to Graduate Form and may be required to pay a graduation fee before the degree and final transcript can be issued. Yorkville University reserves the right to decline to issue degrees or release transcripts to students whose financial accounts are not paid in full at the end of their program.

#### **10.1.2.11. Student Course Load**

The standard course load for students in the MBA program is three courses per term divided over two sessions (one course in session A, one course in session B, and one course that runs across sessions A and B). A course load less than 6 credits is considered part-time study. It is the student's responsibility to ensure such a course load does not impact any student provincial aid or international student study requirements.

**Permission to take courses above the standard or maximum course load:** A student may apply through the Registrar for permission to exceed the standard course load in any one term or the maximum number of concurrent courses. To apply for permission, the student's cGPA must be at least B+ (3.3, 77%). The application must be approved by the head of the program or the head's delegate. A new application must be made for each term during which the number of

courses or credits in which the student wants to enroll exceeds the standard and/or maximum course load. In addition to establishing academic performance criteria for eligibility to exceed the standard and/or maximum course loads, each program may establish rules setting limits on the extent to which a student is allowed to exceed the standard and/or maximum course load. No program may establish performance criteria or other rules that would allow a student who is on probation or otherwise not in good academic standing to exceed the standard and/or maximum course load.

## **10.2. Bachelor of Business Administration (Project Management)**

### **10.2.1. Bachelor of Business Administration (Project Management) Overview**

The Bachelor of Business Administration (Project Management) program at Yorkville University is oriented toward working adults interested in broadening and developing their knowledge and skills in business management. The Bachelor of Business Administration (Project Management) degree delivered in Ontario is the only undergraduate Bachelor of Business Administration degree dedicated in Project Management in Canada.

The Ontario Bachelor of Business Administration (Project Management) program is rooted in fundamental and traditional business disciplines including project management, accounting, economics, finance, and marketing; it focuses on the roles played by ethics, effective decision making, and leadership in creating successful businesses. The program fosters student skills in communications, decision making, problem solving, and teamwork. Emphasis is placed on helping students develop their abilities to use technology, analyze data, and manage resources in support of an organization's mission.

On April 7, 2017, Yorkville University received consent from the Ontario Minister of Advanced Education and Skills Development, and re-consent in February 2025 to offer a Bachelor of Business Administration (Project Management) degree. In selecting this program, prospective students are responsible for ensuring that the degree will be appropriate to their needs (e.g., acceptable to potential employers, professional licensing bodies, or other educational institutions).

### **10.2.2. Detailed Program Information: Bachelor of Business Administration (Project Management)**

#### **10.2.2.1. Program Requirements for students beginning the BBA (PM) after January 1, 2025, and students opting to move to the BBA (PM)**

The curriculum design of the Bachelor of Business Administration (Project Management) has broad learning outcomes associated with an undergraduate degree as well as the more specific learning outcomes tied to an initial study in business and project management. The overall objective is to provide students with a sound foundation in theory and practice of business management. The program emphasizes the application and integration of theory and practice. Using case study analysis and comprehensive project approaches, the program is designed to ensure students learn the contextual relevance of the concepts being studied.

The Bachelor of Business Administration (Project Management) comprises of 120 study credits, consisting of twenty-two (22) three credit business courses, eight (8) General Education courses, nine (9) project management-based courses (three credits each), and one (1) business plan course (three credits). Completion of the Business Plan course (BUSI 4053) and the Rescuing Failed Projects (BUSI 3893) course is the last requirement before graduation and these two are considered capstone courses that will summarize the business and project management knowledge and skills, respectively, gained by the student over the duration of the Bachelor of Business Administration (Project Management) program.

### Bachelor of Business Administration Program Structure Overview

Introduction and General Business Education Component	
<ul style="list-style-type: none"> <li>6 academic courses</li> <li>Total: 18 credits</li> </ul>	
Core Business Component	
<ul style="list-style-type: none"> <li>12 intermediate and advanced academic business and management courses</li> <li>Total: 36 credits</li> </ul>	
Application and Integration Component	
<ul style="list-style-type: none"> <li>4 project-based academic courses (12 credits) (required)</li> <li>1 final business plan project course (3 credits) (required)</li> <li>All courses in this category must be completed at Yorkville University.</li> <li>Total: 15 credits</li> </ul>	
Specialization in Project Management	
<ul style="list-style-type: none"> <li>9 courses that comprise the Project Management specialization</li> <li>All credits of this specialization block must be taken at Yorkville University, three of which must be represented by the capstone project course</li> <li>Total: 27 credits</li> </ul>	
Liberal Arts	
<ul style="list-style-type: none"> <li>8 Liberal Arts courses</li> <li>Total: 24 credits</li> </ul>	

### Bachelor of Business Administration (Project Management) Program Structure - Detailed

Requisite Preparatory Course - Required (unless exempted) (0 credits)		
Course #	Course Title	Credits
MATH 0910	Developmental Math	0

Introduction (18 credits or 6 courses) - All Courses Required		
Course #	Course Title	Credits
BUSI 1003	Math for Business	3
BUSI 1013	Statistics for Business (p/r = BUSI 1003)	3
BUSI 1033	Introduction to Business (3 credits)	3
BUSI 1043	Introduction to Financial Accounting (p/r = BUSI 1003)	3
BUSI 1083	Microeconomics	3
BUSI 1093	Introduction to Marketing	3

Core Business (36 credits or 12 courses) - All Courses Required		
Course #	Course Title	Credits
BUSI 2003	Macroeconomics in Global Context	3

BUSI 2013	Business Decision Analysis (p/r = 1013)	3
BUSI 2023	Business Law	3
BUSI 2033	Organizational Behaviour and Management	3
BUSI 2043	International Business Environment	3
BUSI 2053	Business Ethics (p/r = 45 credit hours)	3
BUSI 2083	Introduction to Managerial Accounting (p/r = BUSI 1043)	3
BUSI 2093	Introduction to Managerial Finance (p/r = BUSI 2083)	3
BUSI 2103	Human Resources Management and Development (p/r = BUSI 2033)	3
BUSI 4153	Business Strategy (p/r = BUSI 1043, 2033, 1093, 2073, 2083, 2093, 2103 & 2113)	3
BUSI 2153	Entrepreneurship (p/r = BUSI 1083, 1043, 2033, 1093 & 2083)	3
BUSI 2163	Marketing Strategy (p/r = BUSI 1093)	3

Application and Integration Component (15 credits consisting of four 3-credit project- based courses and one 3-credit business plan project) - Required Courses		
Course #	Course Title	Credits
BUSI 4013	Business Organization Analysis Project (p/r = 90 credit hours)	3
BUSI 4023 / BUSI 3013 / BUSI 3023	Contemporary Issues in Business: A Case Approach (p/r = 60 credit hours) OR Preparatory Course for CAPM / PMP Examination OR Preparatory Course for GMAT Examination	3
BUSI 4053	Business Plan (p/r = 90 credit hours hours)	3
BUSI 4083	Information Technology and Business Analytics for Managers	3
BUSI 4133	Managing Organizational Change (p/r = 90 credit hours)	3

Specialization (27 credits or 9 courses)		
Course #	Course Title	Credits
BUSI 3603	Introduction to Project Management	3
BUSI 3823	Communication Essentials for Project Managers	3
BUSI 3613	Project Teams and Leadership (p/r = BUSI 3603)	3
BUSI 3623	Project Planning Essentials (p/r = BUSI 3613)	3
BUSI 3853	Risk Management	3
BUSI 3863	Project Scheduling and Cost (p/r = 45 credit hours)	3
BUSI 3633	Project Execution, Monitoring, Control and Closing (p/r = BUSI 3823)	3
BUSI 3883	Agile Project Management (p/r = BUSI 3873)	3
BUSI 3893	Rescuing Failed Projects (p/r = BUSI 3883)	3

Liberal Arts Elective (24 credits in total, based on 8 (3 credit) courses) - 2 courses at the Tier 1 level*		
Specialization (27 credits or 9 courses)		
Course #	Course Title	Credits
	4 Courses at the Tier 2 level 2 Courses at the Tier 3 level	

\*International students are required to take UNIV101 and may be required to meet additional requirements depending on the level of English language proficiency provided at the time of admission. See Section

6.1.5 for conditional admission rules for students who do not fully meet English language proficiency requirements.

\* For a list of Liberal Arts Courses please refer to Section 10.4 of the Ontario Academic Calendar.

### 10.2.2.2. Program Requirements for students who began the BBA before January 1, 2025

The curriculum design of the BBA has broad learning outcomes associated with an undergraduate degree as well as the more specific learning outcomes tied to an initial study in business. The overall objective is to provide students with a sound foundation in theory and practice of business management. The program emphasizes the application and integration of theory and practice. Using case study analysis and comprehensive project approaches, the program is designed to ensure students learn the contextual relevance of the concepts being studied.

The Bachelor of Business Administration (BBA) comprises 120 study credits, consisting of 35 three-credit courses, four project-based courses (three credits each), and a business plan (three credits). Completion of the business plan is the last requirement before graduation and is considered a capstone project that will summarize the business knowledge and skills gained by the student over the duration of the BBA program.

#### Bachelor of Business Administration Program Structure Overview

<b>Introduction and General Business Education Component</b>
<ul style="list-style-type: none"> <li>• 7 academic courses</li> <li>• Total: 21 credits</li> </ul>
<b>Core Business Component</b>
<ul style="list-style-type: none"> <li>• 15 intermediate and advanced academic business and management courses <ul style="list-style-type: none"> <li>◦ BUSI 4153 Business Strategy</li> </ul> </li> <li>• Total: 36 credits</li> </ul>
<b>Application and Integration Component</b>
<ul style="list-style-type: none"> <li>• 4 project-based academic courses (12 credits) (required) <ul style="list-style-type: none"> <li>◦ BUSI 4013 Business Organization Analysis Project</li> <li>◦ BUSI 4023 Contemporary Issues in Business: A Case Approach</li> <li>◦ BUSI 4063 Business Analytics and Intelligence</li> <li>◦ BUSI 4133 Managing Organizational Change</li> </ul> </li> <li>• 1 final business plan project course (3 credits) (required)</li> <li>• All courses in this category must be completed at Yorkville University.</li> <li>• Total: 12 credits</li> </ul>
<b>Specialization in Project Management</b>
<ul style="list-style-type: none"> <li>• 5 courses that comprise the Project Management specialization</li> <li>• 6 credits of this specialization block must be taken at Yorkville University, three of which must be represented by the capstone project course</li> <li>• Total: 15 credits</li> </ul>
<b>Liberal Arts</b>
<ul style="list-style-type: none"> <li>• 8 Liberal Arts courses in addition to BUSI 2033</li> <li>• Total: 24 credits</li> </ul>

#### Bachelor of Business Administration (Project Management) Program Structure - Detailed

**Requisite Preparatory Course - Required (unless exempted) (0 credits)**

Course #	Course Title	Credits
MATH 0910	Developmental Math	0

Introduction (21 credits or 7 courses) - All Courses Required		
Course #	Course Title	Credits
BUSI 1003	Math for Business	3
BUSI 1013	Statistics for Business (p/r = BUSI 1003)	3
BUSI 1033	Introduction to Business (3 credits)	3
BUSI 1043	Introduction to Financial Accounting (p/r = BUSI 1003)	3
BUSI 1073	Business Writing and Communications	3
BUSI 1083	Microeconomics	3
BUSI 1093	Introduction to Marketing	3

Core Business (45 credits or 15 courses) - All Courses Required		
Course #	Course Title	Credits
BUSI 2003	Macroeconomics in Global Context	3
BUSI 2013	Business Decision Analysis (p/r = 1013)	3
BUSI 2023	Business Law	3
BUSI 2033	Organizational Behaviour and Management	3
BUSI 2043	International Business Environment	3
BUSI 2053	Business Ethics (p/r = 45 credit hours)	3
BUSI 2083	Introduction to Managerial Accounting (p/r = BUSI 1043)	3
BUSI 2093	Introduction to Managerial Finance (p/r = BUSI 2083)	3
BUSI 2103	Human Resources Management and Development (p/r = BUSI 2033)	3
BUSI 2113	Production/Operations Management (half term) (p/r = BUSI 1013)	3
BUSI 4153	Business Strategy (p/r = BUSI 1043, 2033, 1093, 2073, 2083, 2093, 2103 & 2113)	3
BUSI 2133	Organization Theory and Design (p/r = BUSI 2033)	3
BUSI 2153	Entrepreneurship (p/r = BUSI 1083, 1043, 2033, 1093 & 2083)	3
BUSI 2163	Marketing Strategy (p/r = BUSI 1093)	3
BUSI 2173	Information Technology for Managers	3

Application and Integration Component (15 credits consisting of four 3-credit project-based courses and one 3-credit business plan project) - Required Courses		
Course #	Course Title	Credits
BUSI 4013	Business Organization Analysis Project (p/r = 90 credit hours)	3
BUSI 4023	Contemporary Issues in Business: A Case Approach (p/r = 60 credit hours)	3
BUSI 4053	Business Plan (p/r = 90 credit hours hours)	3
BUSI 4133	Managing Organizational Change (p/r = 90 credit hours)	3
BUSI 4063	Business Analytics and Intelligence (p/r = 90 credit hours of business courses)	3

Specialization (15 credits or 5 courses)		
Course #	Course Title	Credits
BUSI 3603	Introduction to Project Management	3
BUSI 3613	Project Teams and Leadership (p/r = BUSI 2113 & 3603)	3
BUSI 3623	Project Planning Essentials (p/r = BUSI 3603 & 3613)	3

BUSI 3633	Project Execution, Monitoring, Control and Closing (p/r = BUSI 3603, 3613 & 3623)	3
BUSI 3643 or BUSI 3833	Advanced Project Management (p/r = BUSI 3603, 3613, 3623 & 3633); OR Agile Project Management (p/r BUSI 3633)	3

Liberal Arts Electives (24 credits in total, based on 8 (3 credit) courses) 2 courses at the Tier 1 level* 4 courses at the Tier 2 level 2 courses at the Tier 3 level *International students are required to take UNIV101 and English 101.		
Course #	Course Title	Credits
ARTH110	Western Art – Prehistoric to Gothic	3
ARTH120	Western Art – Renaissance to Contemporary	3
ARTS101	Principles of Art and Design	3
ARTS102	Arts Industries in Canada – an Introduction and Overview	3
ARTS103	Perspectives on Indigenous Arts	3
COMM100	Cross Cultural Communication	3
CRIN110	Creativity and Innovation	3
ENGL101	Research and Composition	3
ENGL150	Professional Communication	3
ENGL190	Communications for the Creative Arts	3
UNIV101	University Studies	3
QRSS100	Qualitative Research Methods in Social Science	3
ENGL250	The Workplace in Fiction	3
GEOG210	Human Geography	3
HIST300	The History of Sports	3
HUMN100	Introduction to Beauty	3
HUMN200	World Religions- A Comparative Study	3
HUMN268	Financial Literacy in a Canadian Context	3
PHIL300	Philosophical Thought and Leisure	3
PSYC200	Psychology of Everyday Life	3
PSYC210	Contemporary Topics in Social Psychology	3
PSYC330	Psychology of Creativity	3
SOCI200	Global Issues in Sociology	3
SOCI300	Sociology and Culture	3
HUMN422	Topics in Technology and Society	3
HUMN430	Topics in Power and Society	3
HUMN440	Smart and Sustainable Cities	3
HUMN450	Design Thinking	3

### 10.2.2.3. BBA-Specific Admission Policies

Completion of an Ontario High School diploma with at least a 65% average in six courses from the University or University/College streams, including:

- Grade 12 English (ENG4U or equivalent)
- A grade 12 math course at the U or M level

- Four other grade 12 courses at the U or M level

Equivalent Canadian and foreign high school credentials are accepted.

### **English Language Proficiency**

Applicants must establish proficiency in English sufficient for post-secondary study. See *Section 6.1.5. for English language proficiency requirements.*

### **Math Proficiency**

*Applicants who do not meet the Grade 12 math requirement may be admitted to the BBA, but are required to meet one of the following conditions:*

1. **Challenge Exam:** *Complete a math challenge exam during their first term to fulfil this requirement, or*
2. **Conditional Admission Path:** *Enroll in and successfully complete MATH 0910 (0 Credit Hours) within their first two terms of study.*

Students who must establish math proficiency should consult their admission or program advisor about the detailed requirements to be met.

### **Conditional Admission**

- Applicants seeking to establish English language proficiency by providing TOEFL, IELTS, or CAEL scores (or scores from other tests of English language proficiency recognized by the University) but whose scores fall below the standards required for admission may be considered for conditional admission. See *Section 6.1.5.*
- Applicants who do not meet the math proficiency requirement may be admitted conditionally as described above.

#### **10.2.3.4. Anticipated Completion Time**

The Bachelor of Business Administration (Project Management) program is a 120-credit hour program delivered over ten terms. Students may complete the program in 30 months as the University operates on a year-round basis. Students are expected to complete the program within 84 months of starting their first class.

If a student needs longer than 84 months to complete the program, they may apply to the head of the Bachelor of Business Administration (Project Management) program for an extension of up to two calendar years, 24 months. If the program head denies the application, the student will be dismissed from the program. If the program head allows the extension, they will establish a deadline for completion of the program.

#### **10.2.3.5. Course Delivery**

The Bachelor of Business Administration (Project Management) courses are delivered both on-campus and online. New students will be enrolled in the program at the beginning of each quarterly term.

Courses and prerequisites will be offered on a schedule intended to accommodate students starting in any of the quarterly terms. Individual plans of study will be prepared for each student that recommends the most effective and efficient sequence of courses to take over the course of their program. Each student's individual plan of study will be updated based on the courses in which he/she is enrolled each term.

#### **10.2.3.6. Assessment of Student Participation**

*Please see Section 8.2. for information regarding the assessment of student participation.*

#### **10.2.3.7. Assessment of Written Assignments**

*Please see Section 8.2. for information regarding the assessment of written assignments.*

#### **10.2.3.8. Credit Transfer Policies**

The transfer of credits obtained at other post-secondary institutions is permitted, but all requests must be well documented. For a student to graduate with a Yorkville University degree, at least 50% of degree credits must be completed at Yorkville University.

Students entering the Bachelor of Business Administration (Project Management) program may transfer credits from degree and diploma programs recognized by and acceptable to the admissions committee. The block transfers are generally applied to the elective component of the program. Students may also transfer credits where it can be demonstrated that a course previously completed is equivalent to a course in the Bachelor of Business Administration (Project Management) program.

The general rules governing transfer of credits into the Bachelor of Business Administration (Project Management) are:

- The University may accept up to a maximum of 60 credits (50% of total credits required) in transfer toward the Bachelor of Business Administration (Project Management) degree for coursework.
- Credits being transferred to the Yorkville program must have been completed at a post-secondary institution recognized in that institution's home jurisdiction.
- Normally, only credits earned within ten years of a student's admission to Yorkville will be accepted, but the admissions committee may establish different rules for particular cases.
- Students must have achieved a satisfactory grade, as defined by the admissions committee, in the courses being considered for a transfer of credit.
- For students who began the BBA (PM) after January 1, 2025, and students opting to move to the BBA(PM), transfer credit will not be granted for the following courses:
  - BUSI 3603 Introduction to Project Management
  - BUSI 3823 Communication Essentials for Project Managers
  - BUSI 3613 Project Teams and Leadership
  - BUSI 3623 Project Planning Essentials
  - BUSI 3853 Risk Management

- BUSI 3863 Project Scheduling and Cost
- BUSI 3633 Project Execution, Monitoring, Control, and Closing
- BUSI 3883 Agile Project Management
- BUSI 3893 Rescuing Failed Projects
- BUSI 4013 Business Organization Analysis Project
- BUSI 4023 Contemporary Issues in Business: A Case Approach
- BUSI 4053 Business Plan
- BUSI 4083 Information Technology and Business Analytics for Managers
- BUSI 4133 Managing Organizational Change
- BUSI 4153 Business Strategy
- For students who began the BBA before January 1, 2025, transfer credit will not be granted for the following courses:
  - BUSI 4013 Business Organization Analysis Project
  - BUSI 4023 Contemporary Issues in Business: A Case Approach
  - BUSI 4053 Business Plan
  - BUSI 4133 Managing Organizational Change
  - BUSI 4153 Business Strategy
  - BUSI 4063 Business Analytics and Intelligence
  - BUSI 3633 Project Execution, Monitoring, Control, and Closing (Capstone PM course)
  - BUSI 3643 Advanced Project Management
  - Applicants with completed 2-year diplomas and/or advanced diplomas in the field of business management may be eligible for transfer credits for BUSI 1073 and BUSI 1033.
- Official transcripts must be submitted at the time of application to Yorkville University for transfer of credits to be considered by the University. Transcripts will be evaluated, and notification will be forwarded by the Registrar's Office concerning the student's status in the program, including the number of transfer credits awarded.
- Credits earned through transfer are not used to compute the student's GPA.

#### **10.2.3.9. Course Numbering**

Business courses numbered 1000, 2000, 3000, or 4000 are undergraduate level academic courses.

- Those ending in "0" are non-credit courses
- Those ending in "3" are three-credit courses

#### **10.2.3.10. Types of Credit Transfer**

Students who have successfully completed courses at another post-secondary institution that the admissions committee deems to be equivalent to courses in the Yorkville Bachelor of Business Administration (Project Management), may be given credit for the Yorkville course if the following requirements are met:

1. Sufficient information is provided to the admissions committee to allow the committee to assess the equivalency of the previously taken course with the Yorkville course thought to be its equivalent. Normally, this would include a course description and syllabus.

2. The student earned a satisfactory grade, as defined by the admissions committee, in the course for which equivalency is sought.
3. The course was completed within ten years of the student's application for admission. (The admission committee may make rules in specific cases that allow for exceptions to this requirement.)

**Note:** When the University recognizes a course taken at another institution as equivalent to a course offered at Yorkville University and grants a student credit for the course, the student transferring the credit is not allowed to subsequently enroll in the Yorkville course. (See 8.5.1. Notations Used on Student Records and Transcripts)

### **10.2.3.11. Graduation Requirements for students who began the BBA (PM) after January 1, 2025, and students opting to move to the BBA (PM)**

The Bachelor of Business Administration (Project Management) requires a total of 120 study credits (excluding MATH0910, Requisite Pre-Math for Business) for graduation requirements to be met. These include the following:

- A minimum of 50% program credits must be completed through Yorkville University.
- The following courses must be completed through Yorkville University:
  - BUSI 3603 Introduction to Project Management
  - BUSI 3823 Communication Essentials for Project Managers
  - BUSI 3613 Project Teams and Leadership
  - BUSI 3623 Project Planning Essentials
  - BUSI 3853 Risk Management
  - BUSI 3863 Project Scheduling and Cost
  - BUSI 3633 Project Execution, Monitoring, Control, and Closing
  - BUSI 3883 Agile Project Management
  - BUSI 3893 Rescuing Failed Projects
  - BUSI 4013 Business Organization Analysis Project
  - BUSI 4023 Contemporary Issues in Business: A Case Approach
  - BUSI 4053 Business Plan
  - BUSI 4083 Information Technology and Business Analytics for Managers
  - BUSI 4133 Managing Organizational Change
  - BUSI 4153 Business Strategy
- Applicants with completed 2-year diplomas and advanced diplomas in the field of business management may be eligible for transfer credits for BUSI 3823 and BUSI 1033.
- The five required "Application and Integration" courses, with a cumulative value of 15 study credits, must be completed through Yorkville University.
- Two courses in the student's specialization must be completed through Yorkville University.
- A cumulative grade point average (GPA) of 2.0 ("C") or better must be obtained.

### 10.2.3.12. Graduation Requirements for students who began the BBA before January 1, 2025

The Bachelor's Degree in Business (BBA) requires a total of 120 study credits (excluding MATH 0910, Requisite Pre-Math for Business), consisting of 35 three-credit courses, four project-based courses, and the production of a final business plan. Graduation requirements include the following:

- A minimum of 50% program credits must be completed through Yorkville University.
- The following courses must be completed through Yorkville University:
  - BUSI 1033 Introduction to Business
  - BUSI 1073 Business Writing and Communication
  - BUSI 3633 Project Execution, Monitoring, Control, and Closing (Capstone PM course)
  - BUSI 3643 Advanced Project Management
  - BUSI 4013 Business Organization Analysis
  - BUSI 4023 Contemporary Issues in Business: A Case Approach
  - BUSI 4153 Business Strategy
  - BUSI 4133 Managing Organizational Change
  - BUSI 4053 Business Plan
  - BUSI 4063 Business Analytics and Intelligence
- Applicants with completed 2-year diplomas and advanced diplomas in the field of business management may be eligible for transfer credits for BUSI 1073 and BUSI 1033.
- The five required "Application and Integration" courses, with a cumulative value of 15 study credits, must be completed through Yorkville University.
- Two courses in the student's specialization must be completed through Yorkville University.
- A cumulative grade point average (GPA) of 2.0 ("C") or better must be obtained.

### 10.2.3.13. Standard Course Load

The standard course load for students studying in the Bachelor of Business Administration (Project Management) is 4 courses per term (12 credits). Students with a cumulative GPA of at least 3.50 may apply to the program director through the Registrar for permission to take up to 5 (five) courses concurrently.

## 10.3. Bachelor of Interior Design

### 10.3.1. Bachelor of Interior Design Overview

The **Bachelor of Interior Design degree** offered by Yorkville University produces interior design professionals with broad technical skills and personal scope. Graduates of this program develop expertise in the latest technical and digital media, public health standards, safety, and welfare issues, and develop a deeper cultural and ecological awareness.

Students also gain an understanding of the business side of Interior Design. Graduates are equipped with well-developed visual literacy, collaborative team approaches, and creative problem-solving skills to prepare them for the next step in their career.

The curriculum is taught by a diverse faculty of industry-connected, working professionals who prepare students to become design leaders in the industry. Projects include the design of residences, hotels and restaurants, offices, and industrial spaces.

### **Bachelor of Interior Design Accreditation**

The Interior Design program leading to a Bachelor of Interior Design is accredited by the Council for Interior Design Accreditation (CIDA), [CIDA Website](#). Address: 206 Grandville Ave., Suite 350. Grand Rapids, MI 49503-4014.

The Bachelor of Interior Design is currently listed with the Association of Registered Interior Designers of Ontario (ARIDO) as an ARIDO-recognized program.

### **10.3.2. Detailed Program Information: Bachelor of Interior Design**

#### **10.3.2.1. Detailed Program of Study: Bachelor of Interior Design (recommended sequence of courses for students who started the BID Program any term between Summer 2018 and Spring 2025\*, inclusive)**

<b>Bachelor of Interior Design</b>		
<b>Effective for students who began the BID any term between Summer 2018 and Spring 2025, inclusive</b>		
<b>Level 100 Courses: to be completed before beginning level 200 courses</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
ENGL 101	Research & Composition	3
DIDS 111	Introduction to Interior Design Theory	3
DIDT 110	Drafting	3
DIDS 116	Fundamentals of Space Planning	3
DIDV 130	Digital Drawing & Colour Theory	3
DIDT 142	Manual & Digital Drawing Standards	3
DIDS 107	Design Studio: Residential	3
DIDV 100	Visual Communications - Perspective & Rendering	3
DIDE 151	Products & Materials - Foundation	3
ARTH 110	Western Art- Prehistoric to Gothic	3
DIDS 115	Design Studio: Retail	3
DIDT 145	CADD	3
DIDV 110	Visual Communications - Technique	3
DIDE 155	Building Systems - Lighting	3
ENGL 150	Professional Writing	3

<b>Level 200 Courses: to be completed before beginning level 300 courses</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
DIDS 203	Design Studio: Restaurant	3

DIDT 235	Construction Drawings	3
DIDV 230	Digital Rendering	3

Bachelor of Interior Design		
Effective for students who began the BID any term between Summer 2018 and Spring 2025, inclusive		
Course #	Course Title	Credits
DIDE 261	Products & Materials - Residential	3
ARTH 120	Western Art - Renaissance to Contemporary	3
DIDS 220	Design Studio: Healthcare	3
DIDV 240	Digital Presentation	3
DIDE 255	Building Systems - Structures	3
DIDE 220	Codes & Regulations 1	3
	<i>Liberal Arts elective</i>	3
DIDS 210	Design Studio: Workspace (No PC)	3
DIDT 200	Interior Detailing 1	3
DIDV 200	Building Information Modeling	3
DIDE 270	Building Systems - Power / HVAC	3
	<i>Liberal Arts elective</i>	3

Level 300 Courses: to be completed before beginning level 400 courses		
Course #	Course Title	Credits
DIDS 310	Design Studio: Moving Spaces	3
DIDH 312	Global Architecture & Design	3
DIDP 300	Professional Practice 1	3
	<i>Liberal Arts elective</i>	3
	<i>Liberal Arts elective</i>	3
DIDS 315	Design Studio: Hospitality	3
DIDE 344	Applied Lighting	3
DIDE 351	Products & Materials - Commercial	3
DIDH 330	Canadian Architecture & Design	3
	<i>Liberal Arts elective</i>	3
DIDS 320	Design Studio: Collaborative	3
DIDT 300	Interior Detailing 2	3
DIDH 320	Research Methods in Interior Design	3
DIDE 360	Restoration	3
	<i>Liberal Arts elective</i>	3

Level 400 Courses		
Course #	Course Title	Credits
DIDS410	Thesis 1: Research and Programming	3

Bachelor of Interior Design		
Effective for students who began the BID any term between Summer 2018 and Spring 2025, inclusive		
Course #	Course Title	Credits
DIDE 400	Codes & Regulations 2	3
DIDP 400	Professional Practice 2	3
DIDH 420	Philosophy of Design	3

	<i>Liberal Arts elective</i>	3
DIDS 420	Thesis 2: Concept and Design Development	3
DIDT 430	Advanced Specifications	3
DIDH 400	Social Justice for the Built Environment	3
DIDP 420	Internship	3
	<i>Liberal Arts elective</i>	3
DIDS 430	Thesis 3: Presentation & Defense	3
DIDT 432	Documentation	3
DIDT 431	Advanced Estimating & Budgeting	3
DIDP 430	Examination Preparation	3
	<i>Liberal Arts elective (Tier 3)</i>	3
<b>Total Degree Requirement Credits</b>		<b>180</b>

**10.3.2.2. Detailed Program of Study: Bachelor of Interior Design (recommended sequence of courses for students who started the BID Program Summer 2025\* term or later)**

Bachelor of Interior Design					
Students beginning study Summer Term 2025 or later					
Full-Time Plan of Study					
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 1	BIDS 101	Design Studio 1: Fundamentals of Space Planning	4		BIDC 101
	BIDE 101	Introduction to Interior Design Theory	3		
	BIDC 101	Drafting	3		
	ENGL 101	Research & Composition	3		
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 2	BIDS 102	Design Studio 2: Residential	4	BIDE 101, BIDC 101, BIDS 101	BIDC 102
	BIDC 102	Perspective and Rendering Techniques	3	BIDC 101	
	LA 100	to be either ARTH 110 or ARTH 120	3	ENGL 101	
	LA 110	<i>Liberal Arts Elective (QRSS, CRIN, COMM)</i>	3	ENGL 101	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 3	BIDS 103	Design Studio 3: Commercial	4	BIDS 102	BIDC 103
	BIDE 102	Products, Materials, and Finishes	3	BIDE 101	
	BIDC 103	Digital Communication 1: Digital Drafting (CAD)	3	BIDC 101, BIDS102	
	LA 200	<i>Liberal Arts Elective</i>	3	LA 100	
<b>Total Degree Requirement Credits</b>			<b>13</b>		

Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 4	BIDS 201	Design Studio 4: Corporate Workspace	4	BID S103, BIDC 103	
	BIDE 201	Lighting in Interior Design	3	BIDE 102, BIDC 103, BIDS 103	
	BIDC 201	Digital Communication 2: Digital Presentation	3	BIDC 101	
	LA 220	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 5	BIDS 202	Design Studio 5: Healthcare	4	BIDS 201	
	BIDP 201	Construction Drawings	3	BIDC 103, BIDS 103	
	BIDC 202	Digital Communication 3: Digital 3D Modeling	3	BIDC 201	
	LA 230	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 6	BIDS 203	Design Studio 6: Advanced Healthcare	4	BIDS 202	
	BIDP 202	Historical Perspectives of the Interior Design	3	One Tier 2 Liberal Arts course	
	BIDC 203	Building Information Modeling	3	BIDP 201, BIDS 201	
	LA 240	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 7	BIDS 301	Design Studio 7: Design for Humanity	4	BIDS 203	
	BIDP 301	Interior Detailing	3	BIDP 201, BIDS 202	
	BIDP 302	DIDP302-Professional Practice	3	BIDS 202, One Tier 2 Liberal Arts course	
	LA 245	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 8	BIDS 302	Design Studio 8: Adaptive Reuse	4	BIDS 301, BIDP 301	
	BIDP 303	Thesis Research and Programming	3	ALL STUDIOS 1-7, BIDP 302	BIDS 302
	BIDX 300	BID Elective – BIDX 301 OR BIDX 302	3	One Tier 2 Liberal Arts course	
	LA 400	<i>Liberal Arts Elective</i>	3	Two Tier 2 Liberal Arts course(s)	
<b>Total Degree Requirement Credits</b>			<b>13</b>		

Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 9	BIDS 401	Design Studio 9: Thesis 1	4	BIDP 303, ALL STUDIOS 1-8	
	BIDC 401	Digital Communication 4: Innovative Technology in the Built Environments	3	BIDS 302, BIDC 203	BIDS 302
	BIDX 400	BID Electives - BIDX 401 OR BIDX 402	3	BIDS 302	
	BIDP 401	Specifications, Budgeting & Estimating	3	BIDP 302	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 10	BIDS402	Design Studio 10: Thesis 2	4	BIDS401	BIDP402
	BIDP402	Documentation	3	BIDS 401, BIDP 401	BIDS 402
	BIDE401	The Philosophy of Human-Centered Design	3	BIDP 303	
	LA420	<i>Liberal Arts Elective</i>	3	Two Tier 2 Liberal Arts course(s)	
<b>Total Degree Requirement Credits</b>			<b>13</b>		

**10.3.2.3. Detailed Program of Study: Bachelor of Interior Design (recommended sequence of courses for students who started the BID Program Summer 2025\* term or later)**

Bachelor of Interior Design					
Students beginning study Summer Term 2025 or later					
Part-Time Plan of Study					
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 1	BIDE 101	Introduction to Interior Design Theory	3		
	ENGL 101	Research & Composition	3		
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 2	BIDS 101	Design Studio 1: Fundamentals of Space Planning	4		BIDC 101
	BIDC 101	Drafting	3		
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 3	BIDS 102	Design Studio 2: Residential	4	BIDE 101, BIDC 101, BIDS 101	BIDC 102

	BIDC 102	Perspective and Rendering Techniques	3	BIDC 101	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 4	LA 100	to be either ARTH 110 or ARTH 120	3	ENGL 101	
	BIDC 103	Digital Communication 1: Digital Drafting (CAD)	3	BIDC 101, BIDS102	
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 5	BIDS 103	Design Studio 3: Commercial	4	BIDS 102	BIDC 103
	LA 110	<i>Liberal Arts Elective</i> (QRSS, CRIN, COMM)	3	ENGL 101	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 6	BIDE 102	Products, Materials, and Finishes	3	BIDE 101	
	LA 200	<i>Liberal Arts Elective</i>	3	LA 100	
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 7	BIDS 201	Design Studio 4: Corporate Workspace	4	BID S103, BIDC 103	
	BIDE 201	Lighting in Interior Design	3	BIDE 102, BIDC 103, BIDS 103	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 8	BIDC 201	Digital Communication 2: Digital Presentation	3	BIDC 101	
	LA 220	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 9	BIDS 202	Design Studio 5: Healthcare	4	BIDS 201	
	BIDC 202	Digital Communication 3: Digital 3D Modeling	3	BIDC 201	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req

Term 10	BIDP 201	Construction Drawings	3	BIDC 103, BIDS 103	
	BIDC 203	Building Information Modeling	3	BIDP 201, BIDS 201	
<b>Total Degree Requirement Credits</b>			<b>13</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 11	BIDS 203	Design Studio 6: Advanced Healthcare	4	BIDS 202	
	BIDC 203	Building Information Modeling	3	BIDP 201, BIDS 201	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 12	BIDP 202	Historical Perspectives of the Interior Design	3	One Tier 2 Liberal Arts course	
	LA 240	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 13	BIDS 301	Design Studio 7: Design for Humanity	4	BIDS 203	
	BIDP 301	Interior Detailing	3	BIDP 201, BIDS 202	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 14	BIDP 302	DIDP302-Professional Practice	3	BIDS 202, One Tier 2 Liberal Arts course	
	LA 245	<i>Liberal Arts Elective</i>	3	One Tier 1 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 15	BIDS 302	Design Studio 8: Adaptive Reuse	4	BIDS 301, BIDP 301	
	BIDX 300	BID Elective – BIDX 301 OR BIDX 302	3	One Tier 2 Liberal Arts course	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 16	BIDC 401	Digital Communication 4: Innovative Technology in the Built Environments	3	BIDS 302, BIDC 203	BIDS 302
	LA 400	<i>Liberal Arts Elective</i>	3	Two Tier 2 Liberal Arts course(s)	
<b>Total Degree Requirement Credits</b>			<b>6</b>		

Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 17	BIDP 303	Thesis Research and Programming	3	ALL STUDIOS 1-7, BIDP 302	BIDS 302
	BIDX 400	BID Electives - BIDX 401 OR BIDX 402	3	BIDS 302	
<b>Total Degree Requirement Credits</b>			<b>6</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 18	BIDS 401	Design Studio 9: Thesis 1	4	BIDP 303, ALL STUDIOS 1-8	
	BIDP 401	Specifications, Budgeting & Estimating	3	BIDP 302	
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 19	BIDS 402	Design Studio 10: Thesis 2	4	BIDS401	BIDP402
	BIDP 402	Documentation	3	BIDS 401, BIDP 401	BIDS 402
<b>Total Degree Requirement Credits</b>			<b>7</b>		
Term	Course #	Course Title	Credits	Pre-Req	Co-Req
Term 20	BIDE 401	The Philosophy of Human-Centered Design	3	BIDP 303	
	LA 420	<i>Liberal Arts Elective</i>	3	Two Tier 2 Liberal Arts course(s)	
<b>Total Degree Requirement Credits</b>			<b>6</b>		

#### 10.3.2.4. Bachelor of Interior Design: Specific Admissions Policies

Applicants from a variety of educational backgrounds will be considered for admission, including:

- High school graduates
- Graduates of degree programs in related or unrelated fields
- Graduates of Bachelor of Fine Arts or Architectural Design programs
- Graduates of Interior Design diploma (two year) or Interior Decorating diploma programs
- Graduates of three (3) year Interior Design diploma programs

Students entering the Bachelor of Interior Design degree program from high school are required to submit an Ontario Secondary School Diploma (OSSD) or equivalent with at least a 65% average in six (6) courses from the University or University/college stream, including:

- English, grade 12 at the U and/or M level or equivalent
- One grade 11 or 12 Math at the U and/or U/M level or equivalent
- Four (4) or Five (5) other grade 12 subjects at the U and/or U/M level or equivalent to a minimum of six (6) grade 12 courses.

- High school transcripts
- Resume
- English Writing Sample\*
- A Creative Work Collection (CWC). For more information communicate with an Admission's Advisor\*\*

*\*Starting April 2025*

*\*\* In February, 2025, implementation of this requirement was postponed. A note will be added here when the CWC becomes a requirement for admission.*

Applicants must establish proficiency in English sufficient for post-secondary study. See Section 6.1.5 for English language proficiency requirement.

### **Conditional Admission**

Applicants seeking to establish English language proficiency by providing TOEFL, IELTS, or CAEL scores (or scores from other tests of English language proficiency recognized by the University) but whose scores fall below the standards required for admission may be considered for conditional admission. See Section 6.1.5.

#### **10.3.2.5. Degree Program – Anticipated Completion Time**

The BID program is a four-year degree program. Students with transfer of credit or who pursue full-time study with no term breaks may finish the program in less than four years.

Students who do not pursue the program at a full-time course load can reasonably expect to complete the program in four to five years.

Students in the program beyond the five years of study will need to meet regularly with their program advisor and department head to review their plan of study and progress towards completion.

The maximum length to complete the BID program is seven years; this is inclusive of any leaves of absence or scheduled breaks.

If a student needs longer than seven years to complete the program, they may petition the program for an extension. Such an extension will only be considered for extraordinary circumstances and needs to be reviewed and approved by the department. If such a petition is granted, student progress will be strictly monitored. Failing to meet the progression as set out in the extension will result in program withdrawal.

#### **10.3.2.6. Bachelor of Interior Design – Delivery Options**

Students in the Bachelor of Interior Design program may have the opportunity to register either in an in-class delivery of the course at the Steeles Campus or in an online delivery using asynchronous learning technologies.

The course learning outcomes are equivalent regardless of the delivery. See Academic Policies: Course Delivery.

#### **10.3.2.7. Assessment of Student Participation**

*Please see Section 8.2 for information regarding the assessment of student participation.*

#### **10.3.2.8. Assessment of Written Assignments**

*Please see Section 8.2 for information regarding the assessment of written assignments.*

#### **10.3.2.9. Credit Transfer Policies**

The transfer of credits obtained at other post-secondary institutions is permitted, but all requests must be well documented.

In reviewing eligibility for transfer of external credits, the Admissions Committee adheres to the following guidelines:

- The University may accept a maximum of 50% of the total credits required in transfer toward the BID degree for coursework;
- Credits being transferred to the Yorkville degree program must have been completed at a postsecondary institution recognized in that institution's home jurisdiction;
- Course hours and credit hours contained by the external course must correspond to the targeted Yorkville course by an approximate 90%;
- Learning outcomes contained by the external course must match the Yorkville course in terms of topics and subject matter at 80%;
- Texts, assigned readings, student activities, assignments, and assessment used in the external course must meet the standards and expectations of the course for which equivalency is sought;
- Normally, only credits earned within ten years of a student's admission to Yorkville will be accepted, but the Admissions Committee may use discretion in particular cases;
- Students must have achieved a satisfactory grade of C by Yorkville standards in the individual courses being considered for transfer credit;
- Official transcripts must be submitted at the time of application for transfer of credits to be considered by the Admissions Committee. Transcripts will be evaluated, and notification will be forwarded by the Office of the Registrar concerning the student's status in the program, including the number of transfer credits awarded;
- Credits earned through transfer are not used to compute the student's GPA;
- Foreign credentials may require an assessment from a third-party international credential assessment service.

#### **10.3.2.10. Types of Credit Transfer**

Students who have successfully completed courses at another post-secondary institution that the admissions committee deems to be equivalent to courses in the Yorkville BID, may be given credit for the Yorkville course if the following requirements are met:

1. Sufficient information is provided to the admissions committee to allow the committee to assess the equivalency of the course previously taken with the

Yorkville course thought to be its equivalent. Normally, this would include a course description and syllabus.

2. The student earned a satisfactory grade, as defined by the admissions committee, in the course for which equivalency is sought.
3. The course was completed within ten years of the student's application for admission. (The admission committee may make rules in specific cases that allow for exceptions to this requirement.)

**Note:** When the University recognizes a course taken at another institution as equivalent to a course offered at Yorkville University and grants a student credit for the course, the student transferring the credit is not allowed to subsequently enroll in the Yorkville course. (see 8.5.1. Notations Used on Student Records and Transcripts)

### 10.3.2.11. Examination Challenge for Credit

Students who believe that they have mastered the learning objectives of a course, either through courses taken at another school for which transfer credit has not been given, or through self-study or life experiences, may apply for a challenge examination through the Office of the Registrar. Proficiency credit may be achieved through a written examination, presentation of a portfolio, the completion of assignment(s) and/or the development of product(s). Prior enrollment in a course renders it ineligible for challenge. Yorkville does not award advanced standing through proficiency for more than 50% of the total number of credits contained by a program. Certain courses (e.g., capstone courses) within a particular program are not eligible for challenge. In the case of written or oral examinations, a grade of 80% must be achieved for credit to be assigned.

To challenge a course for credit a student must submit to the Office of the Registrar an *Examination Challenge for Credit Application Form* with documentation that clearly supports the claim of mastery of a course's learning outcomes. All exam challenges must be completed before week one of a particular term if the targeted course is scheduled for study in that term, unless approved by the program director. Applications are assessed by program leadership to determine whether an examination challenge is warranted, and if so, the format of assessment. A fee of \$75 accompanies each course challenge. See program for procedure, and the list of courses that can be challenged.

The following courses may be challenged for credit:

Previous List of Challenge Exams	Updated List of Challenge Exams
BIDC 103 - Digital Communication 1: Digital Drafting	BIDC 103 - Digital Communication 1: Digital Drafting
BIDC 201 - Digital Communication 2: Digital Presentation	BIDC 201 - Digital Communication 2: Digital Presentation
BIDP 201 - Construction Drawings	BIDC 202 - Digital Communication 3: Digital 3D Modeling
BIDC 202 - Digital Communication 3: Digital 3D Modeling	BIDC 203 - Building Information Modeling (Revit)

Previous List of Challenge Exams	Updated List of Challenge Exams
BIDC 203 - Building Information Modeling (Revit)	
BIDP 301 - Interior Detailing	

**10.3.2.12. Graduation Requirements**

The requirement for graduation is completion of all courses in the chosen program with a 2.0 cGPA or better. Electives if required, and any course with grades W or F must be retaken in order to graduate.

A student is eligible for a degree after successfully completing all graduation requirements. These requirements include the completion of a minimum of 130 credits. To remain in good academic standing a student must maintain a 2.0 cGPA or better. A minimum of 65 credits must be achieved through coursework at Yorkville University.

**10.3.2.13. Student Course Load**

The standard course load for students studying in the Bachelor of Interior Design is 4 courses per term (13 credits) for BID130 footprint and 5 courses per term (15 credits) for BID180. Students with a cumulative GPA of at least 3.50 may apply to the program director through the Registrar for permission to take an additional course to their respective plan of study.

## 10.4. Bachelor of Creative Arts

### 10.4.1. Bachelor of Creative Arts Overview

The Bachelor of Creative Arts Program is designed to support students who specialize in diverse areas of creative practice by allowing them to convert their diploma-level credential into a university degree. The BCA Program supplies working artists with a unique blend of practical business, leadership, and project management skills needed to excel in a wide range of creative industries. This program provides students with a strong university-level education to complement their applied or studio-based foundation in creative practice. The BCA delivery method is flexible (campus/online/blended) and its curriculum is critically engaged in contemporary critical discourses across a wide range of artistic disciplines in Canadian and transnational contexts

### 10.4.2. Detailed Program Information: Bachelor of Creative Arts

#### 10.4.2.1. Program Requirements: Bachelor of Creative Arts

The BCA is a degree-completion program. BCA students who graduated from 6-term diploma programs (“Advanced Diploma” in the Ontario Qualifications Framework [OQF]) complete 60 credits to earn the BCA. Graduates from four-term programs (“Diploma II” in the OQF) complete 75 credits to earn the degree.

To earn the BCA, students complete the following:

- Bridging courses if entering on the basis of a four-term diploma (15 credits)
- Creative Arts core courses (36 credits): Twelve required 3-credit courses designed to generate the outcomes summarized above
- Liberal Arts (24 credits): Eight 3-credit courses distributed over the course of the program

Normal progressions through the program are shown below. Students requiring bridging courses must take ARTS 101 (Principles of Art & Design), ARTS 102 (Arts Industries in Canada), and three 100-level Liberal Arts courses prior to, or concurrent with, the progressions below. ENGL 101, ARTS 103, and ARTS 104 are not eligible 100-level Liberal Arts courses for the bridging courses.

**Bridging Courses - Exemptions:** The requirement to take the ARTS 101 and ARTS 102 courses may be replaced by applied creative arts courses already completed at another post-secondary institution (but not one taken as part of the qualifying diploma) or waived if the student has at least six months’ professional, applied, and/or employment experience in the creative arts. The 100-level Liberal Arts courses may be replaced by an undergraduate course already completed at Yorkville or another degree-granting institution.

**Liberal Arts Electives:** See Section 10.4 of this calendar for an overview of the Liberal Arts component of undergraduate degree programs at Yorkville University. See Section 11.4 for a list and descriptions of Liberal Arts courses.

Bachelor of Creative Arts		
Standard Progression		
Term	Course #	Course Title
Term 1	ENGL 190	Communications in Creative Arts
	BCAR 3013 BCAR 3014	Creative Arts in Cultural Context (Students who began BCA Summer 2025 or before). Creative Practice in Canada (Students who began BCA October 2025 or after).
	BCAR 3023	Creative Arts in Ethical and Legal Context
Term	Course #	Course Title
Term 2	CRIN 110 ARTS 104	Creative and Innovation (Students who began BCA before Jan 2025) Arts, Activism, and Social Engagement (Students who began BCA Jan 2025 or later)
	BCAR 3043	Research Methods for the Creative Arts
	BCAR 3053 BCAR 3054	Managing Talent and Arts Administration (Students who began BCA Spring 2026 or before) Leadership and Administration in the Arts (Students who began BCA Summer 2026 or after)
Term	Course #	Course Title
Term 3	ARTS 103	Perspectives on Indigenous Arts
	BCAR 3063	Creative Arts in Political and Public Policy Context
	BCAR 3073	Managing Projects in the Creative Arts
	PSYC 330	Psychology of Creativity
Term	Course #	Course Title
Term 4	Scheduled Break	
	BCAR 4013	Financial Leadership for the Creative Arts
Term	Course #	Course Title
Term 5	BCAR 4023	Criticism – Methods of Evaluating and Assessing Creative Activity (Students who began BCA Spring 2026 or before)
	BCAR 4024	Criticism in the Arts (Students who began BCA Summer 2026 or after)
	BCAR 4033	Entrepreneurship and the Creative Arts
	Liberal Arts	Elective Tier 2
Term	Course #	Course Title
Term 6	BCAR 4043 BCAR 4044	Global Perspectives on the Creative Arts (Students who began BCA Spring 2026 or before) Transnational Perspectives in the Arts (Students who began BCA Summer 2026 or after)
	BCAR 4113	Graduating Project 1
	Liberal Arts	Elective Tier 2
Term	Course #	Course Title
Term 7	Liberal Arts	Elective Tier 2
	BCAR 4123	Graduating Project 2

Bachelor of Creative Arts		
Part-Time Progression		
Term	Course #	Course Title
Term 1	ENGL 190	Communications in Creative Arts
	BCAR 3013 BCAR 3014	Creative Arts in Cultural Context (Students who began BCA Summer 2025 or before). Creative Practice in Canada (Students who began BCA October 2025 or after).
Term	Course #	Course Title
Term 2	BCAR 3023	Creative Arts in Ethical and Legal Context
	CRIN 110 ART 140	Creative and Innovation (Students who began BCA before Jan 2025) Arts, Activism, and Social Engagement (Students who began BCA Jan 2025 or later)
Term	Course #	Course Title
Term 3	BCAR 3043	Research Methods for the Creative Arts
	BCAR 3053 BCAR 3054	Managing Talent and Arts Administration (Students who began BCA Spring 2026 or before) Leadership and Administration in the Arts (Students who began BCA Summer 2026 or after)
Term	Course #	Course Title
Term 4	ARTS 103	Perspectives on Indigenous Arts
	BCAR 3063	Creative Arts in Political and Public Policy Context
Term	Course #	Course Title
Term 5	BCAR 3073	Managing Projects in the Creative Arts
	PSYC 3073	Psychology of Creativity
Term	Course #	Course Title
Term 6	BCAR 4013	Financial Leadership for the Creative Arts
	BCAR 4023	Criticism – Methods of Evaluating and Assessing Creative Activity (Students who began BCA Spring 2026 or before)
	BCAR 4024	Criticism in the Arts (Students who began BCA Summer 2026 or after)
Term	Course #	Course Title
Term 7	BCAR 4033	Entrepreneurship and the Creative Arts
	Liberal Arts	Elective Tier 2
Term	Course #	Course Title
Term 8	BCAR 4043 BCAR 4044	Global Perspectives on the Creative Arts (Students who began BCA Spring 2026 or before) Transnational Perspectives in the Arts (Students who began BCA Summer 2026 or after)
	Liberal Arts	Elective Tier 2
	Term	Course #
Term 9	BCAR 4113	Graduating Project 1
	Liberal Arts	Elective Tier 2
Term	Course #	Course Title

Term 10	BCAR 4123	Graduating Project 2
	Liberal Arts	Elective Tier 3

#### 10.4.2.2. Bachelor of Creative Arts: Specific Admission Policies

An applicant may be admitted to the Bachelor of Creative Arts if they meet one of the following sets of requirements:

##### Admission Path 1

- Completion in good academic standing of a three-year (six-term) diploma from a Canadian college of applied arts and technology or private career college legally recognized in the applicant's home province (or the equivalent from a post-secondary education institution legally recognized in a jurisdiction outside Canada).
  - The diploma must have been earned in one of the creative arts, which include but may not be limited to: music, dance, drama and theatre, writing, interior design and decorating, painting, sculpture, photography, graphics and computer graphics, animation, game design, crafts, industrial design, fashion and costume design, motion pictures, television, radio, video, sound recording.
  - The applicant must have graduated with a GPA of at least 2.0 (or equivalent).

**Note:** At its January 15, 2021, meeting, the BCA Admissions Committee decided that applicants who have completed an applied undergraduate degree in creative arts at an acceptable post-secondary institution are also eligible for admission via this path. The degree must have been earned in an applied creative art as specified above, and the applicant must have graduated with a GPA of at least 2.0 (or the equivalent).

##### Admission Path 2

- Completion in good academic standing of a two-year (four-term) diploma from a Canadian college of applied arts and technology or private career college legally recognized in the applicant's home province (or the equivalent from a post-secondary education institution legally recognized in a jurisdiction outside Canada).
  - The diploma must have been earned in one of the creative arts, which include but may not be limited to: music, dance, drama and theatre, writing, interior design and decorating, painting, sculpture, photography, graphics and computer graphics, animation, game design, crafts, industrial design, fashion and costume design, motion pictures, television, radio, video, sound recording.
  - The applicant must have graduated with a GPA of at least 2.0 (or equivalent).
  - Equivalent credentials earned in a country other than Canada are accepted.
- **AND** one of:
  - The Completion of the equivalent of six credits of studio/applied course work in the applicant's creative arts specialization or a closely related field over and above course work completed to earn the qualifying diploma;
    - Courses must have been completed at a public University, college of applied arts and technology, or private career college legally recognized in the applicant's home province or country;

- A grade of at least C must have been earned in the studio/applied courses;
- Students who have not completed six semester hours of additional studio/applied credits but have met other admission requirements may satisfy this admission requirement by agreeing to complete up to two studio/applied arts courses at the Yorkville University. (The specific courses will be decided on a case-by-case basis.)

**Or**

- Six months' professional, applied, and/or employment experience in the applicant's area of creative
- **AND** Completion of nine semester hours of University-level undergraduate study.
  - Courses must have been completed at a public or private University legally recognized in the applicant's home province or country.
  - Courses must cover at least two of the following broad areas of study: social sciences, humanities, sciences (including mathematics), fine arts.
  - A grade of at least C must have been earned in each of the courses.
  - Students who have not completed nine semester hours of university-level undergraduate study but have met other admission requirements may satisfy this admission requirement by agreeing to complete additional breadth courses at Yorkville University.

Note: The Admissions Committee has approved the following set of Yorkville University courses to satisfy the requirements for additional creative arts training and additional University-level courses:

- Additional University-level courses:
  - Any three Liberal Arts 100-level courses
- Additional applied arts courses:
  - ARTS 101: Principles of Art and Design
  - ARTS 102: Arts Industries in Canada – an Introduction and Overview

### **Conditional Admission**

- The BCA Admissions Committee may admit students conditionally and/or may establish probationary conditions on admission.
- Applicants seeking to establish English language proficiency by providing TOEFL, IELTS, or CAEL scores (or scores from other tests of English language proficiency recognized by the University) but whose scores fall below the standards required for admission may be considered for conditional admission. See *Section 6.1.5*.

### **Documentation Required to Support Application for Admission**

- Official transcripts for all post-secondary education and professional training completed.
- A letter of intent which provides a sample of writing that can contribute to the committee's assessment of an applicant's ability to succeed in university studies.

- A curriculum vitae or resume which provides insight into how the BCA builds upon previous post-secondary study
- Official name change document should transcripts and other supporting documents be in a name different than the name on application.
- For applicants seeking admission on the basis of 4-term diploma plus additional experience, evidence of the additional experience in the form of portfolios, catalogues, publications, reviews, testimonials, and/or employer references.

#### **10.4.2.3. Anticipated Completion Time**

Students are expected to complete the program within 48 months of starting their first class. If a student needs longer than 48 months to complete the program, they may apply to the Director of the BCA for an extension of up to two calendar years. If the Director denies the application, the student will be refused further registration in the program. If the Director allows the extension, a new deadline will be established for completion of the program.

#### **10.4.2.4. Course Delivery**

BCA courses are delivered both on-campus and online. New students are enrolled in the program at the beginning of each quarterly term. Courses and prerequisites are offered on a schedule intended to accommodate students starting in any of the quarterly terms. Individual plans of study are prepared for each student, recommending the most effective and efficient sequence of courses to take over the course of their program. Each student's individual plan of study is updated based on the courses in which he/she is enrolled for each term.

#### **10.4.2.5. Assessment of Student Participation**

Please see Section 8.2 for information regarding the assessment of student participation.

#### **10.4.2.6. Assessment of Written Assignments**

Please see Section 8.2 for information regarding assessment of written assignments.

#### **10.4.2.7. Credit Transfer**

Students who have successfully completed courses at another post-secondary institution that the admissions committee deems to be equivalent to courses in the Yorkville BBA, may be given credit for the Yorkville course if the following requirements are met:

- a) Sufficient information is provided to the admissions committee to allow the committee to assess the equivalency of the course previously taken with the Yorkville course thought to be its equivalent. Normally, this would include a course description and a syllabus.
- b) The student earned a satisfactory grade, as defined by the admissions committee, in the course for which equivalency is sought.
- c) The course was completed within ten years of the student's application for admission. (The admission committee may make rules in specific cases that

allow for exceptions to this requirement.)

Limitations on course-equivalency credit transfer:

- Students must complete 50% of the degree program at Yorkville University;
- BCAR 4113 and BCAR 4123, the Graduating Project, must be completed through Yorkville University;
- For a student to graduate with a Yorkville University degree, at least 50% of the degree credits must be completed at Yorkville University; thus, for the BCA, at least 30 credits must be completed at Yorkville University.

***Note that when the University recognizes a course taken at another institution as equivalent to a course offered at Yorkville University and grants a student credit for the course, the student transferring the credit is not allowed to subsequently enroll in the Yorkville course.(see 8.5.1. Notations Used on Student Records and Transcripts)***

#### **10.4.2.8. Promotion and Graduation Requirements**

Students' progression through the Bachelor of Creative Arts is governed by the program's structure of prerequisites, which requires students to successfully complete some courses before advancing to other courses, by the University's policy requiring students to maintain good academic standing, and by University policies and practices with respect to assessing and grading student work. *See Section 8 of this calendar for relevant academic policies and regulations.*

To graduate from the Bachelor of Creative Arts, students must complete 60 credits of course work, 36 of which must be earned in core BCA courses and 24 of which must be earned in "breadth" courses.

Students admitted on the basis of a four-term creative arts diploma must complete an initial 15 credits "bridge". In addition, they must satisfy the following requirements:

- Achievement of a 2.0 (C or 60%) minimum cumulative grade point average.
- Completion of 50% of program credits through Yorkville University.
- Completion of BCAR 4113 and BCAR 4123, the Graduating Project, through Yorkville University.

#### **10.4.2.9. Standard Course Load**

The standard course load for students studying full time in the BCA is 3 or 4 courses (9 or 12 credits). Students with a cumulative GPA of at least 3.5 may apply to the Program Director through the Registrar for permission to take additional courses during any specific term but may not take more than 4 (four) or 5 (five) courses concurrently.

## 10.5. Liberal Arts in Yorkville University's Degree Programs

### 10.5.1. Liberal Arts Overview

Liberal Arts comprises a significant component of Yorkville's undergraduate professional degree programs. Its purpose is to give breadth to students' education, in keeping with accepted norms of a liberal education and the meaning of an undergraduate degree. The Liberal Arts component complements the core professional nature of the degree programs by creating a broader social and human context for the degrees.

The Liberal Arts program has a three-tiered hierarchical structure - foundational, subject-specific, and integrative – introducing students to increasingly complex and intellectually interdependent competencies. The intended outcome of Liberal Arts courses is to give students the intellectual skills and mindset that allows them to realize the benefits of their core technical training as well-rounded citizens in a complex world.

### 10.5.2. Mission of Liberal Arts

To develop skills and competencies that promote professional standing and social consciousness.

### 10.5.3. Objectives

- To enhance students' understanding and engagement with their world in a manner that makes them better self-reflective citizens and life-long learners.
- To enhance students' critical thinking, analytical reasoning, research, and inquiry skills;
- To develop information literacy, problem-solving abilities, ethical reasoning, and integrative learning.

### 10.5.4. Liberal Arts Structure

#### **Three-Tier Course Architecture for the Liberal Arts Program**

The Liberal Arts cluster of courses is presented at three levels from foundational to integrative. As students move through their programs of study, learning experiences become more complex, and the skills and competencies addressed are more advanced.

#### **Tier 1: Communications, Research and Thinking Courses**

Tier 1 courses emphasize foundational skills and competencies. They are offered early in the students' program and provide the basis upon which more advanced learning is built. They include analytical, research, critical thinking, communication skills, and competencies. Tier 1 courses have a 1XX-level course code.

#### **Tier 2: Arts and Social Sciences Courses**

Tier 2 courses are breadth of knowledge courses in subject-specific areas of Arts and Social Sciences. They are designed to encourage students to analyze concepts, build analyses and arguments, and to undertake research in particular to established academic

disciplines. Tier 2 courses have a 2XX-level or a 3XX-level course code.

### Tier 3: Integrated Studies Courses

Tier 3 courses are inherently interdisciplinary and require students to integrate skills, competencies, and knowledge acquired in Tiers 1 and 2 and to apply these to new areas of understanding. Students extend abstractions to make connections both within the subject area and beyond it, learning to transfer generalized principles and ideas from a specific instance to real-world issues, synthesizing and evaluating knowledge. Tier 3 courses have a 4XX-level course code.

Course #	Course Title	Tier Level
ARTH110	Western Art – Prehistoric to Gothic (3 credits)	1
ARTH120	Western Art – Renaissance to Contemporary (3 credits)	1
ARTS101	Principles of Art and Design (3 credits)	1
ARTS102	Arts Industries in Canada – an Introduction and Overview (3 credits)	1
ARTS103	Perspectives on Indigenous Arts (3 credits)	1
ARTS104	Arts, Activism, and Social Engagement	1
COMM100	Cross Cultural Communication (3 Credits)	1
CRIN110	Creativity and Innovation (3 credits)	1
ENGL101	Research and Composition (3 credits)	1
ENGL150	Professional Communication (3 credits)	1
ENGL190	Communications for the Creative Arts (3 credits)	1
HUMN100	Introduction to Beauty (3 credits)	1
QRSS100	Qualitative Research Methods in Social Science (3 credits)	1
UNIV101	University Studies (3 credits)	1
ENGL250	The Workplace in Fiction (3 credits)	2
GEOG210	Human Geography (3 credits)	2
HIST300	The History of Sports (3 credits)	2
HUMN200	World Religions- A Comparative Study (3 credits)	2
HUMN212	Artificial Intelligence and the Creative Mind (3 credits)	2
HUMN230	Colonialism in Continuum – Unpacking Decolonization in Modern Canada (3 credits)	2
HUMN268	Financial Literacy in a Canadian Context (3 credits)	2
PHIL300	Philosophical Thought and Leisure (3 credits)	2
PSYC200	Psychology of Everyday Life (3 credits)	2
PSYC210	Contemporary Topics in Social Psychology (3 credits)	2
PSYC330	Psychology of Creativity (3 credits)	2
SOCI200	Global Issues in Sociology (3 credits)	2
SOCI300	Sociology and Culture (3 credits)	2
HUMN422	Topics in Technology and Society (3 credits)	3
HUMN430	Topics in Power and Society (3 credits)	3
HUMN440	Smart and Sustainable Cities (3 Credits)	3

Course #	Course Title	Tier Level
HUMN450	Design Thinking (3 credits)	3
HUMN460	HUMN 460 Making Change: Projects for Impact (3 credits)	3

### 10.5.5. Student Progress Through Liberal Arts

As students move from foundational courses through breadth of knowledge courses to integration courses, Yorkville University provides a framework that thoughtfully and deliberately identifies the objectives and work requirements for each level and each course.

Guidelines for the structure and content of Liberal Arts courses have been developed. These specifications provide guidance to faculty who are developing and delivering courses and address the development of learning objectives for each level and for each course, the quantity and type of course work to be expected of students, and the types of assessment and feedback to be provided to students.

### 10.5.6. Transfer of Credits

Students who apply for transfer of credit in core subject areas may apply for transfer of credit in Liberal Arts.

**Tier 1 Liberal Arts** courses are foundational in nature and most often certain courses have been pre-selected by the core program as requirements. These courses may not be eligible for transfer of credit unless the courses align per the *Transfer of Credit* policy. To evaluate for this a course-by-course assessment will be conducted by the Liberal Arts Transfer Credit Review Committee or designate in the Campus Registrar's office.

**Tier 2 Liberal Arts** courses aim to provide the breadth of the Liberal Arts component. Courses in this category can be selected by students from the inventory of course offerings. Students who have a completed post-secondary credential may be eligible for transfer of credit. These courses are eligible for transfer of credit and may be awarded in a block depending on the length and type of previous undergraduate experience but not to exceed 50% of the total Liberal Arts requirements.

**Tier 3 Liberal Arts** courses aim to provide breadth and depth to Liberal Arts. Hence, these courses are part of the Liberal Arts residency requirements at Yorkville University.

In rare circumstances, a student may have a completed undergraduate credential from a recognized University with a similar Liberal Arts structure. In these cases, the Campus Registrar designate will review course-by-course transfer of credit. When needed, the Campus Registrar will send the file for assessment to the Liberal Arts Transfer Credit Review Committee. The Liberal Arts Transfer Credit Review Committee reserves the right to audit the assignment of transfer of credits by the Campus Registrar's Office.

Any transfer of credits earned at the Tier 1, 2, or 3 levels when added to any core program transfer credits should not exceed the residency requirements of the program the student is enrolled in. All general transfer credits are processed by the Campus Registrar's Office.

*Note that when the University recognizes a course taken at another institution as equivalent to a course offered at Yorkville University and grants a student credit for the course, the student transferring the credit is not allowed to subsequently enroll in the Yorkville course. (See 8.5.1. Notations Used on Student Records and Transcripts)*

### **Requirements for Credit Transfer**

Students who have successfully completed courses at another post-secondary institution that the admissions committee deems to be equivalent to courses in Yorkville's Liberal Arts program, may be given credit for the Yorkville course if the following requirements are met:

1. Sufficient information is provided to the Liberal Arts Transfer Credit Review Committee or designate to allow the committee/designate to assess the equivalency of the previously taken course with the Yorkville course thought to be its equivalent. Normally, this would include a course description and a syllabus.
2. The student earned a satisfactory grade, as defined by the Liberal Arts Transfer Credit Review Committee, in the course for which equivalency is sought.
3. The course was completed within ten years of the student's application for admission. (The admission committee may make rules in specific cases that allow for exceptions to this requirement.)