

## MEMORANDUM OF UNDERSTANDING REGARDING BLOCK TRANSFER



between  
College of the Rockies  
Cranbrook, BC



College of  
New Caledonia

and

College of New Caledonia  
Prince George, BC

This memorandum of understanding constitutes an agreement between the College of New Caledonia and College of the Rockies.

### Objective of the Agreement:

College of the Rockies (COTR) agrees to facilitate the block transfer of students from College of New Caledonia (CNC), Accounting and Finance diploma program, with appropriate prerequisite qualifications into the 120 credit COTR Bachelor of Business Administration in Sustainable Business Practices degree. By this agreement, applicants from CNC who meet the requirements outlined below will be eligible for admission to COTR with full block transfer, provided all other entrance criteria are met and space remains available in the Bachelor of Business Administration in Sustainable Business Practices degree.

### Terms of Agreement

- Block transfer table attached
  - (Appendix A- Accounting and Finance diploma)

As a partner to this agreement, CNC agrees:

- To provide opportunity for representatives of COTR to visit appropriate forums at CNC to disseminate information about the COTR programs;
- To notify COTR when changes are made to the Accounting and Finance diploma program curriculum; and
- To provide COTR with updated information annually about the CNC programs.

As a partner to the agreement, College of the Rockies agrees:

- To provide students holding the Accounting and Finance diploma program from CNC with academic acceptance into the Bachelor of Business Administration in Sustainable Business Practices degree at COTR;
- Whenever possible, to count any undefined transfer credits towards the Bachelor of Business Administration in Sustainable Business Practices degree requirements to avoid students from having to unnecessarily take additional courses to qualify for graduation; and

- To provide CNC with updated information about the COTR programs on an annual basis.

**Provisions**

- This transfer agreement features guaranteed admission into the 3rd year of the Bachelor of Business in Sustainable Business Practices degree for students who have successfully completed all of the courses in the agreement with a CNC GPA of 2.33 (C+) with a minimum grade of C on transferred courses.

**Exchange of Information:**

Both parties will update the other with respect to changes in their courses and programs that are anticipated or approved.

Both parties agree to make information about this arrangement available to their respective relevant institutional departments and students.

Implementation of this agreement will be through the Registrar’s Office at each institution, in consultation with the appropriate authorities in the respective programs.

**Duration and Termination of the Agreement**

This agreement shall be in place for five years commencing September 1, 2023. The agreement will then be subject to review and renewal. If there are impediments to renewal, COTR will notify the transfer partner of the impediments, with the goal of negotiating a new agreement. Final approval of the agreement will remain with the President of College of the Rockies.

This MOU may be terminated by either Party at any time provided that the terminating Party gives written notice of its intention at least six months prior to termination.


COTR retains the right to limit the number of students admitted under this agreement.

On behalf of College of the Rockies:

  
\_\_\_\_\_  
Robin Hicks, Vice President Academic and Applied Research  
February 8, 2024  
Date

  
\_\_\_\_\_  
Stephanie Wells, Dean Business and University Arts and Science  
February 8, 2024  
Date

On behalf of College of New Caledonia:

  
\_\_\_\_\_  
Chad Thompson, Vice-President Academic  
January 29, 2024  
Date



## Transfer Agreement

College of  
New Caledonia

between  
College of New Caledonia  
and  
College of the Rockies

**Effective:** September 1, 2023**Renewal Date:** September 1, 2028

The table below outlines the course-by course or block transfer arrangements. With appropriate selection, students completing requirements for the Accounting and Finance Diploma program at College of New Caledonia will be eligible for 60 transfer credits at the College of the Rockies towards the Bachelor of Business Administration in Sustainable Business Practices degree program.

**Name of Program:** Accounting and Finance Diploma

	<b>College of New Caledonia Program Requirements (Course- Credit)</b>		<b>COTR/Transfer Arrangement (Course-Credit)</b>
	<b>Required Courses</b>		
ACC 170 ACC 170L	Data Analytics and Info System (3) Data Analytics and Info System (0)	MGMT 320	Management Information Systems (3)
ACC 251	Intermediate Accounting 1 (3)	ACCT 373	Intermediate Financial Reporting 1 (3)
ACC 252	Intermediate Accounting 11 (3)	ACCT 374	Intermediate Financial Reporting 2 (3)
ACC 255 and ACC 256	Management Accounting 1 (3) Management Accounting 11 (3)	ACCT 375	Introductory Management Accounting (3)
ACC 270	Computerized Accounting (3)	ACCT 350	Accounting Software Applications (3)
COM 204	Financial Accounting (3)	ACCT 261	Introductory Financial Accounting (3)
ECON 201	Principles of Microeconomics (3)	ECON 101	Microeconomics (3)
ECON 202	Principles of Macroeconomics (3)	ECON 102	Macroeconomics (3)
ENGL 103	Composition & Style (3)	ENGL 100	English Composition (3)
FIN 257	Finance 1 (3)	ACCT 371	Corporate Finance 1 (3)
FIN 258	Finance 2 (3)	ACCT 372	Corporate Finance 2 (3)
LAW 294	Business Law (3)	MGMT 212	Business Law (3)
MATH 157	Business Statistics (3)	STAT 106	Statistics (3)
MATH 257	Business Statics 11 (3)	STAT 1XX	100-200 Business Elective (3)
MGT 154	Applied Human Relations (3)	MGMT 2XX	100-200 Business Elective (3)
MGT 255	Small Business Development (3)	MGMT 316	Entrepreneurship and Small Business Management (3)
MKTG 152	Principles of Marketing (3)	MKTG 281	Principles of Marketing (3)
	<b>One of:</b>		
MATH 145	Math for Business (3)	MATH 111	Business Mathematics (3)

Appendix A

MATH	100 Level UT MATH (Math 100 or MATH 103)	MATH 100 or MATH 101	Pre-Calculus (3) or Finite Mathematics (3)
	<b>Choose one business administration elective from the list below for seamless entry</b>		<b>Ensure prerequisites are met prior to taking the course</b>
COM 222	Management and Organizational Behavior (3)	MGMT 216	Organizational Behaviour (3)
ENGL 229	Professional Business and Technical Communication (3)	COMC 102	Advanced Professional Communications (3)
	<b>Total Credits (60)</b>		<b>Total Credits 57</b>

**Provisions:**

Students will be required to maintain a 65% average or COTR GPA of 4.0 with a minimum mark of 60% or C in each course in the BBA program before being permitted to enroll in MGMT 470.

**Students will be required to complete the following course load to obtain their Bachelor of Business Administration in Sustainable Business Practices degree:**

<i>Course</i>	<i>Description</i>	<i>Certification</i>	<i>Credit</i>
COMP 153 or COMP 154	Introduction to Data Processing or Computer Applications in Business	Certificate	3
MGMT 303	Business Ethics	Diploma	3
MGMT 318	Research Methods	Diploma	3
MGMT 411	Business Management Review	Diploma	3
4 -100-200 level business course	Refer to COTR calendar for examples	Degree	12

<i>General Education Requirements</i>			
COMC 102 or MGMT 216	Advanced Professional Communication or Organizational Behavior	Degree	3
2 Social Science or Humanities	ANTH, CRIM, ENGL, ECON, ENST, FREN, HIST, INDG, RELG, PHIL,POLI, PSYC, SOCI, SPAN	Degree	6
2 Laboratory Science	BIOL, CHEM, ENSC, GEOG, GEOL, PHYS	Degree	6
3 US Elective	Refer to COTR calendar for examples	Degree	9
COTR residency requirements for the BBA degree are 25% of 120 credits, or 30 credits. Therefore, students are required to take at least 30 credits at COTR, including 15 credits from the list above and 15 credits in sustainability requirements (see list below). The remaining courses may be taken at COTR or elsewhere, provided they are transferable to COTR. Please refer to COTR transfer site for more information: <a href="http://www.cotr.bc.ca/Transfer/">http://www.cotr.bc.ca/Transfer/</a> . <b>Note:</b> Transfer credit accepted by COTR may not be accepted by another institution and conversely transfer credit accepted at another institution may not be accepted at COTR.			<b>48</b>
<i>Sustainability Requirements: <b>Must be taken at College of the Rockies</b></i>			
MGMT 310	Sustainability Theory and Metrics	Degree	3
MGMT 410	Managing Sustainable Operations	Degree	3
MGMT 470	Sustainable Business and Project Development and Research	Degree	4
MGMT 480	Sustainable Business Project Implementation	Degree	3

Appendix A

MGMT 490	Sustainable Business Project Evaluation and Presentation	Degree	2
		<b>Total Credits</b>	<b>63</b>

*Additional courses that are acceptable transfer courses:*

<i>CNC MGT 160 International Business (3)</i>	<i>transfers to COTR MGMT 2XX (3)</i>
<i>CNC MGT 263 Human Resource Development (3)</i>	<i>transfers to COTR MGMT 302 (3)</i>
<i>CNC MGT 264 Industrial Relations (3)</i>	<i>transfers to COTR MKTG 2XX (3)</i>
<i>CNC WEGD 121 Introduction to Design Thinking (3)</i>	<i>transfers to COTR MKTG 2XX (3)</i>
<i>CNC WEGD 131 Introduction to Visual Communications (3)</i>	<i>transfers to COTR MKTG 2XX (3)</i>
<i>CNC WEGD 141 Introduction to Web Design (3)</i>	<i>transfers to COTR MKTG 2XX (3)</i>
<i>CNC WEGD 142 Intermediate Web Design (3)</i>	<i>transfers to COTR MKTG 3XX (3)</i>