

Office of the Registrar

November 5, 2008

Brenda Pander-Scott, Registrar
Sir Sandford Fleming College
274 A, 599 Brealey Drive
Peterborough, ON K9J 7B1

Dear Brenda Pander-Scott:

Re: Transfer Credit Articulation

The enclosed *Transfer Credit Articulation Statement* provides details in regards to the articulation of Sir Sandford Fleming College's Court and Tribunal Agent 3 Year diploma program towards Athabasca University's Bachelor of Professional Arts – Human Services Major program.

AU applicants who have completed the above mentioned program at your institution before or after the above specified date may receive the same credit depending upon the content of the program. It is important to note that the articulation is based on the program content at the time of the review and changes to your program will affect credit awarded. Please inform us of any program changes so we can ensure your articulation reflects current data.

The enclosed *Statement* provides instructions for students who wish to take advantage of this articulation.

For further information or clarification about the articulation or *Statement*, please contact: Andrea Kocher, Articulation Assistant, in the Office of the Registrar, at (780) 675-6463 or via email at: articulate@athabascau.ca.

We look forward to serving your students through this new articulation opportunity, and look forward to working with you and your staff in the future.

Sincerely,

Helen Salzl

Helen Salzl (Acting)
Associate Registrar, Admissions, Evaluations and Articulations

Enclosure

CC: Cristina McCullough, Administrative Project Officer, Centre for Learning and Teaching, Sir Sandford Fleming College
Jane Arscott, Program Director, Human Services, Athabasca University
Karen Wall, Academic Centre Chair, Bachelor of Professional Arts – Human Services, Athabasca University
Ellene Johnston, Collaborations Assistant, Learning Services Outreach, Athabasca University

This Statement dated and effective November 5, 2008 details transfer credit that

THE ATHABASCA UNIVERSITY GOVERNING COUNCIL
a body operating in Alberta, Canada
(hereinafter referred to as "Athabasca University")

awards for specified Courses, Programs, and/or Designations completed at or through

the SIR SANDFORD FLEMING COLLEGE
a body operating in Canada

toward specified Athabasca University degrees, as stipulated in the table below:

Program	Program Year	Transfer Credit awarded toward	Credits
Court and Tribunal Agent 3 Year Diploma	2008	Bachelor of Professional Arts – Human Services Major	60

The above articulation is based on Athabasca University regulations and information as provided by Sir Sandford Fleming College that was deemed accurate by AU at the effective date. Students who have completed the above mentioned program before or after the credential year noted may have their credit adjusted if the program completed differs from the program presented for articulation.

It is the responsibility of each party to inform the other of any substantive changes that may impact the articulation in any way. This includes but is not limited to changes in: course curriculum; course numbering; course level of study; program or designation components and/or requirements; and program or designation regulations. The Athabasca University Office of the Registrar should be notified in writing of these or other changes of a similar nature at least six (6) months before the effective date of the change(s).

AU may, at its sole discretion, issue a new Transfer Credit Articulation Statement to supersede this Statement.

INSTRUCTIONS TO PROSPECTIVE STUDENTS

Each Student's transfer credit award is based on an Athabasca University assessment of the individual's post-secondary transcripts to ensure the maximum amount of allowable transfer credit is awarded. Using the Articulation above as a framework, qualified and experienced assessors review each individual's transcript(s) to determine the number of transfer credits to be awarded, how those transfer credits fit into the Student's Athabasca University Program, and what, if any, Athabasca University courses the Student is allowed (or not allowed) to take to satisfy the remaining degree requirements.

To qualify for a transfer credit award based on the Articulation above, a Student will:

1. Apply for admission to Athabasca University;
2. Pay to Athabasca University the General Admission Fee as provided in the Calendar; and
3. Arrange for relevant educational providers to send official transcripts directly to the Athabasca University Office of the Registrar.

Athabasca University will notify the Student in writing of the official transfer credit award. Students are encouraged to discuss program planning and course selection with an Athabasca University advisor, at <http://vital.athabascau.ca/advise/contact.nsf>.