



OFFICE OF THE FACULTY COUNCIL CHANGE TO EXISTING DEGREE or CERTIFICATE PROPOSAL FORM

Faculty-level Curriculum Committee Submission Deadlines & Details

Fall Winter 2018-19, Summer 2019 Academic Sessions

June 1, 2017 Complete proposal package for all proposal types

October 15, 2017 Complete proposal package for New Course proposals and Changes to Existing Courses

Early submissions are welcome and appreciated. Incomplete and late proposals may not be processed in time for the requested academic session.

Proposal packages include the proposal form, a library statement, and consultation form (if applicable).

New: Submit your proposal using the new [online submission form](#).

NOTE: A Change to Existing Degree/Certificate proposal is required if a new course is to be coded as a program requirement in the course repository and included in as a Degree Requirement in the official undergraduate Academic Calendar.

Prior to completing this form, proponents are asked to consult Brittany Tuer, Assistant Director, Academic Standards and Policy Advisor, btuer@yorku.ca, for definitions of major versus minor modifications.

Completed Submission Deadline: 5/26/2017

Department:	<input type="text" value="Administrative Studies"/>	Contact:	<input type="text" value="Marcela Porporato"/>
Degree/Certificate Title:	<input type="text" value="Bachelor of Commerce – Honours"/>		
Stream (if applicable):	<input type="text" value="Finance"/>		
Effective Session for Change:	Term: (e.g., Fall; Winter; Summer)	<input type="text" value="Fall"/>	Year: <input type="text" value="2018"/>

Minor Change Description: (e.g. what is the change requested, what does this change mean for the degree, certificate, etc.):

To include two new elective courses that have been recently added: AP//ADMS4508 and AP/ADMS4509
AP/ADMS4508 Money behaviours and client communication
AP/ADMS4509 Financial Risk Management

Academic Rationale for Change:

Both courses cover topics that are relevant for professionals in the Finance field as determined by professional associations; therefore students need to be aware that these are 2 new options suitable for their degree.

AP/ADMS4508 Money behaviours and client communication

The topics in this course have been identified by the Financial Planning Standard Council, the certifying body of the CFP® designation, and will be required as core competencies and assess on the certifying exam. Aside from preparing students to pass an exam, professional in the field have identified the skills covered in this class – like client communication, professional writing, and understanding client financial behaviours – as lacking in new financial planners.

AP/ADMS4509 Financial Risk Management

This course provides students with a broad and solid foundation of knowledge for effective financial risk management. This foundation of knowledge applies across all sectors: banking, insurance, asset management, hedge funds, energy, regulation and more The topics in this class are essential for writing FRM® (by GARP), PRM® (by PRMIA), and/or CFA® (by CFA Institute) exams. This course will help students advance their future careers in financial risk management.

Please note: the Committee on Curriculum, Curricular Policy and Standards requires that degree or certificate requirements, as listed in the Undergraduate Calendar ([click here](#)), be included below in their entirety.

*Please denote additions in **bold, blue, underlining**, and ~~strikethrough~~ for deletions.*

Existing Calendar Copy (Change From):	Proposed Calendar Copy (Change To):
<p>Example: Delete this text.</p> <p>Current text – Downloaded from http://calendars.students.yorku.ca/2017-2018/commerce on May 26th at 10am</p> <h2>School of Administrative Studies</h2> <p>Students prior to entering the Bachelor of Commerce (BCom) are required to have completed one 4U mathematics MHF4U (Advanced Functions), or the equivalent.</p> <p>AP/ADMS 1000 3.00, Introduction to Business must be successfully completed prior to taking a course for which it is a prerequisite. For all other ADMS courses, AP/ADMS 1000 3.00 may be taken concurrently (corequisite) with the first ADMS course(s) taken.</p> <p>For students with a prior degree in business-related programs, AP/ADMS 1000 3.00 is waived as a prerequisite for administrative</p>	<p>Example: Add this text.</p> <p>Changes made only pertain to the Finance Stream (see page 8)</p> <h2>School of Administrative Studies</h2> <p>Students prior to entering the Bachelor of Commerce (BCom) are required to have completed one 4U mathematics MHF4U (Advanced Functions), or the equivalent.</p> <p>AP/ADMS 1000 3.00, Introduction to Business must be successfully completed prior to taking a course for which it is a prerequisite. For all other ADMS courses, AP/ADMS 1000 3.00 may be taken concurrently (corequisite) with the first ADMS course(s) taken.</p> <p>For students with a prior degree in business-related programs, AP/ADMS 1000 3.00 is waived as a prerequisite for administrative</p>

studies (ADMS) courses. Students must replace the course with three credits in administrative studies (ADMS).

The following notes apply to the Honours BCom and BCom programs:

Notes:

These courses will not count toward the fulfillment of the 18 credits outside the major.

- [AP/PHIL 3570 3.00](#) Ethics of Administration
- [HH/PSYC 3570 3.00](#) Organizational Psychology

4000-level courses are open only to students in the Honours program who have completed a minimum of 78 credits, except for certain courses included within certificates where there is a C+ grade requirement on prerequisite courses. Any student may take these courses provided requirements are met.

Students are recommended to consider, when choosing their 18 required credits outside the major, the following courses in related disciplines through the School of Public Policy and Administration: [AP/PPAS 1110 3.00](#), [AP/PPAS 2110 3.00](#) and [AP/PPAS 2195 3.00](#).

The Bachelor of Commerce (BCom) courses are recognized towards certification in a number of professional programs, but not all professional accredited courses completed at other post-secondary institutions are eligible for a course credit exclusion towards a major, minor or prerequisite credits in a degree program. Courses not granted a course credit exclusion may be used as elective credits.

Students of professional associations should note that degree requirements must be followed. Those who wish to combine a degree and professional designation or otherwise take courses at the Faculty of Liberal Arts and Professional Studies, in accordance with Faculty requirements, are advised to obtain full details from the organizations involved which include:

- Appraisal Institute of Canada (Ontario)
- Canadian College of Health Service Executives

studies (ADMS) courses. Students must replace the course with three credits in administrative studies (ADMS).

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- Canadian College of Health Service Executives

- Canadian Institute of Marketing
- Canadian Institute of Traffic and Transportation
- Chartered Professional Accountants (CPA) Ontario
- Credit Union Institute of Canada
- Financial Planning Standards Council
- Human Resources Professionals Associations of Ontario
- Information Systems Audit and Control Association (ISACA)
- Institute of Canadian Bankers
- Institute of Materials Management Societies
- Institute of Municipal Assessors of Ontario
- Ontario Association of Certified Engineering Technicians and Technologists
- Purchasing Management Association of Canada
- Real Estate Institute of Canada (Toronto Chapter)
- Supply Chain & Logistics Canada (SCL)
- The Insurance Institute of Ontario

Specialized Honours BCom: 120 Credits

There are at present seven streams in the Specialized Honours BCom program. The prerequisites and requirements appear below.

Students prior to entering the BCom are required to have completed one 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete (pass) at least 120 credits

- Canadian Institute of Marketing
- Canadian Institute of Traffic and Transportation
- Chartered Professional Accountants (CPA) Ontario
- Credit Union Institute of Canada
- Financial Planning Standards Council
- Human Resources Professionals Associations of Ontario
- Information Systems Audit and Control Association (ISACA)
- Institute of Canadian Bankers
- Institute of Materials Management Societies
- Institute of Municipal Assessors of Ontario
- Ontario Association of Certified Engineering Technicians and Technologists
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Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete (pass) at least 120 credits

which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

General education: a minimum of 21 General Education credits as follows:

6.00 credits in natural science (NATS)
A 9.00 credit approved general education course in the social science or humanities categories
A 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 78 credits including:

(i) Required Honours standard core courses: 45 credits including:

- [AP/ADMS 1000 3.00](#) Introduction to Business;
- [AP/ADMS 1010 3.00](#) Exploring the Functions of Business;
- [AP/ECON 1000 3.00](#) Introduction to Microeconomics;
- [AP/ECON 1010 3.00](#) Introduction to Macroeconomics;
- [AP/ADMS 2200 3.00](#) Introductory Marketing;
- [AP/ADMS 2320 3.00](#) Quantitative Methods I;
- [AP/ADMS 2400 3.00](#) Introduction to Organizational Behaviour;
- [AP/ADMS 2500 3.00](#) Introduction to Financial Accounting;
- [AP/ADMS 2510 3.00](#) Introduction to Management Accounting;
- [AP/ADMS 2511 3.00](#) Management Information Systems;
- [AP/ADMS 2610 3.00](#) Elements of Law: Part One;
- [AP/ADMS 3330 3.00](#) Quantitative Methods II;
- [AP/ADMS 3530 3.00](#) Finance*;
- [AP/ADMS 3660 3.00](#) Business Ethics / Corporate Responsibility;
- [AP/ADMS 4900 3.00](#) Management Policy Part I;

which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

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- [AP/ECON 1000 3.00](#) Introduction to Microeconomics;
- [AP/ECON 1010 3.00](#) Introduction to Macroeconomics;
- [AP/ADMS 2200 3.00](#) Introductory Marketing;
- [AP/ADMS 2320 3.00](#) Quantitative Methods I;
- [AP/ADMS 2400 3.00](#) Introduction to Organizational Behaviour;
- [AP/ADMS 2500 3.00](#) Introduction to Financial Accounting;
- [AP/ADMS 2510 3.00](#) Introduction to Management Accounting;
- [AP/ADMS 2511 3.00](#) Management Information Systems;
- [AP/ADMS 2610 3.00](#) Elements of Law: Part One;
- [AP/ADMS 3330 3.00](#) Quantitative Methods II;
- [AP/ADMS 3530 3.00](#) Finance*;
- [AP/ADMS 3660 3.00](#) Business Ethics / Corporate Responsibility;
- [AP/ADMS 4900 3.00](#) Management Policy Part I;

*Students in the human resources stream may substitute any 3000 level or above ADMS course in place of [AP/ADMS 3530 3.00](#).

Students who wish to meet the requirement of CHRP certification should take [AP/HRM 3430 3.00](#) (cross-listed to: [AP/ADMS 3430 3.00](#)).

(ii) 33 additional credits at the 3000 level or above as specified in the requirements for one of the seven streams as described below. At least 18 credits in the major must be at the 4000 level.

Upper-level credits: at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.

Credits outside the major: at least 18 credits

ACCOUNTING STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3510 3.00](#) Managerial Cost Accounting and Analysis;
[AP/ADMS 3520 3.00](#) An Overview of Canadian Income Taxation;
[AP/ADMS 3585 3.00](#) Intermediate Financial Accounting I;
[AP/ADMS 3595 3.00](#) Intermediate Financial Accounting II;
three additional credits from AP/ADMS 3000 or 4000 level courses;
[AP/ADMS 4515 3.00](#) Internal Audit or [AP/ADMS 4551 3.00](#) Auditing and Other Assurance Services;
[AP/ADMS 4561 3.00](#) Taxation of Personal Income in Canada;
[AP/ADMS 4590 3.00](#) Comprehensive Accounting Problems;
[AP/ADMS 4510 3.00](#) Accounting Theory & Contemporary Issues or [AP/ADMS 4520 3.00](#) Advanced Financial Accounting;

Six credits at the AP/ADMS4000 level to be

*Students in the human resources stream may substitute any 3000 level or above ADMS course in place of [AP/ADMS 3530 3.00](#).

Students who wish to meet the requirement of CHRP certification should take [AP/HRM 3430 3.00](#) (cross-listed to: [AP/ADMS 3430 3.00](#)).

(ii) 33 additional credits at the 3000 level or above as specified in the requirements for one of the seven streams as described below. At least 18 credits in the major must be at the 4000 level.

Upper-level credits: at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.

Credits outside the major: at least 18 credits

ACCOUNTING STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3510 3.00](#) Managerial Cost Accounting and Analysis;
[AP/ADMS 3520 3.00](#) An Overview of Canadian Income Taxation;
[AP/ADMS 3585 3.00](#) Intermediate Financial Accounting I;
[AP/ADMS 3595 3.00](#) Intermediate Financial Accounting II;
three additional credits from AP/ADMS 3000 or 4000 level courses;
[AP/ADMS 4515 3.00](#) Internal Audit or [AP/ADMS 4551 3.00](#) Auditing and Other Assurance Services;
[AP/ADMS 4561 3.00](#) Taxation of Personal Income in Canada;
[AP/ADMS 4590 3.00](#) Comprehensive Accounting Problems;
[AP/ADMS 4510 3.00](#) Accounting Theory & Contemporary Issues or [AP/ADMS 4520 3.00](#) Advanced Financial Accounting;

Six credits at the AP/ADMS4000 level to be

selected from:

[AP/ADMS 4510 3.00](#) Accounting Theory & Contemporary Issues;
[AP/ADMS 4520 3.00](#) Advanced Financial Accounting;
[AP/ADMS 4540 3.00](#) Financial Management;
[AP/ADMS 4552 3.00](#) Information Systems Audits;
[AP/ADMS 4553 3.00](#) Auditing: Advanced Topics;
[AP/ADMS 4560 3.00](#) Income Taxation in Canada - Advanced Seminar;
[AP/ADMS 4562 3.00](#) Corporate Taxation in Canada;
[AP/ADMS 4563 3.00](#) Introduction to U.S. Federal Income Taxation;
[AP/ADMS 4570 3.00](#) Management Planning and Control Systems;

Note: students must complete at least 18 credits at the 4000 level in the major.

BUSINESS RESEARCH STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3352 3.00](#) Sampling Techniques and Survey Design (cross-listed to: [AP/ECON 3130 3.00](#));
[AP/ADMS 4250 3.00](#) Marketing Strategy;
[AP/ADMS 4260 3.00](#) Marketing Research I;
[AP/ADMS 4265 3.00](#) Marketing Research II;
[AP/ADMS 4300 3.00](#) Decision Making;
[AP/ADMS 4370 3.00](#) Data Analysis Systems;
12 additional credits from AP/ADMS 3000 or 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

selected from:

[AP/ADMS 4510 3.00](#) Accounting Theory & Contemporary Issues;
[AP/ADMS 4520 3.00](#) Advanced Financial Accounting;
[AP/ADMS 4540 3.00](#) Financial Management;
[AP/ADMS 4552 3.00](#) Information Systems Audits;
[AP/ADMS 4553 3.00](#) Auditing: Advanced Topics;
[AP/ADMS 4560 3.00](#) Income Taxation in Canada - Advanced Seminar;
[AP/ADMS 4562 3.00](#) Corporate Taxation in Canada;
[AP/ADMS 4563 3.00](#) Introduction to U.S. Federal Income Taxation;
[AP/ADMS 4570 3.00](#) Management Planning and Control Systems;

Note: students must complete at least 18 credits at the 4000 level in the major.

BUSINESS RESEARCH STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3352 3.00](#) Sampling Techniques and Survey Design (cross-listed to: [AP/ECON 3130 3.00](#));
[AP/ADMS 4250 3.00](#) Marketing Strategy;
[AP/ADMS 4260 3.00](#) Marketing Research I;
[AP/ADMS 4265 3.00](#) Marketing Research II;
[AP/ADMS 4300 3.00](#) Decision Making;
[AP/ADMS 4370 3.00](#) Data Analysis Systems;
12 additional credits from AP/ADMS 3000 or 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

FINANCE STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3531 3.00](#) Personal Investment Management;
[AP/ADMS 3541 3.00](#) Personal Financial Planning;
one of: [AP/ADMS 4501 3.00](#) Advanced Portfolio Management, [AP/ADMS 4540 3.00](#) Financial Management;

At least 12 credits chosen from the following:

[AP/ADMS 4501 3.00](#) Advanced Portfolio Management;
[AP/ADMS 4502 3.00](#) Ethics for Investment Managers;
[AP/ADMS 4503 3.00](#) Derivative Securities;
[AP/ADMS 4504 3.00](#) Fixed Income Securities & Risk Management;
[AP/ADMS 4505 3.00](#) Retirement and Estate Planning;
[AP/ADMS 4506 3.00](#) Professional Financial Planning;
[AP/ADMS 4507 3.00](#) Insurance and Other Finance Topics;
[AP/ADMS 4535 3.00](#) Financial Statement Analysis;
[AP/ADMS 4536 3.00](#) Security Valuation;
[AP/ADMS 4540 3.00](#) Financial Management;
[AP/ADMS 4541 3.00](#) Applied Corporate Finance;
[AP/ADMS 4542 3.00](#) International Financial Management;
12 additional credits from AP/ADMS 3000 or 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

FINANCE STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3531 3.00](#) Personal Investment Management;
[AP/ADMS 3541 3.00](#) Personal Financial Planning;
one of: [AP/ADMS 4501 3.00](#) Advanced Portfolio Management, [AP/ADMS 4540 3.00](#) Financial Management;

At least 12 credits chosen from the following:

[AP/ADMS 4501 3.00](#) Advanced Portfolio Management;
[AP/ADMS 4502 3.00](#) Ethics for Investment Managers;
[AP/ADMS 4503 3.00](#) Derivative Securities;
[AP/ADMS 4504 3.00](#) Fixed Income Securities & Risk Management;
[AP/ADMS 4505 3.00](#) Retirement and Estate Planning;
[AP/ADMS 4506 3.00](#) Professional Financial Planning;
[AP/ADMS 4507 3.00](#) Insurance and Other Finance Topics;
AP/ADMS4508 3.00 Money Behaviours and Client Communication;
AP/ADMS4509 3.00 Financial Risk Management;
[AP/ADMS 4535 3.00](#) Financial Statement Analysis;
[AP/ADMS 4536 3.00](#) Security Valuation;
[AP/ADMS 4540 3.00](#) Financial Management;
[AP/ADMS 4541 3.00](#) Applied Corporate Finance;
[AP/ADMS 4542 3.00](#) International Financial Management;
12 additional credits from AP/ADMS 3000 or 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

HUMAN RESOURCES MANAGEMENT STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/HRM 2600 3.00](#) (cross-listed to: [AP/ADMS 2600 3.00](#) Human Resources Management);
[AP/HRM 3400 3.00](#) (cross-listed to: [AP/ADMS 3400 3.00](#) Occupational Health and Safety, [HH/HLST 3240 3.00](#));
[AP/HRM 3410 3.00](#) (cross-listed to: [AP/ADMS 3410 3.00](#) Training and Development);
[AP/HRM 3422 3.00](#) (cross-listed to: [AP/ADMS 3422 3.00](#) Industrial Relations);
[AP/HRM 3470 3.00](#) (cross-listed to: [AP/ADMS 3470 3.00](#) Recruitment Selection & Performance Appraisal);
[AP/HRM 3490 3.00](#) (cross-listed to: [AP/ADMS 3490 3.00](#) Compensation);

15 credits from AP/ADMS4000 level courses to be chosen from:

[AP/ADMS 4010 3.00](#) Organization and Administrative Theory;
[AP/ADMS 4370 3.00](#) Data Analysis Systems;
[AP/ADMS 4444 3.00](#) Identity & Inclusivity in Organizations (cross-listed to: [AP/HRM 4444 3.00](#));
[AP/ADMS 4910 3.00](#) Management Policy Part II;
[AP/HRM 4050 3.00](#) (cross-listed to: [AP/ADMS 4050 3.00](#) Advanced Industrial Relations);
[AP/HRM 4410 3.00](#) (cross-listed to: [AP/ADMS 4410 3.00](#) Strategic Human Resources Management);
[AP/HRM 4420 3.00](#) (cross-listed to: [AP/ADMS 4420 3.00](#) Human Resources Research Methods);
[AP/HRM 4430 3.00](#) (cross-listed to: [AP/ADMS 4430 3.00](#) Career Management);
[AP/HRM 4440 3.00](#) (cross-listed to: [AP/ADMS 4440 3.00](#) Issues in Human Resources Management);
[AP/HRM 4460 3.00](#) (cross-listed to: [AP/ADMS 4460 3.00](#) Organizational Development);
[AP/HRM 4470 3.00](#) (cross-listed to: [AP/ADMS 4470 3.00](#) International Human Resources Management);

HUMAN RESOURCES MANAGEMENT STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/HRM 2600 3.00](#) (cross-listed to: [AP/ADMS 2600 3.00](#) Human Resources Management);
[AP/HRM 3400 3.00](#) (cross-listed to: [AP/ADMS 3400 3.00](#) Occupational Health and Safety, [HH/HLST 3240 3.00](#));
[AP/HRM 3410 3.00](#) (cross-listed to: [AP/ADMS 3410 3.00](#) Training and Development);
[AP/HRM 3422 3.00](#) (cross-listed to: [AP/ADMS 3422 3.00](#) Industrial Relations);
[AP/HRM 3470 3.00](#) (cross-listed to: [AP/ADMS 3470 3.00](#) Recruitment Selection & Performance Appraisal);
[AP/HRM 3490 3.00](#) (cross-listed to: [AP/ADMS 3490 3.00](#) Compensation);

15 credits from AP/ADMS4000 level courses to be chosen from:

[AP/ADMS 4010 3.00](#) Organization and Administrative Theory;
[AP/ADMS 4370 3.00](#) Data Analysis Systems;
[AP/ADMS 4444 3.00](#) Identity & Inclusivity in Organizations (cross-listed to: [AP/HRM 4444 3.00](#));
[AP/ADMS 4910 3.00](#) Management Policy Part II;
[AP/HRM 4050 3.00](#) (cross-listed to: [AP/ADMS 4050 3.00](#) Advanced Industrial Relations);
[AP/HRM 4410 3.00](#) (cross-listed to: [AP/ADMS 4410 3.00](#) Strategic Human Resources Management);
[AP/HRM 4420 3.00](#) (cross-listed to: [AP/ADMS 4420 3.00](#) Human Resources Research Methods);
[AP/HRM 4430 3.00](#) (cross-listed to: [AP/ADMS 4430 3.00](#) Career Management);
[AP/HRM 4440 3.00](#) (cross-listed to: [AP/ADMS 4440 3.00](#) Issues in Human Resources Management);
[AP/HRM 4460 3.00](#) (cross-listed to: [AP/ADMS 4460 3.00](#) Organizational Development);
[AP/HRM 4470 3.00](#) (cross-listed to: [AP/ADMS 4470 3.00](#) International Human Resources Management);

[AP/HRM 4480 3.00](#) (cross-listed to: [AP/ADMS 4480 3.00](#) Cross Cultural Management);
[AP/HRM 4481 3.00](#) (cross-listed to: [AP/ADMS 4481 3.00](#) Organizational Communication);
[AP/HRM 4485 3.00](#) (cross-listed to: [AP/ADMS 4485 3.00](#) Executive Coaching);
[AP/HRM 4490 3.00](#) (cross-listed to: [AP/ADMS 4490 3.00](#) Negotiations for Human Resources Management);
[AP/HRM 4495 3.00](#) (cross-listed to: [AP/ADMS 4495 3.00](#) Managing Teams).

Notes:

Courses outside the major that may be of interest to human resources management students are: [AP/ECON 3590 3.00](#), [AP/ECON 3259 6.00](#), [AP/ECON 3620 3.00](#), [AP/ECON 3790 3.00](#), [AP/ITEC 1010 3.00](#), [HH/NURS 3770 3.00](#), [AP/PHIL 3020 3.00](#), [AP/POLS 3415 6.00](#), [HH/PSYC 2120 3.00](#), [HH/PSYC 2130 3.00](#), [HH/PSYC 2210 3.00](#), [HH/PSYC 2230 3.00](#), [HH/PSYC 3410 3.00](#), [HH/PSYC 3420 3.00](#), [HH/PSYC 3540 3.00](#), [AP/SOCI 2030 6.00](#), [AP/SOCI 3480 6.00](#), [AP/SOCI 3680 3.00](#) (cross-listed to: [AP/MIST 3680 6.00](#)), [AP/MIST 3580 3.00](#), [AP/GL/GWST 3510 6.00](#) (cross-listed to: [AP/SOSC 3130 6.00](#), [GL/WKST 3610 6.00](#)), [AP/SOCI 3414 6.00](#).

Under the certification process, HRP AO requires an average of 70 per cent with the lowest acceptable grade in any required course of 65 per cent.

Students must complete at least 18 credits at the 4000 level in the major.

MANAGEMENT STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3930 3.00](#) Management;
[AP/ADMS 4010 3.00](#) Organization and Administrative Theory;
[AP/ADMS 4910 3.00](#) Management Policy Part II;

(iii) nine additional credits From AP/ADMS 3000

[AP/HRM 4480 3.00](#) (cross-listed to: [AP/ADMS 4480 3.00](#) Cross Cultural Management);
[AP/HRM 4481 3.00](#) (cross-listed to: [AP/ADMS 4481 3.00](#) Organizational Communication);
[AP/HRM 4485 3.00](#) (cross-listed to: [AP/ADMS 4485 3.00](#) Executive Coaching);
[AP/HRM 4490 3.00](#) (cross-listed to: [AP/ADMS 4490 3.00](#) Negotiations for Human Resources Management);
[AP/HRM 4495 3.00](#) (cross-listed to: [AP/ADMS 4495 3.00](#) Managing Teams).

Notes:

Courses outside the major that may be of interest to human resources management students are: [AP/ECON 3590 3.00](#), [AP/ECON 3259 6.00](#), [AP/ECON 3620 3.00](#), [AP/ECON 3790 3.00](#), [AP/ITEC 1010 3.00](#), [HH/NURS 3770 3.00](#), [AP/PHIL 3020 3.00](#), [AP/POLS 3415 6.00](#), [HH/PSYC 2120 3.00](#), [HH/PSYC 2130 3.00](#), [HH/PSYC 2210 3.00](#), [HH/PSYC 2230 3.00](#), [HH/PSYC 3410 3.00](#), [HH/PSYC 3420 3.00](#), [HH/PSYC 3540 3.00](#), [AP/SOCI 2030 6.00](#), [AP/SOCI 3480 6.00](#), [AP/SOCI 3680 3.00](#) (cross-listed to: [AP/MIST 3680 6.00](#)), [AP/MIST 3580 3.00](#), [AP/GL/GWST 3510 6.00](#) (cross-listed to: [AP/SOSC 3130 6.00](#), [GL/WKST 3610 6.00](#)), [AP/SOCI 3414 6.00](#).

Under the certification process, HRP AO requires an average of 70 per cent with the lowest acceptable grade in any required course of 65 per cent.

Students must complete at least 18 credits at the 4000 level in the major.

MANAGEMENT STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3930 3.00](#) Management;
[AP/ADMS 4010 3.00](#) Organization and Administrative Theory;
[AP/ADMS 4910 3.00](#) Management Policy Part II;

(iii) nine additional credits From AP/ADMS 3000

and 4000 level courses to be chosen from:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3960 3.00](#) International Business;
[AP/ADMS 4421 3.00](#) Qualitative Methods;
[AP/ADMS 4444 3.00](#) Identity & Inclusivity in Organizations (cross-listed to: [AP/HRM 4444 3.00](#));
[AP/ADMS 4940 3.00](#) Innovation Management;
[AP/HRM 4495 3.00](#) (cross-listed to: [AP/ADMS 4495 3.00](#) Managing Teams) ;

(iv) 15 additional credits selected from AP/ADMS 3000 and 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

MANAGEMENT SCIENCE STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

Nine credits:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3331 3.00](#) Introduction to Operations Research;
[AP/ADMS 3351 3.00](#) Operations Management (cross-listed to: [AP/ECON 3120 3.00](#));

18 additional credits from AP/ADMS3000 and 4000 level courses to be chosen from:

[AP/ADMS 3345 3.00](#) Systems Thinking & Modeling for Management;
[AP/ADMS 3350 3.00](#) Bayesian Inference and Decision Making;
[AP/ADMS 3352 3.00](#) Sampling Techniques & Survey Design (cross-listed to: [AP/ECON 3130 3.00](#));
[AP/ADMS 3353 3.00](#) Project Management;
[AP/ADMS 3360 3.00](#) Physical Distribution and Transportation;
[AP/ADMS 4300 3.00](#) Decision Making;
[AP/ADMS 4331 3.00](#) Advanced Modeling in Operations Research;
[AP/ADMS 4333 3.00](#) Supply Chain

and 4000 level courses to be chosen from:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3960 3.00](#) International Business;
[AP/ADMS 4421 3.00](#) Qualitative Methods;
[AP/ADMS 4444 3.00](#) Identity & Inclusivity in Organizations (cross-listed to: [AP/HRM 4444 3.00](#));
[AP/ADMS 4940 3.00](#) Innovation Management;
[AP/HRM 4495 3.00](#) (cross-listed to: [AP/ADMS 4495 3.00](#) Managing Teams) ;

(iv) 15 additional credits selected from AP/ADMS 3000 and 4000 level courses.

Note: students must complete at least 18 credits at the 4000 level in the major.

MANAGEMENT SCIENCE STREAM

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

Nine credits:

[AP/ADMS 3300 3.00](#) Decision Analysis;
[AP/ADMS 3331 3.00](#) Introduction to Operations Research;
[AP/ADMS 3351 3.00](#) Operations Management (cross-listed to: [AP/ECON 3120 3.00](#));

18 additional credits from AP/ADMS3000 and 4000 level courses to be chosen from:

[AP/ADMS 3345 3.00](#) Systems Thinking & Modeling for Management;
[AP/ADMS 3350 3.00](#) Bayesian Inference and Decision Making;
[AP/ADMS 3352 3.00](#) Sampling Techniques & Survey Design (cross-listed to: [AP/ECON 3130 3.00](#));
[AP/ADMS 3353 3.00](#) Project Management;
[AP/ADMS 3360 3.00](#) Physical Distribution and Transportation;
[AP/ADMS 4300 3.00](#) Decision Making;
[AP/ADMS 4331 3.00](#) Advanced Modeling in Operations Research;
[AP/ADMS 4333 3.00](#) Supply Chain

Management;
[AP/ADMS 4340 3.00](#) Electronics Operations;
[AP/ADMS 4345 3.00](#) Modeling and Simulation
for Management;
[AP/ADMS 4353 3.00](#) Analytical Project
Management;
[AP/ADMS 4360 3.00](#) Materials and Inventory
Management;
[AP/ADMS 4370 3.00](#) Data Analysis Systems.

An additional six credits from AP/ADMS 4000
level courses. This may include courses not
previously taken from the list above.

Note: students must complete at least 18 credits
at the 4000 level in the major.

MARKETING STREAM

(i) The required Honours standard core 45
credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3210 3.00](#) Consumer Behavior;
[AP/ADMS 3220 3.00](#) Applied Marketing
Management;
[AP/ADMS 4250 3.00](#) Marketing Strategy;
[AP/ADMS 4260 3.00](#) Marketing Research I;
15 additional credits in marketing to be chosen
from any AP/ADMS marketing course (starting
with the numbers 32 or 42);
six additional credits from any AP/ADMS 4000
level course.

Note: students must complete at least 18 credits
at the 4000 level in the major.

Management;
[AP/ADMS 4340 3.00](#) Electronics Operations;
[AP/ADMS 4345 3.00](#) Modeling and Simulation
for Management;
[AP/ADMS 4353 3.00](#) Analytical Project
Management;
[AP/ADMS 4360 3.00](#) Materials and Inventory
Management;
[AP/ADMS 4370 3.00](#) Data Analysis Systems.

An additional six credits from AP/ADMS 4000
level courses. This may include courses not
previously taken from the list above.

Note: students must complete at least 18 credits
at the 4000 level in the major.

MARKETING STREAM

(i) The required Honours standard core 45
credits.

(ii) 33 additional credits as follows:

[AP/ADMS 3210 3.00](#) Consumer Behavior;
[AP/ADMS 3220 3.00](#) Applied Marketing
Management;
[AP/ADMS 4250 3.00](#) Marketing Strategy;
[AP/ADMS 4260 3.00](#) Marketing Research I;
15 additional credits in marketing to be chosen
from any AP/ADMS marketing course (starting
with the numbers 32 or 42);
six additional credits from any AP/ADMS 4000
level course.

Note: students must complete at least 18 credits
at the 4000 level in the major.

BCom: 90 Credits

Students prior to entering the BCom are required to have completed 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete (pass) at least 90 credits which meet the Faculty's degree and program requirements. The cumulative grade point average for must be at least 5.00 and the major grade point average 5.00.

General education: a minimum of 21 General Education credits as follows:

6.00 credits in Natural Science (NATS)
A 9.00 credit approved general education course in the social science or humanities categories
A 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 51 credits including:

(i) Required core courses: 42 credits including:

[AP/ADMS 1000 3.00](#) Introduction to Business;
[AP/ADMS 1010 3.00](#) Exploring the Functions of Business;
[AP/ECON 1000 3.00](#) Introduction to Microeconomics;
[AP/ECON 1010 3.00](#) Introduction to Macroeconomics;
[AP/ADMS 2200 3.00](#) Introductory Marketing;
[AP/ADMS 2320 3.00](#) Quantitative Methods I;
[AP/ADMS 2400 3.00](#) Introduction to Organizational Behaviour;
[AP/ADMS 2500 3.00](#) Introduction to Financial Accounting;
[AP/ADMS 2510 3.00](#) Introduction to Management Accounting;
[AP/ADMS 2511 3.00](#) Management Information Systems;

BCom: 90 Credits

Students prior to entering the BCom are required to have completed 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete (pass) at least 90 credits which meet the Faculty's degree and program requirements. The cumulative grade point average for must be at least 5.00 and the major grade point average 5.00.

General education: a minimum of 21 General Education credits as follows:

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A 9.00 credit approved general education course in the social science or humanities categories
A 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 51 credits including:

(i) Required core courses: 42 credits including:

[AP/ADMS 1000 3.00](#) Introduction to Business;
[AP/ADMS 1010 3.00](#) Exploring the Functions of Business;
[AP/ECON 1000 3.00](#) Introduction to Microeconomics;
[AP/ECON 1010 3.00](#) Introduction to Macroeconomics;
[AP/ADMS 2200 3.00](#) Introductory Marketing;
[AP/ADMS 2320 3.00](#) Quantitative Methods I;
[AP/ADMS 2400 3.00](#) Introduction to Organizational Behaviour;
[AP/ADMS 2500 3.00](#) Introduction to Financial Accounting;
[AP/ADMS 2510 3.00](#) Introduction to Management Accounting;
[AP/ADMS 2511 3.00](#) Management Information Systems;

[AP/ADMS 2610 3.00](#) Elements of Law: Part One;
[AP/ADMS 3330 3.00](#) Quantitative Methods II;
[AP/ADMS 3530 3.00](#) Finance;
[AP/ADMS 3900 3.00](#) The Practice of General Management or [AP/ADMS 3920 3.00](#) New Venture & Small Business Management;

(ii) 9 additional credits from AP/ADMS 3000 or 4000 level courses.

Upper-level credits: at least 18 credits at the 3000 or 4000 level.

Credits outside the major: at least 18 credits.

Course Substitutes

Subject to course exclusions, program requirements/restrictions and residency requirements, the following courses are acceptable substitutes for the purpose of meeting BCom program requirements.

PROGRAM COURSE	COURSE SUBSTITUTES
AP/ADMS 2600 3.00 (cross-listed to: AP/HRM 2600 3.00)	AP/ADMS 3480 3.00
AP/ADMS 3530 3.00	AP/ECON 4400 3.00
AP/ADMS 4540 3.00	AP/ECON 4410 3.00

Program notes for BCom ITEC courses: the following chart refers only to courses completed prior to entry to the BCom program.

BCom ITEC PROGRAM COURSE	BCom ITEC PROGRAM COURSE SUBSTITUTES IF COMPLETED PRIOR TO ENTERING THE PROGRAM
AP/ITEC 1620 3.00	LE/EECS 1020 3.00
AP/ITEC 2620 3.00	LE/EECS 1030 3.00
AP/ITEC 3220 3.00	LE/EECS 3421 3.00
AP/ITEC 3230 3.00	LE/EECS 3461 3.00
AP/ITEC 1000 3.00	Students who have successfully completed EECS courses prior to entering the program may replace ITEC 1000 3.00 with any EECS course that has already been used towards the fulfillment of another requirement. Should no course remain, students may replace

[AP/ADMS 2610 3.00](#) Elements of Law: Part One;
[AP/ADMS 3330 3.00](#) Quantitative Methods II;
[AP/ADMS 3530 3.00](#) Finance;
[AP/ADMS 3900 3.00](#) The Practice of General Management or [AP/ADMS 3920 3.00](#) New Venture & Small Business Management;

(ii) 9 additional credits from AP/ADMS 3000 or 4000 level courses.

Upper-level credits: at least 18 credits at the 3000 or 4000 level.

Credits outside the major: at least 18 credits.

Course Substitutes

Subject to course exclusions, program requirements/restrictions and residency requirements, the following courses are acceptable substitutes for the purpose of meeting BCom program requirements.

PROGRAM COURSE	COURSE SUBSTITUTES
AP/ADMS 2600 3.00 (cross-listed to: AP/HRM 2600 3.00)	AP/ADMS 3480 3.00
AP/ADMS 3530 3.00	AP/ECON 4400 3.00
AP/ADMS 4540 3.00	AP/ECON 4410 3.00

Program notes for BCom ITEC courses: the following chart refers only to courses completed prior to entry to the BCom program.

BCom ITEC PROGRAM COURSE	BCom ITEC PROGRAM COURSE SUBSTITUTES IF COMPLETED PRIOR TO ENTERING THE PROGRAM
AP/ITEC 1620 3.00	LE/EECS 1020 3.00
AP/ITEC 2620 3.00	LE/EECS 1030 3.00
AP/ITEC 3220 3.00	LE/EECS 3421 3.00
AP/ITEC 3230 3.00	LE/EECS 3461 3.00
AP/ITEC 1000 3.00	Students who have successfully completed EECS courses prior to entering the program may replace ITEC 1000 3.00 with any EECS course that has already been used towards the fulfillment of another requirement. Should no course remain, students may replace

<p>SC/MATH 2320 3.00 and SC/MATH 2565 3.00 SC/MATH 2565 3.00</p>	<p>ITEC 1000 3.00 with any ITEC course not specifically required for completion of the major core. SC/MATH 1550 6.00 completed prior to entering the program. SC/MATH 2560 3.00, SC/MATH 2570 3.00, SC/MATH 1131 3.00 completed prior to entering the program.</p>	<p>SC/MATH 2320 3.00 and SC/MATH 2565 3.00 SC/MATH 2565 3.00</p>	<p>ITEC 1000 3.00 with any ITEC course not specifically required for completion of the major core. SC/MATH 1550 6.00 completed prior to entering the program. SC/MATH 2560 3.00, SC/MATH 2570 3.00, SC/MATH 1131 3.00 completed prior to entering the program.</p>
<p>Program notes for BCom: the following chart refers only to courses completed prior to entry to the BCom program.</p>		<p>Program notes for BCom: the following chart refers only to courses completed prior to entry to the BCom program.</p>	
<p>BCom PROGRAM COURSE</p>	<p>BCom COURSE SUBSTITUTES FOR SCHULICH COURSES COMPLETE PRIOR TO ENTERING THE PROGRAM</p>	<p>BCom PROGRAM COURSE</p>	<p>BCom COURSE SUBSTITUTES FOR SCHULICH COURSES COMPLETE PRIOR TO ENTERING THE PROGRAM</p>
<p>AP/ADMS 1000 3.00 AP/ADMS 1010 3.00 AP/ADMS 2200 3.00 AP/ADMS 2320 3.00 AP/ADMS 2400 3.00 AP/ADMS 2500 3.00 AP/ADMS 2510 3.00 AP/ADMS 2511 3.00 AP/ADMS 2610 3.00 AP/ADMS 3210 3.00 (previously AP/ADMS 4220 3.00) AP/ADMS 3330 3.00 AP/ADMS 3510 3.00 AP/ADMS 3520 3.00 AP/ADMS 3530 3.00 AP/ADMS 3531 3.00 AP/ADMS 3541 3.00 AP/ADMS 3585 3.00 AP/ADMS 3595 3.00 AP/ADMS 3660 3.00 AP/ADMS 3920 3.00 AP/ADMS 3960 3.00 AP/ADMS 42XX 3.00 (marketing stream only) AP/ADMS 42XX 3.00 (marketing stream only) AP/ADMS 4210 3.00 AP/ADMS 4225 3.00 AP/ADMS 4240 3.00 AP/ADMS 4245 3.00 AP/ADMS 4260 3.00 AP/ADMS 4285 3.00 AP/ADMS 4503 3.00 AP/ADMS 4510 3.00</p>	<p>SB/MGMT 1000 3.00 SB/MGMT 1010 3.00 SB/MKTG 2030 3.00 SB/OMIS 1000 3.00 SB/ORGS 1000 3.00 and SB/ORGS 2010 3.00 SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00 SB/ACTG 2020 3.00 SB/OMIS 4710 3.00 SB/MGMT 3100 3.00 SB/MKTG 4150 3.00 SB/OMIS 2010 3.00 and SB/MGMT 2000 3.00 (prior to Fall 2012) SB/ACTG 4400 3.00 SB/ACTG 4710 3.00 SB/FINE 2000 3.00 SB/FINE 3200 3.00 SB/FINE 4050 3.00 SB/ACTG 3110 3.00 SB/ACTG 3120 3.00 SB/MGMT 1040 3.00 SB/ENTR 4600 3.00 SB/IBUS 3100 3.00 SB/MKTG 4320 3.00 SB/MKTG 4321 3.00 SB/MKTG 4400 3.00 SB/MKTG 4250 3.00 SB/MKTG 4100 3.00 SB/MKTG 4560 3.00 SB/MKTG 3100 3.00 SB/MKTG 4550 3.00 SB/FINE 4800 3.00 SB/ACTG 4200 3.00</p>	<p>AP/ADMS 1000 3.00 AP/ADMS 1010 3.00 AP/ADMS 2200 3.00 AP/ADMS 2320 3.00 AP/ADMS 2400 3.00 AP/ADMS 2500 3.00 AP/ADMS 2510 3.00 AP/ADMS 2511 3.00 AP/ADMS 2610 3.00 AP/ADMS 3210 3.00 (previously AP/ADMS 4220 3.00) AP/ADMS 3330 3.00 AP/ADMS 3510 3.00 AP/ADMS 3520 3.00 AP/ADMS 3530 3.00 AP/ADMS 3531 3.00 AP/ADMS 3541 3.00 AP/ADMS 3585 3.00 AP/ADMS 3595 3.00 AP/ADMS 3660 3.00 AP/ADMS 3920 3.00 AP/ADMS 3960 3.00 AP/ADMS 42XX 3.00 (marketing stream only) AP/ADMS 42XX 3.00 (marketing stream only) AP/ADMS 4210 3.00 AP/ADMS 4225 3.00 AP/ADMS 4240 3.00 AP/ADMS 4245 3.00 AP/ADMS 4260 3.00 AP/ADMS 4285 3.00 AP/ADMS 4503 3.00 AP/ADMS 4510 3.00</p>	<p>SB/MGMT 1000 3.00 SB/MGMT 1010 3.00 SB/MKTG 2030 3.00 SB/OMIS 1000 3.00 SB/ORGS 1000 3.00 and SB/ORGS 2010 3.00 SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00 SB/ACTG 2020 3.00 SB/OMIS 4710 3.00 SB/MGMT 3100 3.00 SB/MKTG 4150 3.00 SB/OMIS 2010 3.00 and SB/MGMT 2000 3.00 (prior to Fall 2012) SB/ACTG 4400 3.00 SB/ACTG 4710 3.00 SB/FINE 2000 3.00 SB/FINE 3200 3.00 SB/FINE 4050 3.00 SB/ACTG 3110 3.00 SB/ACTG 3120 3.00 SB/MGMT 1040 3.00 SB/ENTR 4600 3.00 SB/IBUS 3100 3.00 SB/MKTG 4320 3.00 SB/MKTG 4321 3.00 SB/MKTG 4400 3.00 SB/MKTG 4250 3.00 SB/MKTG 4100 3.00 SB/MKTG 4560 3.00 SB/MKTG 3100 3.00 SB/MKTG 4550 3.00 SB/FINE 4800 3.00 SB/ACTG 4200 3.00</p>

<p>AP/ADMS 4520 3.00 SB/ACTG 4160 3.00 AP/ADMS 4540 3.00 SB/FINE 3100 3.00 AP/ADMS 4542 3.00 SB/FINE 4400 3.00 AP/ADMS 4551 3.00 SB/ACTG 4600 3.00 AP/ADMS 4552 3.00 SB/ACTG 4620 3.00 AP/ADMS 4553 3.00 SB/ACTG 4610 3.00 AP/ADMS 4562 3.00 SB/ACTG 4720 3.00 AP/ADMS 4570 3.00 SB/ACTG 4450 3.00 AP/ADMS 4900 3.00 and must replace SB/SGMT 3000 3.00 AP/ADMS 3900 3.00 with another 3000 or 4000 level ADMS course.</p>	<p>AP/ADMS 4520 3.00 SB/ACTG 4160 3.00 AP/ADMS 4540 3.00 SB/FINE 3100 3.00 AP/ADMS 4542 3.00 SB/FINE 4400 3.00 AP/ADMS 4551 3.00 SB/ACTG 4600 3.00 AP/ADMS 4552 3.00 SB/ACTG 4620 3.00 AP/ADMS 4553 3.00 SB/ACTG 4610 3.00 AP/ADMS 4562 3.00 SB/ACTG 4720 3.00 AP/ADMS 4570 3.00 SB/ACTG 4450 3.00 AP/ADMS 4900 3.00 and must replace SB/SGMT 3000 3.00 AP/ADMS 3900 3.00 with another 3000 or 4000 level ADMS course.</p>
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Confirmation of Consultation/Approval:

The Committee on Curriculum, Curricular Policy and Standards will not consider proposals that have not been approved by the Department/School responsible for offering the course.

Please ensure that all fields are filled below, and that appropriate consultation/approval documentation is attached.

Has consultation been completed? (please check) **Yes** **Not applicable**

Is evidence of consultation attached? (please check) **Yes** **Not applicable**

Departmental Curriculum Approval:

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Position

Date

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