

# Degree Checklist

Bachelor of Administration



Lakehead  
UNIVERSITY

Faculty of  
Business  
Administration

## Program Requirements as Per the 2020/2021 Academic Calendar

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

### Year 1

Core Courses	
<input type="checkbox"/> BUSI 1011/1511	<input type="checkbox"/> BUSI 1012/1512
<input type="checkbox"/> BUSI 1013/1513	<input type="checkbox"/> BUSI 1031
<input type="checkbox"/> BUSI 1056	<input type="checkbox"/> BUSI 1076
<input type="checkbox"/> ECON 1100	
<input type="checkbox"/> 0.5 FCE Open Non-Business Elective** _____	
<input type="checkbox"/> OR BUSI 1036 (See Note 1)	
<input type="checkbox"/> 0.5 FCE Open Non-Business Elective** _____	
Year 1 Average _____	<input type="checkbox"/> Total FCEs: 5.0
Continuation Requirement* Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Year 2

Core Courses	
<input type="checkbox"/> BUSI 2012	<input type="checkbox"/> BUSI 2014
<input type="checkbox"/> BUSI 2016	<input type="checkbox"/> BUSI 2019
<input type="checkbox"/> BUSI 2031	<input type="checkbox"/> BUSI 2033
<input type="checkbox"/> BUSI 2034	<input type="checkbox"/> BUSI 2038
<input type="checkbox"/> BUSI 2039	<input type="checkbox"/> BUSI 2051
Year 2 Average _____	<input type="checkbox"/> Total FCEs: 5.0
Continuation Requirement* Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Year 3

Core Courses	
<input type="checkbox"/> BUSI 3058	<input type="checkbox"/> BUSI 3431
Pick 3.0 FCEs Open Business Electives** (See Note 2)	
<input type="checkbox"/> BUSI _____	<input type="checkbox"/> BUSI _____
<input type="checkbox"/> BUSI _____	<input type="checkbox"/> BUSI _____
<input type="checkbox"/> BUSI _____	<input type="checkbox"/> BUSI _____
Pick 1.0 FCE Open Electives**	
<input type="checkbox"/> _____	<input type="checkbox"/> _____
Year 3 Average _____	<input type="checkbox"/> Total FCEs: 5.0
Graduation Requirement* Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Notes

1) BUSI 1036 is required only if indicated as such in your Offer of Admission as a condition of your admission to the HBComm program.

2) A maximum of 1.5 FCEs may be taken from any one of the following major areas of concentration:

- Accounting
- Finance
- Human Resources Management / Industrial Relations
- Business Analytics and Information Systems
- Marketing

### \* Continuation and Graduation Requirements

Year 1 → 2: Completion of Year 1 HBComm with an overall average of at least 60% based on all Year 1 courses.

Year 2 → 3: Completion of Year 2 HBComm with an overall average of at least 60% based on all Year 2 courses.

Graduation: Completion of Year 3 BAdmin with an overall average of at least 60% based on all Year 3 courses.



### Additional Information

#### \*\* Definition of Electives

##### Open Non-Business Elective

- Any course offered by a department or faculty other than the Faculty of Business Administration at Lakehead University

##### Open Business Elective

- Any course offered by the Faculty of Business Administration that is not part of your declared major's program requirements.

##### Open Elective

- Any course, Business or non-Business, offered by Lakehead University
- As per University Regulations Section I(l), you cannot use a first-year course in the final year of your program

#### Repeating Courses

##### [Lakehead University Regulations - Section V:](#)

(h) Repeating Courses - A student is permitted to repeat a course only twice. All attempts will appear on the student's transcript. Only the last attempt will be included in the average, unless specified otherwise in the Faculty Regulations. Students do not have the option of choosing which attempt will be included.

#### Failed Year

##### [Faculty of Business Administration Regulations:](#)

4. A student is deemed to have failed the year if:

- (a) the student has failed more than two full courses or their equivalent; or
- (b) the student has failed more than one full course or equivalent with marks of less than 40%; or
- (c) the student attains an overall average of less than 50% in all courses; or
- (d) the student has a failure of more than one full course or its equivalent after special examinations have been given, whether the student writes them or not.

5. In a failed year, course credit is retained for only those courses in which a minimum mark of 60% has been attained.

6. A student having failed no more than one full course (or its equivalent) of the year's work after special examinations will be permitted to take courses in the succeeding year of the program.

7. A student who has failed a year is eligible to apply for re-admission to the University. A student will normally be granted the privilege of repeating one year only.

**This Degree Checklist is for reference only. The ultimate decision on degree completion is based on the formal Degree Audit completed by Lakehead University.**

**Each Business student is responsible for completeness and correctness of course selection, for compliance with and completion of program and degree requirements, and for the adherence to regulations and deadlines. Academic advising and guidance are available from the Undergraduate Chairs and the Faculty of Business Administration office, but it is the responsibility of the student to be familiar with program requirements and regulations in Lakehead University's Academic Calendar.**