

AA45 Articulation Agreements

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Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
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PURPOSE

The purpose of this policy is to support the development, implementation, and maintenance of value-added transfer-credit pathways to and from Algonquin College’s postsecondary programs through articulation agreements and to ensure that employees, applicants, learners, and graduates are aware of and receive clear and correct information about these agreements.

SCOPE

This policy and related procedures apply to internal articulations between Algonquin College postsecondary programs and external articulations between Algonquin College and recognized postsecondary institutions at the provincial, national, and international level.

DEFINITIONS

Word/Term	Definition
Advanced Standing	Applicants are eligible to be admitted to the second or higher level of a program on the basis of credit transfer from previous related academic achievement at Algonquin College or from another post-secondary institution.
Articulation	Articulation is a broad term that is related to various methods whereby learners can receive transfer credit for specific course work taken previously in a different program or at a different institution. Through the process of Articulation, institutions assess course credit towards their own programs or credentials.
Articulation Agreement	An Articulation Agreement is a formal agreement between one or more colleges and one or more educational institutions or boards of education that recognizes learning achievement, facilitates student progress, minimizes curriculum duplication, and eases the transition from one institution to the other.

Bridge Courses	A Bridge Course is a course or set of courses that learners take to fill gaps in their learning from one program in order to enter another program, for example from a diploma to a degree program in the same area of study. Learners articulating into certain programs may need to successfully complete a bridge course(s) as a condition of entry into the upper levels of a program of study.
Credential Recognition	A credential is a document of recognition that represents proof of academic achievement to a level of performance implied by the credential. Common credentials include certificates, diplomas, undergraduate degrees, and graduate degrees.
Credit Transfer	The automated or manual transfer of a grade report or transcript from one institution to another. The credit(s) transferred may be for one or more courses depending on the College residency requirements and/or other standards and preclusions, such as with accredited or degree programs. The transfer signifies that the credits have been recognized by the receiving institution.
External Pathway	The academic routes whereby learners have the ability to move from one academic credential to another between institutions, where Algonquin College is either the sending and receiving institution.
Internal Pathway	The academic routes whereby learners have the ability to move from one academic credential to another within Algonquin College, whereby the College is both the sending and receiving institution.
Letter of Intent (LOI)	A Letter of Intent (LOI) is an informal agreement between Algonquin College and another recognized postsecondary institution on a specific area or narrow set of areas that does not constitute a legally binding document but instead recognizes that collaboration would be of mutual benefit and would serve as an indication of continued interest in joint projects. Note: a LOI may be referred to by different terms by external partners.
PLAR	Prior Learning Assessment and Recognition is a process of evaluating the college level learning, knowledge and skills of adults acquired through life experience such as self-directed study, paid employment, voluntary work, professional development, travel and other learning experiences.
Postsecondary Education Quality Assurance Board (PEQAB)	The Postsecondary Education Quality Assurance Board (PEQAB) is an arm's length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities on applications for ministerial consent. Ministerial consent to offer a degree or part of a degree is required by all private organizations, either for profit or non-profit, all CAATs, and public institutions based outside of the province.

Reach-back Course	When a student starts a program with advanced standing, but did not receive credit for a course in a previous level so must complete it during a subsequent level of the program.
Receiving Institution	The institution to which a learner intends to transfer credits. In an articulation agreement, the receiving institution grants credit for courses completed at the sending institution.
Recognized Postsecondary Institution	An external institution that has been given the authority to grant academic credentials by their provincial/territorial legislature or international equivalent, that ensures or enables mechanisms for institutional and program quality.
Sending Institution	The institution from which a learner intends to transfer credits. In an articulation agreement, the receiving institution grants credit for courses completed at the sending institution.
Subject Matter Expert	A Subject Matter Expert provides the knowledge and expertise in a specific subject, business area, or technical area for a project, program, or other operational or strategic need.
Transfer Credits	Transfer credits are those resulting from study done elsewhere, which are used to determine individual course exemptions or entire terms of Advanced Standing toward an academic program of study.

POLICY

1. Algonquin College is committed to developing transfer credit pathways between its own programs and with those of recognized postsecondary institutions to support learner mobility.
2. Consistency in the development of articulation agreements is maintained through alignment to Algonquin College policies and compliance with provincial organizations such as the Ontario Council on Articulation and Transfer (ONCAT) and the Postsecondary Education Quality Assessment Board (PEQAB).
3. All internal and external pathways must be supported by an assessment of the viability of the pathway and a gap analysis of the curriculum of the receiving and sending programs.
4. Academic integrity is ensured by subject matter experts through transfer credit evaluation and equivalency assessment as determined through a gap analysis.
5. Consideration should be given for the amount of time required to complete a Gap analysis, negotiate an agreement, and send it through appropriate approval channels, in the case of an external articulation agreement, at multiple institutions. It is recommended that negotiation starts at least two terms before the desired implementation date.
6. Algonquin College reserves the right to maintain its autonomy in the development and delivery of its programs, while acknowledging the institutional differences in the academic policies and procedures of partnering organizations in developing and implementing articulation agreements.
7. For programs subject to external accreditation, all internal and external receiving pathways must align to the accreditation requirements.
8. Algonquin College will maintain a database of all internal and external pathways.

9. Internal Pathways

1. External pathways can be developed between related programs offered by Algonquin College and recognized provincial, national, or international postsecondary institutions. These pathways can be initiated internally at Algonquin or via the external partner.
2. All external pathways are subject to review in accordance with the timelines and process as detailed in the articulation agreement with the external partner.

10. Degree Programs

1. A Letter of Intent precedes the articulation agreement and is recommended for pathway agreements with recognized postsecondary institutions, whereby Algonquin College is the receiving institution. The Letter of Intent is an informal, non-legally binding document that recognizes the benefit of the pathway and indicates continued interest in joint projects. The Letter of Intent provides clarity for the more detailed program mapping and determination of the pathway.
2. Considerations for the Letter of Intent include, but are not limited to:
 1. Modified program of study, including any bridge or reach-back courses, general education requirements, and work-integrated learning requirements;
 2. The grade requirements for transfer credits or Grade Point Average for pathway eligibility;
 3. Any requirements to meet accreditation standards, including credentials and professional certification requirements of faculty in the sending program.
 4. Effective date of the agreement, length of the agreement, process for periodic review, renewal, and termination of the terms and conditions of the agreement.
3. The articulation agreement is signed by the Senior Vice President, Academic and the respective signing authority at the partner institution.
4. Normally, the Pathways Department within Academic Development serves as the primary contact for the development of letters of intent and the oversight and maintenance of signed articulation agreements. For agreements with international partners, the International Education Centre may serve as the primary contact.

11. Pathways Renewals

1. Feedback from the impacted programs/areas on whether they want to renew the pathway.
 2. Data gathered about the value of the pathway as part of recent Program Quality Review(s).
 3. Where possible, data on the number of students that have accessed the pathway. Where data indicates no students have accessed the pathway, this will be a factor in determining if a renewal should be pursued.
12. Prior to renewal, consideration should be given on whether either or both of the sending or receiving programs have gone through significant revisions which should trigger a revised gap analysis.
 13. Pathway renewals will follow the same approval process identified in the procedure section of this policy.

PROCEDURE

Algonquin College Internal Pathways

	Action	Responsibility
1.	A new pathway is identified.	
1.1	Pathway initiator communicates the proposed pathway with the Academic Administrator of the program.	Pathway Initiator, Academic Administrator
1.2	Academic Administrator communicates the proposed pathway to Academic Development.	Academic Administrator; Pathways Department
1.3	<p>Conduct Feasibility Analysis, including considerations of the value of the agreement:</p> <p>Review of the articulation based on the following factors:</p> <p>Does this pathway link two programs within the same field or discipline?</p> <p>What are the enrolment and graduation rates of the sending program?</p> <p>What is the projected number of learners who will take this pathway?</p> <p>What is the capacity of the receiving program to accept these learners?</p> <p>Are there planned curriculum updates for either the sending or receiving program that could impact the gap analysis?</p> <p>Make a decision on whether or not to proceed.</p>	Academic Administrator; Pathways Department
1.4	Conduct gap analysis including any impact to co-op work term sequencing.	Chair, Academic Development; Curriculum Consultant; Co-op Department; Subject Matter Expert
1.4.1	Prepare gap analysis document, including gap analysis, bridging requirements (as applicable), and modified program of study.	Curriculum Consultant; Subject Matter Expert
1.4.2	Review gap analysis document with Registrar's Office.	Pathways Department, Registrar's Office

2.	Pathway Review	
2.1	Draft reviewed by the Program Academic Administrator(s) of the sending program and Program Academic Administrator(s) of the receiving program.	Academic Administrator(s); Pathways Department
2.2	Draft reviewed by Dean(s) of the sending program, Dean(s) of the receiving program, and Dean of Academic Development.	Academic Deans; Pathways Department
2.3	Draft reviewed by the Program Review Committee, or sub-committee.	Program Review Committee; Pathways Department
3.	Pathway Approval	
3.1	Approval by Program Academic Administrator(s) of the receiving program; notification to the Program Academic Administrator(s) of the sending program.	Chair/Academic Manager; Pathways Department;
3.2	Approval by Dean(s) of the receiving program; notification to the Dean(s) of the sending program.	Dean(s); Pathways Department
3.3	Approval by the Dean, Academic Development.	Dean, Academic Development; Pathways Department;
4.	Pathway Implementation	
4.1	Communicate the approval of the pathway to the Registrar's Office and confirm implementation timeline.	Pathways Department; Registrar's Office
4.2	Pathway stored in the College's Transfer and Pathway Database and on ONTransfer database if applicable. All pathways are posted on the College's Pathways website.	Pathways Department

Algonquin College External Receiving Pathways, including external pathways into Algonquin Bachelor Degree Programs

	Action	Responsibility
1.	New Pathway Identified	

1.1	Pathway initiator communicates the proposed pathway with the Academic Administrator of the program.	Pathway Initiator, Academic Administrator
1.2	Academic Administrator communicates the proposed pathway to Academic Development and the Transfer Pathways Coordinator.	Academic Administrator; Pathways Department
1.3	<p>Conduct Feasibility Analysis, including considerations of the value of the agreement:</p> <p>Review of the articulation based on the following factors:</p> <ul style="list-style-type: none"> • Does this pathway link two programs within the same field or discipline? • What are the enrolment and graduation rates of the sending program? • What is the projected number of learners who will take this pathway? • What is the capacity of the receiving program to accept these learners? • Are there planned curriculum updates for either the sending or receiving program that could impact the gap analysis? • Reputation of partnering institution (For International Agreements only). • Make a decision on whether or not to proceed. 	Academic Administrator; Pathways Department
1.4	Conduct gap analysis including any impact to co-op work term sequencing.	Chair, Academic Development; Curriculum Consultant; Co-op Department; Subject Matter Expert
1.4.1	Prepare gap analysis document, including gap analysis, bridging requirements (as applicable), and modified program of study.	Curriculum Consultant; Subject Matter Expert
1.4.2	Review gap analysis document with Registrar's Office.	Pathways Department, Registrar's Office
1.4.3	Prepare Articulation Document.	Pathways Department
2.	Pathway Review	
2.1	Draft reviewed by the Program Academic Administrator(s) of the receiving program.	Academic Administrator(s); Pathways Department

2.2	Draft reviewed by the Dean(s) of the receiving program and the Dean, Academic Development.	Academic Dean; Dean, Academic Development; Pathways Department
2.3	Draft reviewed by the Program Review Committee, or sub-committee.	Program Review Committee; Pathways Department
2.4	Draft reviewed by the Senior Vice President Academic.	Senior Vice President, Academic; Pathways Department
2.5	Draft reviewed by Partner Institution.	Partner Institution
3.	Pathway Approval	
3.1	Approval by Academic Administrator(s) of the receiving program.	Academic Administrator(s); Pathways Department
3.2	Approval by Dea(s) of the receiving program.	Dean(s); Pathways Department
3.3	Approval by the Dean, Academic Development.	Dean, Academic Development; Pathways Department
3.4	Approval by the Senior Vice President Academic	Senior Vice President, Academic; Pathways Department
3.5	Signing of the articulation agreement by the Senior Vice President Academic and the representative from the Partner Institution.	Senior Vice President, Academic Development; Partner Institution; Pathways Department
4.	Pathway Implementation	
4.1	Communicate the approval of the pathway to the Registrar's Office and confirm implementation timeline.	Pathways Department, Registrar's Office
4.2	Pathway stored in the Pathway Database and on ONTransfer database, if applicable. All pathways are posted on the College's Pathways website.	Pathways Department

Algonquin College External Sending Pathways, including external sending pathways from Algonquin Bachelor Degree Programs

	Action	Responsibility
1.	New Pathway Identified	
1.1	Pathway initiator communicates the proposed pathway with the Academic Administrator of the program.	Pathway Initiator, Academic Administrator
1.2	Academic Administrator communicates the proposed pathway to Academic Development and the Transfer Pathways Coordinator.	Academic Administrator; Pathways Department
1.3	<p>Conduct Feasibility Analysis, including considerations of the value of the agreement:</p> <p>Review of the articulation based on the following factors:</p> <ul style="list-style-type: none"> • Number of agreements that already exist for a program. <ul style="list-style-type: none"> ○ Is an additional agreement required? • Learner demand and learner demographics. <ul style="list-style-type: none"> ○ Are learners likely to follow this path? • Overall Quality of the agreement. <ul style="list-style-type: none"> ○ Does this agreement provide a value that is equal to or greater than the agreements that currently exist? ○ Does this agreement recognize the learners' credits earned at Algonquin in the best possible way? • Potential impact of agreement on program. <ul style="list-style-type: none"> ○ Learner perception of job market after they complete their program. ○ Potential impacts on learner recruitment. ○ Are there any factors that could potentially limit how many learners we accept into this program? • Are there planned curriculum updates for either the sending or receiving program that could impact the gap analysis? • Reputation of partnering institution (For International Agreements only). • Opportunity for bilateral pathway. 	Academic Administrator; Pathways Department

	<ul style="list-style-type: none"> ○ Is there an opportunity to create a bilateral pathway with the institution? • Make a decision on whether or not to proceed. 	
1.4	Conduct gap analysis.	Receiving Institution
1.4.2	Review gap analysis.	Academic Administrator, SME, Academic Development
1.4.3	Prepare Articulation Document.	Receiving Institution
2.	Pathway Review	
2.1	Draft reviewed by the Program Academic Administrator(s) of the sending program.	Academic Administrator(s); Pathways Department
2.2	Draft reviewed by the Dean of Academic Development and the Dean(s) of the sending program.	Academic Dean(s); Dean, Academic Development; Pathways Department
2.4	Draft reviewed by the Senior Vice President Academic.	Senior Vice President, Academic; Pathways Department
3.	Pathway Approval	
3.1	Approval by Program Academic Administrator(s).	Academic Administrator(s); Pathways Department
3.2	Approval by Dean(s).	Dean(s); Pathways Department
3.3	Approval by the Dean, Academic Development.	Dean, Academic Development; Pathways Department
3.5	Signing of the articulation agreement by the Senior Vice President Academic and the representative from the Partner Institution.	Senior Vice President, Academic;

		Partner Institution; Pathways Department
4.	Pathway Implementation	
4.1	Communicate the approval of the pathway to the relevant Academic Area.	Pathways Department
4.2	Pathway stored in the Pathway Database and on ONTransfer database if applicable. All pathways are posted on the College's Pathways website.	Partner Institution, Pathways Department

RELATED POLICIES

AA05: Advanced Standing
 AA06: Prior Learning Assessment and Recognition (PLAR)
 AA09: Transfer of Academic Credit (Internal)
 AA10: Transfer of Academic Credit (External)
 AA11: Registration
 AA15: College Credentials

RELATED MATERIALS

Any other relevant documents, such as Ministry binding directives, legislation or collective agreements should be listed.

Ontario Council on Articulation and Transfer (ONCAT): https://www.ontransfer.ca/index_en.php

Algonquin College Degree Pathways and Articulation Agreements:
<https://www.algonquincollege.com/pathways/list/>