



Articulation Agreement Policy and Procedures

Category: Academic;

Jurisdiction: Provost and Vice President Academic; Senate Academic Committee;

Approval Authority: Senate;

Established on: March 26, 2010;

Amendments: None.

For the purposes of this policy Articulation Agreement will be defined as:

A joint academic program agreement struck between a Faculty/program of Lakehead University and a Faculty/program of an accredited community college.

The Agreement recognizes, supports, and promotes the benefits for students of such a partnership between a college diploma program and a Lakehead University degree program. The foundation of such agreements is recognition for the course content and course credit weight, and for the standards of pedagogy and rigor of the community college program. In addition, the articulation provides students with an opportunity to complement their College studies with the completion of a specific degree program at Lakehead University.

PROCESS FOR THE DEVELOPMENT OF A NEW ARTICULATION AGREEMENT

1. A Lakehead University Dean who is interested in the development of a College/University articulation agreement between fundamentally similar and complementary academic programs of study will meet with the community college representative(s) to initiate discussions and the development of a proposal.
2. The Lakehead University Dean will prepare Part 1 of the *Proposal for an Articulation Agreement* that outlines the rationale and benefits, objectives, and demand for such an

articulation. Part 1 of the proposal requires the signatures of both the University Chair/Director and the University Faculty Dean.

3. Part 1 of the proposal will be submitted by the Dean to Senate for referral to the Chair of the Senate Academic Committee (SAC) for review by the Quality Assurance Subcommittee.
4. Following Senate Academic approval, the Chair of the Senate Academic Committee will notify the Dean to proceed with Part 2 of the *Proposal for an Articulation Agreement*. Part 2 details the terms of the articulation and should be developed in consultation with the Office of Admissions and Recruitment and the Registrar.
5. The University Dean, working with the Office of Admissions and Recruitment, will be responsible for approving the credit transfer equivalency composition to ensure that the program and the admission and transfer of credit policies of Lakehead University are accurately reflected within the agreement.
6. The final draft of the full *Proposal for an Articulation Agreement* (Part 1 & 2 including all signatures) will be submitted to the Senate Undergraduate Studies Committee and Senate Budget Committee for review and approval prior to going to Senate for approval.
7. Upon approval by Senate, the Agreement will be approved and signed by the Executive Officers of each institution. The Agreement will be distributed to the following offices:
 - Original document, Office of the Vice-President (Academic) and Provost;
 - Duplicate Original, Community College;
 - Copy, Office of the President;
 - Copy, Dean of the Faculty;
 - Copy, Department/School, as necessary;
 - Copy, Office of Admissions and Recruitment.

Note: A file of all current College/University Articulation Agreements will be housed in the Office of the Vice-President (Academic) and Provost and a complete list of current agreements will be posted on the website.

ARTICULATION AGREEMENT PROPOSAL

Part 1: Brief Introduction to the Proposed Articulation (1-2 pages)

- Title of specific community college diploma program and the articulated Lakehead University degree program
- Objectives of the articulation
- Rationale for the articulation
- Student demand
- Benefits to Lakehead University

Signatures: Head of the University Academic Unit, University Faculty Dean

- Submit to Senate for referral to Senate Academic Committee
- Seek approval to proceed with the development of the proposal

Part 2: Terms of Agreement

1. State the dates covered by the agreement (not to exceed a period of five years). All articulation agreements will also be reviewed as part of the periodic appraisal of the home academic program.
2. Provide the detailed admission criteria including:
 - The minimum number of academic years or academic terms the college diploma is comprised of;
 - The minimum admission criteria that either match or surpass the minimum Lakehead University admission criteria for college diploma graduates;
 - Specific transfer evaluation information of college course(s)/credits;
 - Maximum number of course credits to be received by the student as part of the transfer if all terms of the agreement are fulfilled.
3. The terms shall also specify:
 - Any specific conditions related to the college transfer credits;
 - Effective date of agreement.

Signatures: Director of Admissions & Recruitment, College Representative, Heads of all University Academic Units with courses involved in the articulation, University Faculty Dean

- Submit to Chair of Senate Undergraduate Studies Committee, Chair of Senate Budget Committee for approvals, and then forwarded to Senate for approval.

PROCESS FOR THE RENEWAL OF AN ARTICULATION AGREEMENT

1. The Dean of the Faculty associated with an existing Articulation Agreement is responsible for communicating with the Head of the associated Academic Unit and the Community College representative(s) to discuss the terms of the agreement and any revisions that may be required prior to the documented expiry date. Renewals of articulation agreements must be initiated prior to the agreement expiry date.
2. The University Dean, working with the Office of Admissions and Recruitment, will be responsible for approving the proposed credit transfer equivalency composition (either the original or the revised version) to ensure the program and the admission and transfer of credit policies of Lakehead University are accurately reflected within the agreement.
3. The final draft of the Revised Articulation Agreement (Part 1 & 2 including all signatures) will be submitted to Senate for referral to the Senate Undergraduate Studies Committee and Senate Budget Committee for review and approval.
4. Upon approval by Senate, the Agreement will be approved and signed by the Executive Officers of each institution. The renewed Agreement will be distributed to the following offices:
 - Original document, Office of the Vice-President (Academic) and Provost;
 - Duplicate Original, Community College;
 - Copy, Office of the President;
 - Copy, Dean of the Faculty;
 - Copy, Department/School, as necessary;
 - Copy, Office of Admissions and Recruitment.

Note: A file of all current College/University Articulation Agreements will be housed in the Office of the Vice-President (Academic) and Provost and a complete list of current agreements will be posted on the website.

ARTICULATION AGREEMENT (RENEAL)

Part 1: Brief Introduction (1-2 pages)

- Title of specific community college diploma program and the related Lakehead University degree program to which the articulation refers
- Period of time covered by the previous articulation agreement
- Objectives of the articulation
- Rationale for the articulation
- Past and future student demand
- Past and future benefits to Lakehead University

Part 2: Terms of Agreement (Renewal)

1. State the dates to be covered by the revised agreement (not to exceed a period of five years). All articulation agreements will also be reviewed as part of the periodic appraisal of the home academic program.
2. Provide the detailed admission criteria including:
 - The minimum number of academic years or academic terms the college diploma is comprised of;
 - The minimum admission criteria that either match or surpass the minimum Lakehead University admission criteria for college diploma graduates;
 - Specific transfer evaluation information of college course(s)/credits;
 - Maximum number of course credits to be received by the student as part of the transfer if all terms of the agreement are fulfilled.
3. The terms shall also specify:
 - Any specific conditions related to the college transfer credits;
 - Effective date of agreement.

Signatures: Director of Admissions & Recruitment, College Representative, Heads of all University Academic Units with courses involved in the articulation, University Faculty Dean

- Submit to Chair of Senate Undergraduate Studies Committee, Chair of Senate Budget Committee for approvals, and then forwarded to Senate for approval.

Review Period: 7 years;

Date for Next Review: 2020-2021;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.