

**DECLARATION
for a Bachelor of Business Administration (BBA) Degree –
Business Administration Stream (3-Year and 4-Year)**

This form deals only with the business-specific requirements of a BBA degree. Students are encouraged to consult with an academic adviser from Student Services regarding the university’s general degree requirements, and to request a “graduation audit” through Student Services one year prior to their intended graduation date.

Student Name _____ **Student #** _____ **Email Address**² _____
Please PRINT clearly (optional)

Clearly check beside the type of degree you intend to earn:

- 3-year BBA Business Administration Stream
- 4-year BBA Business Administration Stream

Please email my completed form to me for my records³

**DEGREE REQUIREMENTS WILL FOLLOW
COURSE CALENDAR**

Requirements Specific to 3-Year AND 4-Year BBA Degree:

To earn a BBA degree of any type students must pass (or have received transfer or PLAR credit for) the following courses: Under “Taken” enter the grade earned for courses already taken, or the term in which you plan to take it (e.g. W12 => Winter, 2012)

Introductory Courses – all 9 credit hour are required

Fundamental Courses – all 15 credit hours are required

Course #	Course name	Taken
BUS-1101/6 or BUS-1201/3 and	Introduction to Business Introduction to Business I	
BUS-1202/3	Introduction to Business II ¹	
POL-2320/3	Business Gov’t Relations in Cdn	

Course #	Course name	Taken
BUS-2002/3 OR BUS-2010/3	Fundamentals of Financial Accounting OR Financial Management and Admin.	
BUS-2210/3	Fundamentals of Marketing	
BUS-2103/3	Fundamentals of Organizational Behaviour	
BUS-2440/3	Fundamentals of Human Resource Management	
BUS-2501/3	Fundamentals of Production and Operational Management	

¹ Introduction to Business II requires completion of Introduction to Business I with a grade of C or better as a prerequisite. However, *none of the other courses in this left column have prerequisites*, so they are all possible choices for first year.

² Email will be used only for the purpose of sending you a copy of your completed form for your records.

³ Your completed form will only be emailed if your declaration is created by the Student Support Office

Additional Requirements for a 3-Year BBA:

In addition to the core courses specific to the 3-year AND 4-year BBA degree that are listed on the reverse of this page, students must meet the following requirements for the 3-year BBA:

Additional Business and Administration Courses – minimum 9 credit hours of Additional Business and Administration courses (i.e. BUS-xxxx/3).

Additional Cognate Courses – minimum 3 additional credit hours.

Cognate courses are those that are outside of Business and Administration (i.e., non-BUS-xxxx courses).

Course #	Course name	Taken

Course #	Course name	Taken

Additional Requirements for a 4-Year BBA:

In addition to the core courses specific to the 3-year AND 4-year BBA degree that are listed on the reverse of this page, students must meet the following requirements for the 4-year BBA:

Introductory Courses – all 9 credit hour are required

Cognate Courses – minimum 9 additional credit hours. Cognate courses are those that are outside of Business and Administration (i.e., non-BUS-xxxx courses).

ECON-1102/3	Introduction to Micro-Economics	
ECON-1103/3	Introduction to Macro-Economics	
ACS-1803/3	Intro. to Computer-Based Systems	

Course #	Course name	Taken

Additional Business and Administration Courses – minimum 24 credit hours of Additional Business and Administration courses (i.e. BUS-xxxx/3) including at least 3 credit hours of Integrative Courses.

Course #	Course name	Taken
Integrative Courses – minimum 3 credit hours		

Notes:

1. Students are admitted to the 4-year BBA program after successful completion of 30 credit hours.
2. Students should consult with a department advisor when planning their studies

<p>To the student: Your signature on this form indicates to the university that you intend to fulfill the requirements for a BBA degree of the type checked above. Unless you revoke this form by declaring your intention to fulfill some other type of degree requirements, the university will determine your eligibility for graduation in relation to the requirements for a BBA program. Please note that it is your responsibility to meet degree requirements. Please consult the Course Calendar for further details on degree requirements.</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>After this form is signed and copied, submit the original to Student Records through Student Central.</p>	<p>To the Department Chair or Departmental Advising Committee of the Department of Business Administration or persons directly designated by the Chair:</p> <p>Your signature on this form indicates that the student in question has convinced you that he/she has made a sincere effort to understand the requirements of a BBA degree, and that he/she has thought through one valid way to meet all these requirements.</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p>_____</p> <p style="text-align: center;">Date</p> <p>After signing, digitally file a copy of the form and return original to student to hand-in</p>
--	--