

**Memorandum of Understanding
between
Trent University
and
Sir Sandford Fleming College of Applied Arts and Technology**

**Regarding the Offering of a Joint Degree/Diploma
Honours Bachelor of Science, Ecological Restoration
and
Ecological Restoration Technician**

Revised, September 2014

1.0 Purpose

The purpose of this Memorandum of Understanding (MOU) is to set out the general terms and conditions for the development, implementation and delivery of the four year joint degree/diploma program specializing in Ecological Restoration.

Overview of the Program

The full description of the joint program is included in the 'Proposal to Offer a Joint Degree/Diploma in Ecological Restoration.'

The first two years of the program will be delivered at the School of Environmental & Natural Resource Sciences, Fleming College, in Lindsay, Ontario. The final two years of the program will be delivered at Trent University in Peterborough, Ontario.

Two (2) credentials will be conferred to the graduate upon successful completion of all four years of the program – an Ontario College Diploma in Ecological Restoration as well as an Honours Bachelor of Science Degree in Ecological Restoration.

The first intake of students into the joint program was September 2008.

2.0 Term and Termination

2.1 The terms of this MOU govern the program from its inception in Fall 2008, when program and funding approvals were received from the Board of Governors of Fleming College, the Senate of Trent University and the Ministry of Training, Colleges & Universities.

2.2 Process for Review and Amendment

This MOU will be reviewed annually by the Joint Steering Committee and may be amended at any time by consent of both parties, by written addendum.

2.3 Termination

This Agreement may be terminated by either party. In this case, notice of two years is required. In the event of termination of the Agreement, every effort will be made to ensure that students currently enrolled in the program will not be affected.

3.0 Joint Steering Committee

A joint steering committee will continue to oversee the curriculum and administration of the program. Steering committee members from each institution are as follows:

- Vice President Academic, Trent University
- Vice President Academic, Fleming College
- Dean representation from all programs, Trent University
- Dean representation from all programs, Fleming College
- Director, Centre for Learning and Development, Fleming
- Manager, Articulation Agreements, Trent University
- Registrar representation from Trent and Fleming

The Joint Steering Committee will meet at least once per year. Sub-groups of the committee and/or additional college/university personnel may be called on to meet on an ad hoc basis, to address specific issues. Responsibilities include:

- Review and update the MOU, as required
- Planning joint staffing and/or sharing of resources
- Enrolment management, student tracking and retention
- Develop the agenda for meetings of the External Program Advisory Committee
- Review the program model and curriculum annually and implement approved changes to curriculum
- Provide input into program review and curriculum renewal process as per each institution's Program Quality Assurance mechanisms.
- Plan student activities such as orientation, guest lectures, events

5.0 Enrolment Planning

Trent University has the capacity to accommodate up to 60 students into Year 3 of the joint program.

6.0 Admissions & Registration

Students will apply and register at Fleming College into the joint degree/diploma program, through the Ontario College Application Service (OCAS).

The minimum Admission requirements to the program are:

OSSD with the majority of credits at the College (C) and Open (O) level, including two English credits in the College (C) stream; two Math credits in the College (C) or University / College (UC) stream and a Science at the senior level in the College (C) or University / College (UC) stream.

After successful completion of the two years at Fleming College, and upon meeting the progression requirements detailed following, students will automatically continue in the program at Trent University in Year 3.

7.0 Academic Regulations and Academic Progression

Students will adhere to the Academic Regulations and Policies of each institution while enrolled at each institution.

7.1 Fleming College Academic Progression (Semester 1 to Semester 2)

To successfully progress to Semester 2 of the joint program, students must achieve a minimum grade of 65% in Semester 1 courses Environmental Science I and Critical Thinking and Communication.

7.2 Trent University (From Year 2, Semester 4 to Year 3, Semester 5)

In February/March each year, the Semester 4 Ecological Restoration students at Fleming College will be required to complete a **Declaration of Intent to Continue and Authorization for Release of Information form (see Appendix A)** to be collected by Fleming College and provided to Trent as the basis on which to create a student record at Trent. Fleming College will provide copies of all secondary and post-secondary transcripts that supported the student's application to semester one of the joint degree/diploma program; an original transcript documenting the student's academic record in years one and two of the program; and copies of all documentation related to the student's academic record in the program. This includes, but is not limited to: records of transfer credit or course exemption assessments, academic appeals or academic dishonesty.

The following progression requirements apply to students entering the program in Fall 2011 and beyond. In order to progress to Year 3 of the program, students must pass all courses and achieve a 70% overall program average in Years 1 and 2.

Fleming College will provide Trent University with final transcripts for all students who have declared their intent to continue within two weeks of release of final grades. Upon receipt of the final transcript following Semester 4 and confirmation that the student meets the requirements for progression to Semester 5, Trent University will send a 'confirmation of eligibility to continue' letter to eligible students, outlining the process for accessing the MyTrent account and course registration. Students will be eligible for the early registration process for upper level students at Trent. Students wishing to take courses in the summer term will be instructed to request an expedited review process.

Transfer credits will be recorded on the student's Trent record as outlined in Appendix B.

7.3 Course Exemptions

It is the responsibility of each partner to review transcripts and course outlines as required to make assessments for course exemptions in the curriculum components under their responsibility. A record of all such exemptions must be thoroughly documented and included in the student's file. Documentation to include: originating institution, name and number of course considered for exemption, course weight, numerical grade and the Fleming or Trent equivalent course for which the exemption is given. Back-up documents, such as course descriptions and outlines should be included where relevant. Parties agree that exemptions will be made only on the basis of academic courses completed in post-secondary institutions. Under no circumstances will transfer credit be awarded on the basis of PLAR. All requests for exemptions will be assessed with a dual focus on ensuring that students are appropriately prepared for success in subsequent courses in the program and ensuring that the program integrity and outcomes are maintained.

8.0 Tracking of Students

Trent and Fleming agree to design a process that enables cross institutional tracking so that student performance, retention, graduation and graduate success statistics can be attained. **Both institutions will work toward a process that obtains student permission for sharing of records at the start of the program to support seamless transition and tracking of student performance over the program. Proposed language is, "By accepting this offer of admission, I understand and agree that details of my academic record will be shared with Trent University while I am enrolled at Fleming, and with Fleming College while enrolled at Trent."**

9.0 Program Staffing/Academic Credentials

The process for any new full-time hires dedicated to the Ecological Restoration program shall be collaborative, including both Fleming/Trent input into the hiring process including job ads, screening of applicants and where possible, the interview and selection process.

All Fleming “U” level courses will be staffed by a professor who has, at minimum, a Masters Degree in the field of study. If the course is jointly delivered, only the ‘lead’ professor will require this credential.

Trent & Fleming professors will have opportunities to participate in all field courses / field study / field camps throughout the program. Both partners agree to a deliberate intent to involve students in both the Fleming and Trent environments throughout the curricular and co-curricular aspects of program.

10.0 Program Funding and Reporting

The program is funded through the Ministry of Training, Colleges & Universities as per existing funding mechanisms. Students registered in the first two years will be counted on the Fleming College audit and funded accordingly, with the final two years counted on the Trent University audit.

11.0 Access to Student Supports and Services

As a principle, students will have regular access to student supports and services at each institution while enrolled at that location. Students will have access to Library resources at both Fleming and Trent throughout the program. Ecological Restoration students will have access to OSAP, bursaries and scholarships as per standard eligibility policies at each institution where they are enrolled. **Partners agree to work toward the introduction of a joint student ID card.**

12.0 Faculty Access to Resources

Trent and Fleming professors associated with this joint program will have access to program resources at each institution for initiatives in support of this program, such as the Centre for Alternative Wastewater Treatment, Oliver Centre and the Institute for Watershed Science.

13.0 Convocation

The joint nature of the program will be recognized on the degree and diploma parchments students receive. The convocation ceremony for the joint degree/diploma program will take place at Trent University, as a distinct program within the B.Sc. (Honours) graduates. The Dean, School of Natural and Environmental Resource Science and program faculty will be invited to participate in the convocation ceremony at Trent. Convocation details are outlined in Appendix C. Ecological Restoration graduates will also be listed in the Fleming College convocation program and mention will be made of the joint program graduates during Fleming’s convocation ceremony.

14.0 Signing Officers

For Fleming College:

Laurel Schollen
Vice-President Academic

Date

For Trent University:

Gary Boire
Provost and Vice-President Academic

Date

