



Admission – Business Administration

Policy Category:	Admission
Subject:	Admission – Business Administration
Subsections:	Admission – Business Administration ; Advanced Entry Opportunity ; Steps for Admission to HBA
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	*
Effective Date:	September 1, 2023
Supersedes:	January 1, 2021

ADMISSION – BUSINESS ADMINISTRATION

Preliminary Education

Applicants to the Honours Business Administration Program must have successfully completed no fewer than ten full courses of university study (5.0 courses each year) beyond the university's requirements for admission from the OSSD (Ontario Secondary School Diploma). All students seeking admission to third year of the Honours Business Administration Program must include the following courses in their program of study:

- [Business Administration 2257](#) or equivalent
- At least one Grade 12U level Mathematics course, or Grade 12 Mathematics course for university-bound students, or [Mathematics 1229A/B](#).

Although not required, many students take Business Administration 1220 to find out about the approach used in the study of management in the Business School.

In selecting optional courses, students are urged to keep in mind the objective of becoming a well-educated and well-rounded person. The School is not looking for

individuals with a background in business related subjects, but rather for individuals with demonstrated competence in any academic program or module.

Courses

Unless otherwise noted "course", "option", or "full-course equivalent" means one full course or two half-courses.

Application Deadline

The deadline for submission of applications is the last Friday in January in each year. There is an application fee payable to the Ivey Business School. Please refer to www.ivey.uwo.ca/hba for more information.

Application Requirements and Procedures

To apply to the Honours Business Administration Program, students must complete the on-line application form available at www.ivey.uwo.ca/hba. On-line applications are typically available by early November.

Applicants whose first language is not English may be required to demonstrate their English proficiency through an established English test. Applicants must write one of the following tests and meet the minimum requirements: the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB) or the International English Language Testing Service (IELTS). For additional information about these tests, please refer to ADMISSION section.

With the exception of academic transcripts, all application information must be complete by the January deadline.

Admission Criteria

The students are carefully-selected, well-rounded achievers who have the intellectual ability, ambition and stamina to meet the high academic standards and the demanding work-load of the program. Each student has a record of distinctive personal achievement and potential for leadership, as well as strong academics. Admission to the HBA program is competitive and the possession of the minimum requirements does not assure acceptance. An 80%+ average is considered to be competitive.

Admission Requirements

The Ivey Honours Business Administration Program requires the successful completion of no fewer than 10.0 courses of university study (excluding pre-university level (0001-0999) introductory courses) with a minimum overall average of 70%. All students seeking admission to the Honours Business Administration Program must achieve a minimum 70% in Business Administration 2257 (or an equivalent) and have completed one Grade 12 Mathematics course for university-bound students, or Mathematics 1229A/B, in their prior program of study. In addition, given the participative nature of the HBA program and its case-based learning methodology, students are strongly encouraged to demonstrate a satisfactory level

of class contribution in Business Administration 2257.

Students seeking admission into the Honour Business Administration program are expected to have adhered to all student code of conduct regulations at their respective institutions. Violations of such codes will be considered as part of the admissions process.

Candidates from Accredited Degree-Granting Institutions

Candidates with acceptable standing from accredited degree-granting institutions may be considered for admission provided that they have completed the equivalent of 10.0 transferable university credits. All students planning to apply to the Honours Business Administration Program must take the Business 2257 course at Western, or its equivalent from another accredited institution.

ADVANCED ENTRY OPPORTUNITY

The Ivey Advanced Entry Opportunity (AEO) extends conditional, pre-admission status to the HBA program to exceptional secondary-school students. Ivey AEO applicants are assessed on their academic record and demonstrated leadership in extracurricular activities, community involvement, and work experience. Ivey AEO status is available only to students who choose to study at Western or one of the affiliated university colleges (in a faculty of their choice) for their first two years of university.

Students must first be admitted to Western or one of the affiliated university colleges before being offered Ivey AEO status. Applicants are notified separately from the Registrar's Office concerning their admission to first year.

Approximately 2/3 of the Ivey HBA class are former Ivey AEOs; the remaining 1/3 are students from Western and other universities who develop an interest in business during their first two years of study.

Students interested in the Ivey AEO apply to Western or one of the affiliated university colleges on the Ontario Universities' Application Centre (OUAC) form. They must also apply separately to the Richard Ivey School of Business. The Ivey AEO application is only available on-line at www.ivey.uwo.ca/hba. There is an application fee payable to the Ivey Business School. Please refer to www.ivey.uwo.ca/hba for more information.

Both applications are due by the OUAC application deadline in January.

A competitive Ivey AEO application includes:

- 90%+ average in the final year of secondary school;
- completion of the mathematics course for university-bound students;
- demonstrated leadership in extracurricular activities, community involvement,

and work experience.

STEPS FOR ADMISSION TO HBA

To progress to the Ivey HBA Program in third year, Ivey AEO students need to:

- Enroll at Western or one of the Affiliated University Colleges for Years 1 and 2 with a full course load (5.0 credits) during each regular academic year (September – April);
- Achieve an overall two-year average of at least 80.0% in 10.0 university credits (5.0 in each year and excluding pass/fail and pre-university level (0001-0999 introductory courses) in any faculty in any program. The required two-year average for AEO students registered in the Faculty of Engineering is 78.0%;
- Pass all courses in the first two years;
- In year 2, enroll in a module (i.e., Major, Honours Specialization, etc.) and take a minimum of 2.0 of the required courses for that module plus Business 2257; students may not be 'undeclared'; consult with your faculty as some modules may require more than 2.0 courses in year 2 for progression within that faculty;
- Take all senior level courses (numbered 2000 and higher) in Year 2 including Business 2257. Permission to register for a first-year course in Year 2 will be granted by the HBA Program Services Office only under special circumstances;
- Take Business 2257 between September and April of year 2, achieving no less than 70.0%; Given the participative nature of the HBA program and its case-based learning methodology, students are strongly encouraged to demonstrate a satisfactory level of class contribution in Business Administration 2257; Feedback from instructors may also be taken into account;
- Complete the equivalent of a Grade 12 U-level mathematics course (such as Mathematics 1229A/B), if not previously taken during secondary school;
- Continue involvement, achievement, and leadership in extracurricular activities in Years 1 and 2;
- Adhere to all student code of conduct regulations at their respective institutions. Violations of such codes will be considered as part of the admissions process;
- Complete an Ivey AEO Activity Report at the end of year 1 so that Ivey can provide feedback on progression to date; and,
- Complete the Ivey AEO2 Intent to Register application in Year 2 to confirm intention to join the Ivey HBA Program in Year 3.
- Participate in an online video interview as part of your Ivey AEO2 Intent to Register application, if requested.

Please refer to the AEO Handbook for further details:

<https://www.ivey.uwo.ca/hba/admission/high-school-students/#aao>