

Progression and Graduation Requirements – Business

Policy Category:	Registration, Progression, Graduation
Subject:	Progression and Graduation Requirements – HBA Program
Subsections:	*
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	*
Effective Date:	September 1, 2022
Supersedes:	September 2020

THE HBA PROGRAM

The Third Year (HBA1)

The third year of the undergraduate program in Business Administration consists of an integrated set of courses (7.5 courses) designed to give a basic understanding of the functions and the interrelationships of the major areas of management, as well as to develop problem-solving and action-planning skills.

All students will take: Business Administration 3300K, 3301K, 3302K, 3303K, 3304K, 3311K, 3316K, 3321K, 3322K, 3323K.

No substitute for any of the above courses is permitted under any circumstances.

Progression and Graduation Requirements – Business

The Fourth Year (HBA2)

The fourth year consists of required and elective courses (6.0 courses). The elective courses allow students to design a personal program of study best suited to their individual needs. A few students concentrate mainly in one functional area; most prefer to select courses from several areas.

Required (2.5):

International Perspective Requirement: Business Administration 4505A/B.

Corporations and Society Perspective Requirement: at least one 0.5 course from Business administration – Corporations and Society designated electives offered during the academic year or other business elective as determined and approved by the HBA Program Director to satisfy this requirement.

Managerial Accounting Requirement: Business Administration 4624A/B

Applied Project Requirement: Business Administration 4569.

Electives (3.5):

3.5 elective courses chosen from 4000 level Business courses (students may substitute a 0.5 2000-4000 level course that is career-related and is not management/business-focused. The course may be from any faculty or affiliate college. Permission of the HBA Program Director is required).

Progression and Graduation Requirements

To be eligible for registration in the fourth year, third-year students must meet the following requirements:

1. Pass all courses.
2. Achieve an overall average of 70% or better in HBA1, as defined by the program.
3. Participate in two Ivey research studies as part of the program. If a student chooses not to participate in the research studies, they can fulfill this requirement by writing review essays of 3 to 5 pages each, double spaced, on articles of their choice from an approved list of research articles.

To be eligible for graduation, fourth-year students must meet the following requirements:

1. Pass all courses.
2. Achieve an overall average of at least 70% over all courses taken in HBA2, as defined by the program.

Students may be "passed by faculty action" by a majority of the teaching faculty attending the HBA1 or HBA2 grades meetings.

Progression and Graduation Requirements – Business

Extended-Time HBA Program

All students are expected to complete the HBA program on a full-time basis. The Extended-Time HBA program is intended for HBA2 students who are not able to complete the final year of the HBA program because of significant extenuating compassionate or medical circumstances. The Extended-Time HBA program is available only with the permission of the HBA Program Director and with supporting documentation.

Special Students

HBA graduates may enroll in HBA2 electives as special students only with permission of the HBA Program Director.

Unsatisfactory Standing

The teaching faculty of each year of the program meet to consider individually the case of each student who has not met the requirements either for progression or graduation. Given the academic performance of the student and all other information available to the Faculty,

A third year student may be:

1. Passed by Faculty action
2. Required to follow a course of action deemed appropriate by the Faculty
3. Required to withdraw from the Ivey Program

A fourth year student may be:

1. Passed by Faculty action
2. Required to follow a course of action deemed appropriate by the Faculty
3. Required to withdraw from the Ivey Program

Academic Appeals Procedures

An appeal is a request for an exemption from a Senate regulation or a request that a grade on a particular piece of work or a final standing in a course or program be changed. The successive levels for an academic appeal are as follows:

1. consultation with the faculty member
2. submission of a written request to the Dean, through the Program Director
3. submission of a written application to the Senate Review Board Academic

Each step of the appeals process should be initiated as soon as possible and within the timelines as specified in the [STUDENT ACADEMIC APPEALS](#) section.