

**DECLARATION
for a Bachelor of Business Administration (BBA) Degree**

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**³ _____
Please PRINT clearly (optional)

Please email my completed form to me for my records ⁴

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

- 3-year BBA**
- 4-year BBA General Stream**
- 4-year BBA Concentration(s) in:**
 - Accounting International Business Marketing
 - Human Resources and Organizational Behavior
 - Co-operative Management

**DEGREE
REQUIREMENTS WILL
FOLLOW COURSE
CALENDAR

ACADEMIC YEAR**

Requirements Specific to 3-Year AND 4-Year (BA Stream, General Stream or Concentration) BBA Degree:

To earn a BBA degree of any type students must pass (or have received transfer or PLAR credit for) the following courses: ¹
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)

Course #	Course name	Taken
BUS-1201/3	Introduction to Business I	
BUS-1202/3	Introduction to Business II ²	
ECON-1102/3	Introduction to Micro-Economics	
ECON-1103/3	Introduction to Macro-Economics	
POL-2320/3	Business Government Relations in Can.	
ACS-1803/3	Intro. to Computer-Based Systems	

¹ Students who began their studies at The University of Winnipeg prior to Spring term, 2010 are entitled (although certainly not required) to complete their degree under the requirements that were in place when they began their studies at The University of Winnipeg. Therefore, some exceptions to the above may be possible, but only with the documented approval of the Department Chair.

² Introduction to Business II requires completion of Introduction to Business 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.

³ Email will be used only for the purpose of sending you a copy of your completed form for your records.

⁴ Your completed form will only be emailed if your declaration is created by the Student Support Office

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	
Corporate Social Responsibility Requirement (minimum 3 cr. hours)		
BUS-3110/3 OR IDS-3101/3 OR PHIL-2201/6 OR PHIL-2233/3	Ethics in Management OR Development Ethics OR Moral Philosophy OR Environmental Ethics	

Additional Requirements for a 3-Year BBA:

3 credit hours in Business and Administration at the 3000 level (i.e. BUS-3###).

(Ethics in Management, BUS-3110/3, may fulfill both this requirement and the corporate social responsibility requirement.)

Course #	Course name	Taken
BUS-3		

Requirements Specific to 4-year General Stream or Concentration Stream BBA Degree:

In addition to the core courses specific to the 3-year AND 4-year (General Stream or Concentration) BBA degree that are listed on the reverse of this page, students must meet the following requirements specific to the type of a 4-year BBA degree sought:

For a 4-Year BBA General Stream:

24 credit hours of additional Business and Administration courses (i.e BUS #####) including a minimum of 9 credit hours at the 2000 level or above, a minimum of 9 credit hours at 3000 level or above, and a minimum of 6 credit hours at the 4000 level.

4000 ____ 3000 or above ____ 2000 or above ____

Course #	Course name	Taken
BUS-		
BUS-		
BUS-		
BUS-		
BUS-		
BUS-		
BUS-		
BUS-		
BUS-		

For a 4-Year BBA Concentration: You have the choice to complete either one or two concentrations. ⁷ 12 credit hours in the chosen concentration (see Calendar for course list for each concentration) of which a minimum of credit hours must be BUS-##### and of these a minimum 3 credit hours must be at the 4000 level. ALSO another 21 credit hours of Business and Administration courses (i.e., BUS-####) other than those counted towards the specific concentration, including a minimum 9 credit hours at the 2000 level or above; a minimum of 9 credit hours at the 3000 level or above and a minimum of 3 credit hours at the 4000 level.

<p>Concentration #1: _____ (Please specify concentration area)</p> <table border="1" style="width:100%"> <thead> <tr> <th>Course #</th> <th>Course Name</th> <th>Taken</th> </tr> </thead> <tbody> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>⁵</td><td></td><td></td></tr> <tr><td>⁶ BUS-4</td><td></td><td></td></tr> </tbody> </table> <p>Courses additional to those for the concentration:</p> <table border="1" style="width:100%"> <thead> <tr> <th>Course #</th> <th>Course Name</th> <th>Taken</th> </tr> </thead> <tbody> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>⁸ BUS-</td><td></td><td></td></tr> <tr><td>⁸ BUS-</td><td></td><td></td></tr> <tr><td>⁸ BUS-</td><td></td><td></td></tr> <tr><td>⁸ BUS-</td><td></td><td></td></tr> </tbody> </table> <p>4000 ____ 3000 or above ____ 2000 or above ____</p> <p>⁸ These additional business courses are not required if you are completing two (2) concentrations</p>	Course #	Course Name	Taken	BUS-			BUS-			⁵			⁶ BUS-4			Course #	Course Name	Taken	BUS-			BUS-			BUS-			BUS-			⁸ BUS-			⁸ BUS-			⁸ BUS-			⁸ BUS-			<p>Concentration #2: _____ (Please specify concentration area)</p> <table border="1" style="width:100%"> <thead> <tr> <th>Course #</th> <th>Course Name</th> <th>Taken</th> </tr> </thead> <tbody> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>BUS-</td><td></td><td></td></tr> <tr><td>⁵</td><td></td><td></td></tr> <tr><td>⁶ BUS-4</td><td></td><td></td></tr> </tbody> </table> <p>⁵ One course for the concentration may or may not be a BUS course.</p> <p>⁶ One of the BUS courses must be 4000 level. Please note: When completing a Human Resources and Organizational Behavior concentration, BUS-3440/3 will be considered as BUS-4440/3 for the purpose of fulfilling the 4000 level credit hour requirement</p> <p>⁷ When pursuing two concentrations, credit will not be granted for the same course in two different concentrations. You must complete a different course to fulfill the requirements of the second concentration. (Ex: BUS-4540 International Marketing cannot be used for both a Marketing and International Business concentration)</p>	Course #	Course Name	Taken	BUS-			BUS-			⁵			⁶ BUS-4		
Course #	Course Name	Taken																																																								
BUS-																																																										
BUS-																																																										
⁵																																																										
⁶ BUS-4																																																										
Course #	Course Name	Taken																																																								
BUS-																																																										
BUS-																																																										
BUS-																																																										
BUS-																																																										
⁸ BUS-																																																										
⁸ BUS-																																																										
⁸ BUS-																																																										
⁸ BUS-																																																										
Course #	Course Name	Taken																																																								
BUS-																																																										
BUS-																																																										
⁵																																																										
⁶ BUS-4																																																										
<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>_____ Signature</p> <p>_____ 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>_____ Signature</p> <p>_____ Date</p> <p>After signing, digitally file a copy of the form and return original to student to hand-in</p>																																																									