

TYPE:	Academic
TITLE:	Articulation Agreements
NO.:	ACAD-125
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Through formal partnerships and articulation agreements with institutions across Ontario, Canada and abroad, Durham College is dedicated to helping graduates pursue further education without limitation or repetition.

Formal articulation agreements allow students to receive guaranteed credit transfer toward a relevant program at a partner institution.

2. Purpose

This policy and procedure details the process that will be followed to formulate and promote articulation agreements and establish further education opportunities for Durham College graduates.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. The intent of an articulation agreement is to provide opportunities for graduates to pursue further education with maximum recognition of prior learning.
- 4.2. In all articulation agreements, the College should be referred to as "The Durham College of Applied Arts and Technology." If an articulation agreement pertains to only one Durham College academic school, the title of the school should also be identified in the articulation agreement.
- 4.3. As per the Schedule of Authority, articulation agreements shall be accompanied by a Contract Authorization and Risk Assessment form (CARAF) with first approval from the initiating Executive Dean/Dean, second approval from the Vice-President, Academic and final execution from the College President. The College President will also be responsible for signing all articulation agreements.

- 4.4. The Manager, Student Recruitment will be made aware of any articulation agreements listing Durham College as a receiving institution.
- 4.5. The Pathways and Credit Transfer Coordinator will be responsible for acquiring all signatures on the CARAF.
- 4.6. To initiate partnerships with international institutions, a general agreement of cooperation should be signed prior to commencement of program-specific contracts. Both the general agreement of cooperation and any international articulation agreements should be evaluated by the Dean, International Education, in collaboration with the appropriate academic Executive Dean(s)/Dean(s), and the Manager, Student Recruitment.
- 4.7. All articulation agreements will have clearly-identified start, review, and end dates.
- 4.8. The Pathways and Credit Transfer Coordinator will be responsible for reviewing the status of articulation agreements on an annual basis to identify any articulation agreements that are nearing expiration. Notification will be sent during this annual review to the appropriate academic Executive Dean(s)/Dean(s), who may initiate contact with the receiving institution if they are interested in renewing or modifying the original articulation agreement.
- 4.9. Articulation partners and the Manager, Student Recruitment should be notified, in writing, by the appropriate Executive Dean/Dean of any changes to program curriculum or status at the time of change, or sooner if possible.
- 4.10. The creation, review and renewal of articulation agreements will be the responsibility of the academic Executive Dean(s)/Dean(s) involved with the articulation agreement and the Pathways and Credit Transfer Coordinator.
- 4.11. All articulation agreements must include a clause stating that students enrolled in the receiving institution's program at the time of any change or cancellation should be given sufficient time to complete their credential.
- 4.12. Promotion of articulation agreements is a shared responsibility across campus but is led by the Pathways and Credit Transfer Coordinator.
- 4.13. While the College will promote all opportunities for further study, preference (as it pertains to promotional materials and events) will be given to institutions with which there is a formal articulation agreement.

- 4.14. The Pathways and Credit Transfer Coordinator, under the guidance of the Manager, Student Recruitment, will be responsible for maintaining accurate transfer information on the Durham College website, Durham College Transfer Guide, in the College's academic calendar and in other pertinent publications.

5. Procedure

- 5.1.1. Discussions regarding interest in developing a partnership/articulation agreement are initiated by the academic Executive Dean/Dean or designate.
- 5.1.2. If there are opportunities to expand the articulation agreement beyond the initiating academic school, the initiating academic Executive Dean/Dean or designate will invite other academic Executive Dean/Deans to participate in discussions.
- 5.1.3. When interest has been established in developing an articulation agreement, the academic Executive Dean(s)/Dean(s) or designate(s) will notify the Vice-President, Academic for approval.
- 5.1.4. Program information is exchanged between Articulation Partners. The academic Executive Dean(s)/Dean(s) or designate(s) will be responsible for providing required information for their programs.
- 5.1.5. A draft articulation agreement will be created by, or in concert with, the Receiving Institution. The draft articulation agreement is shared with the Vice President, Academic, Pathways and Credit Transfer Coordinator, and others as required.
- 5.1.6. Any changes to the draft articulation agreement will be discussed by the academic Executive Dean(s)/Dean(s) or designate(s) and the Receiving Institution.
- 5.1.7. Concurrent to discussions between the academic Executive Dean(s)/Dean(s) or designate(s) and the Receiving Institution, the Pathways and Credit Transfer Coordinator will share draft articulation agreement with the Office of Insurance and Risk Management and commence the CARAF process.
- 5.1.8. The Office of Insurance and Risk Management may propose amendments to the draft articulation agreement, or will approve the document in its entirety. If amendments are required, the changes will be shared with the Receiving Institution for approval by the academic Executive Dean(s)/Dean(s) or designate(s).

- 5.1.9. Once reviewed by the Office of Insurance and Risk Management, the academic Executive Dean(s)/Dean(s) or designate(s), and Vice-President, Academic, a formal articulation agreement will be created for signing.
- 5.1.10. When the final articulation agreement is received, the Pathways and Credit Transfer Coordinator will acquire the signatures of the Vice-President, Academic and the president for the CARAF. The President's signature is also required on articulation agreement to execute the contract.
- 5.1.11. Upon receipt of signed articulation, the Pathways and Credit Transfer Coordinator will update the online Transfer Guide with the new articulation agreement, and will promote the opportunity to students and alumni.
- 5.1.12. Articulation agreements will be reviewed on an annual basis. The Pathways and Credit Transfer Coordinator will advise the appropriate academic Executive Dean(s)/Dean(s) of all agreements requiring review. Where necessary, the academic Executive Dean(s)/Dean(s) will work with the partner institution to negotiate a renewal or terminate the agreement.

6. Roles and responsibilities

- 6.1.1. It is the responsibility of the Vice-President, Academic, in collaboration with the academic schools to ensure this policy and procedure is fully implemented.
- 6.1.2. It is the responsibility of the academic Executive Dean(s)/Dean(s) or designate(s) to initiate articulation agreement opportunities for their students and provide appropriate information to the receiving institution to determine ability of program(s) to transfer.
- 6.1.3. It is the responsibility of the academic Executive Dean(s)/Dean(s) or designate(s) to discuss proposed articulation agreements with the Vice-President, Academic, and receive approval before proceeding.
- 6.1.4. It is the responsibility of the Office of Insurance and Risk Management to review the articulation agreement with the CARAF and provide recommendations before an articulation agreement is finalized.
- 6.1.5. It is the responsibility of the Office of Insurance and Risk Management to keep original signed copies of all articulation agreements. Additional copies are held by the Pathways and Credit Transfer Coordinator and the academic Executive Dean(s)/Dean(s).
- 6.1.6. It is the responsibility of the President to act as executor by signing formal articulation agreements and corresponding CARAFs.
- 6.1.7. It is the responsibility of the Pathways and Credit Transfer Coordinator to review articulation agreements on an annual basis.

- 6.1.8. It is the responsibility of the Pathways and Credit Transfer Coordinator to promote articulation agreements to Durham College students/alumni.
- 6.1.9. It is the responsibility of the receiving institution to advise students about admission and transfer eligibility for transferring to their institution.
- 6.1.10. It is the responsibility of the student to contact the admissions/transfer contact at the institution they wish to attend.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1.1. Non-compliance with this policy, and/or any timelines associated with compliance, may result in terminated articulation agreements.
- 8.1.2. Failure to adhere to the guidelines for implementation and review of articulation agreements may result in inaccurate information being shared with graduates and prospective students, which in term could have a negative impact on the College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- None.