

STUDENT MOBILITY FRAMEWORK

Revision History

Version #	Ver. Date	Description of change
1.0	July 2016	Document created
1.1	June 2017	Added Appendix C – Articulation Template
2.0	January 2022	Updated Appendix C - Articulation Template

Acknowledgements and References

The development of this guide relied heavily upon information provided by internal and external colleagues and the following documents, and a scan of Ontario Colleges policies and procedures.

- Ministry of Training, Colleges, and Universities (MTCU) – Policy Statement for Ontario's Transfer System <http://www.tcu.gov.on.ca/eng/eopg/publications/CreditTransferE.pdf>
- British Columbia Council on Admissions & Transfer (BCCAT)
- Council of Ministers of Education, Canada
<http://www.cmec.ca/Publications/Lists/Publications/Attachments/216/ministerial-statement-credit-transfer-2009.pdf>
- Junor, S. Usher, A, Student Mobility & Credit Transfer. A National and Global Survey. Educational Policy Institute, 2008, page.19.
- Day, M. Developing Benchmarks for Prior Learning Assessment and Recognition, Executive Summary. Canadian Association of Prior Learning Assessment, 2000.

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1.0 GOAL

Fleming College is committed to student success. The College will enable students to reach their academic goals through education pathway initiatives within the College and with external institutions. These pathways will maximize student transfer from one credential to another.

The College is committed to developing articulation agreements that provide students with new and enhanced pathways between Fleming academic credentials and/or postsecondary institutions. Furthermore, pathways will recognize the prior learning and the credit transfer system in the province of Ontario that minimizes unnecessary duplication of students' learning and barriers to student mobility.

Fleming College will design and create pathways that are strategic and aligned with the College Strategic Mandate Agreement. The College will track pathways metrics to ensure that students can meet all of their educational goals.

2.0 CONTEXT

Fleming recognizes the many choices and opportunities for students in postsecondary education today. Research has shown that the number of students continuing their education by transferring between colleges and universities has increased over the last decade.

The mandate for student mobility from the Ministry of Training, Colleges and Universities is to

"have a comprehensive, transparent and consistently applied credit transfer system that will improve student pathways and mobility, support student success and make Ontario a postsecondary education destination of choice. The credit transfer system will assist qualified students to move between postsecondary institutions or programs without repeating prior, relevant learning"¹.

Fleming will centralize pathway coordination and increase student awareness of existing pathways and related supports to support this increased mobility. The College will improve transfer opportunities through transparency and access to pathway information and support services. Moreover, the College will build or renew relationships with strategic partner institutions. Pathways will exist for all Fleming Ontario College Certificates, Ontario College Diplomas, and Ontario College Advanced Diplomas as appropriate for graduates of a university or college who want to build on their previous academic successes at Fleming.

This commitment will use strategies rooted in national and provincial best practices, in-depth research and analysis of relevant data, and alignment with the Academic Plan. Simultaneously, Fleming will be an

¹ <http://www.tcu.gov.on.ca/eng/eopg/publications/CreditTransferE.pdf>

engaged and active partner with the Ontario Council on Articulation and Transfer (ONCAT) and other partner organizations to foster and enrich student mobility opportunities.

3.0 GENERAL PRINCIPLES

Fleming is committed to the transferability of postsecondary academic credits and to the development of articulation agreements.

ARTICULATION AGREEMENTS

- Every postsecondary program at Fleming will have strategic pathways within the College and/or with external partners as appropriate.
- Fleming will build partnerships between its programs and provincial, national and international postsecondary institutions. Pathways will include all mobility variations: college-to-college, college-to-university, and university-to-college.
- Fleming will maintain its autonomy in the development and delivery of its programs while acknowledging the institutional differences in its partners' academic policies and procedures.
- Pathway development is an essential element of Fleming's program development process.

INTERNAL PATHWAYS

- Fleming is committed to building pathways between internal programs to give students opportunities to complete more than one credential at an accelerated rate. This includes pathways within and across all schools of study, which will also highlight the value add to third-year technology programs.
- A dual Credential is an internal credential scaffolding that allows students to expand their scope of study.

- Example:

Urban Forestry



Arboriculture

Ecosystem Management Technician



Forestry Technician

QUALITY ASSURANCE

- Quality Assurance (QA) will be a cornerstone of pathway development. The College will ensure consistency of the process in articulation agreement development through an alignment to College policies and compliance with provincial organizations such as the Ontario Council on Articulation, Transfer (ONCAT) and the Postsecondary Education Quality Assessment Board (PEQAB) and Ontario College Quality Assurance Service (OCQAS)

- Articulation agreements are developed using transparent and approved business processes and templates.
- There will be consistency in developing articulation agreements through defined steps, roles, and accountabilities.
- Fleming academic department(s) named in articulation agreements are accountable for the accuracy of the information and the quality of the academic data. While adhering to College policies, it is the responsibility of the academic department(s) to build collaborative relationships and to ensure academic standards in the formation of the agreement. The academic department(s) will be accountable for the renewal, review, revision, and evaluation of these agreements.
- Academic Planning, Operations and Student Mobility (APOSOM) office will assist and support the articulation process and ensure that final agreements are signed, communicated, and stored correctly.
- APOSOM will maintain oversight and tracking of all articulation agreements once approved for implementation by the Academic Vice President.

COMMUNICATIONS/STUDENT ADVISING

- Fleming will communicate all pathway opportunities to students and alumni. This will support transparency and accessibility.
- Students will be supported in their pathway journey through events such as; advising lunch-and-learns, Pop-Up Advising, and annual pathways fair.
- Pathways resources will be kept current and accessible. APOSOM will develop and execute a communications strategy. Further, APOSOM will be responsible for pathway publications in digital and paper formats and website updates.
- During the development process, consultation and collaboration with departments impacted by articulation agreements will ensure that institutional capacity and academic advisement are in place to support student success.
- Fleming will use pathway agreements as recruitment tools for program marketing resources.

FUTURE OPPORTUNITIES

- Fleming will collaborate with other institutions on mobility projects of mutual interest.
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4.0 DEVELOPMENT OF ARTICULATION AGREEMENTS

Articulation agreements result from discussions between program leads and institution leaders with mutual interest. The following steps outline the procedures for developing an articulation agreement or similar document. The actual process may vary depending on the details of the articulation agreement or related document.

NOTICE OF INTENTION TO ARTICULATE

An academic school or APOSM receives from or requests a potential partnering institution regarding interest in developing an agreement.

The planning process will provide a tracking tool for auditing purposes. This process sets the parameters of the partnership and determines the scope and nature of the agreement. The timeframes for these discussions will vary because of the uniqueness of each partnership. This documentation will be maintained by the APOSM department and will include:

- Name(s) and credential(s) of the articulating program(s).
- Type of articulation sought (course to course or block-semester or year bilateral or multilateral).
- Confirmed interests and priorities (suitability, branding, positioning, future opportunities) of the partnering program/institution(s).

INITIAL FEASIBILITY REVIEW

An initial feasibility review of the proposed agreement regarding available resources, alignment with Fleming's strategic mandate and goals and opportunities for students and graduates will be completed with the appropriate academic school. The initial feasibility review will include, but is not limited to:

- Consultations with appropriate departments to determine and assess the potential impact of the proposed articulation on facilities, faculty, program enrolment, revenue or additional costs, and other college programs.

PROGRAM MAPPING AND DETERMINATION OF TRANSFER CREDITS

The appropriate department will complete program mapping and determination of transfer credits for the pathway. This program mapping and determination of transfer credits will include, but are not limited to:

- Consultation with the collaborating institution(s) (department/program if internal) to outline and confirm the primary outcomes of the agreement, such as pathway category, a credential awarded, type of transfer credit (course-to-course or block), eligibility criteria and implementation timelines.
 - Identification of faculty responsible for the assessment of transfer credit.
 - Sending required documentation to receiving institution, such as course syllabi, curriculum maps, and institutional policies and procedures.
 - Review course syllabi or outlines as the receiving institution to determine which courses (or block transfer) will be equivalent.
 - Ensuring that program outcomes meet province-wide multi-lateral agreement if applicable
 - Creation of program maps.
-

ADMISSION REQUIREMENTS AND GRADING DETERMINATION

The receiving institution will determine admission requirement(s). The admission requirements and grading determination will include, but are not limited to:

- The maximum and the total number of transfer credits allowed.
- The grade requirements for transfer credit courses.
- All course requirements for pathway program completion include any additional courses such as 'reach back' courses or an additional 'bridge' semester.
- Any work placement/field/co-op requirements.
- Prior Learning Assessment (PLAR) for advanced standing if applicable.
- GPA requirements for graduation.
- Details of additional admission requirements such as portfolio, interview, audition, or other specifics such as space availability, as applied to the programs under consideration.

COMPLETION AND COMMUNICATION OF ARTICULATION AGREEMENTS

Academic Planning, Operations and Student Mobility (APOSOM) serve as the primary agent for the oversight and maintenance of signed articulation agreements. Signing, communication and retention of articulation agreements and memorandums of understanding will be within their purview, including:

- Terms relating to the length of the agreement.
- Date of signing and dates for periodic review of terms and conditions.
- Communicating with Marketing Department to ensure all new agreements are published to the college and community
- Process for program changes, partner discussion, agreement, implementation and notification of curriculum or course content changes to the public.
- Details for periodic review, with the time specified, of success or utilization of the program pathways offered in the agreement. Notice of termination must be in writing with appropriate lead-time and reasons for the termination.

Evaluation, Maintenance, Timelines and Data Collection

Academic Planning, Operations and Student Mobility (APOSOM) serve as the primary agent for evaluation, maintenance, timelines and periodic data collection of signed articulation agreements. The maintenance, timelines and data collection will include, but are limited to:

- Setting timelines for periodic review of data sets with institutional partners.
 - Renewal - provide Deans with advanced notice
 - Data Collection - collecting data from partner institutions on number of Fleming transfer students attending that institution.
 - Evaluation of data for feedback to Academic Division
 - Updating data sets and methodologies as new technologies and research is available.
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APPENDIX A: DEFINITIONS

This list includes an explanation of terms and abbreviations used within, or applicable to this framework.

ARTICULATION

A process of joining or interrelating sectors or branches of education to function as a system. Through the process of articulation, credentials from one institution are recognized by another to allow student's advanced standing in a new postsecondary program².

ARTICULATION AGREEMENT

An official agreement between two or more institutions - usually a college and a university - that authorizes studies undertaken in specific programs at one institution to be credited toward specific programs at another institution³.

BLOCK TRANSFER

Process of granting credit for a group of completed courses, such as a certificate or diploma program, from one institution by another without requiring course-by-course assessment.

CREDENTIAL

A certificate, diploma or degree awarded after a student has successfully completed all of the curricular requirements, normally including the accumulation of a minimum number of credits.

CREDIT TRANSFER

Recognition of previous academic achievement including establishing course-by-course equivalencies, granting unassigned credit, agreeing to grant specified blocks of credit transfer for completed credentials, or the development of prior learning assessment and recognition processes⁴.

INTERNAL PATHWAY (DUAL CREDENTIAL)

An internal credential scaffolding that allows students to expand their scope of study upon successful completion of a certificate or diploma. For example, upon successful completion of a two year technician diploma, students may be eligible to complete the third year of an advanced diploma or transfer into a related program with advanced standing, allowing them to graduate with two diplomas.

PATHWAYS

Different routes that individuals take to progress through the education system – often referring to learners who do not follow the standard trajectory directly from high school to college or university.

² BCCAT: <http://www.bccat.ca/articulation/resources/handbook/appendixb/>

³ Ontario College University Transfer Guide: <http://www.ocutg.on.ca/search/servlet/search?display=e-glossary>

⁴ CMEC Ministerial Statement on Credit Transfer in Canada.

POSTSECONDARY CREDIT

Awarded to students who have demonstrated successful completion of a module or unit, which represents a portion of an academic qualification. In order for this to occur, a student must meet a minimum standard, commonly known as a "pass," in the assessment process⁵.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

A systematic process of identification, documentation, and recognition of formal and informal skills and knowledge. Recognition of prior learning can be used toward the requirements of education and training programs⁶.

STUDENT MOBILITY

Academic mobility during a student's program of study in postsecondary education. Mobility allows students to earn credits towards a diploma or degree at more than one institution.

TRANSFERABILITY

Ability to move easily between postsecondary institutions, among colleges and between colleges and universities.

⁵ Junor, S., Usher, A., Student Mobility & Credit Transfer, A National and Global Survey. Educational Policy Institute, 2008, page. 19.

⁶ Day, M. Developing Benchmarks for Prior Learning Assessment and Recognition, Executive Summary. Canadian Association of Prior Learning Assessment, 2000.

APPENDIX B: LIST OF REQUIRED ELEMENTS FOR ARTICULATION AGREEMENTS

- Formal institutional names and addresses
- Branding of partnering institutions
- Agreement's purpose
- If required, reference to previous agreements
- If required, Agreement definitions
- Roles and responsibilities
- Admission requirements
- Implementation and Review
- If appropriate, data sharing and evaluation
- Amendment procedure
- Marks, logos, and names
- Terms and conditions
- If appropriate and not previously covered, Indemnification and liability
- Administrative contacts
- If required, additional provisions

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APPENDIX C: ARTICULATION AGREEMENT TEMPLATE

ARTICULATION AGREEMENT BETWEEN

THE SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PETERBOROUGH, ONTARIO, CANADA

AND

PARTNER'S FULL NAME
CITY, COUNTRY

MONTH YEAR

The PARTIES to this ARTICULATION AGREEMENT are **The Sir Sandford Fleming College of Applied Arts and Technology** (hereinafter referred to as "**FLEMING**"), whose address is 599 Brealey Drive, Peterborough, Ontario K9J 7B1, Canada and **PARTNER'S FULL NAME** (hereinafter referred to as "**PARTNER'S SHORT FORM**"), whose address is **Partner's Address**.

For this AGREEMENT:

- "**AGREEMENT**" shall mean this Articulation Agreement, and any or all attached Schedules incorporated by reference.
- "**ARTICULATED PROGRAMS**" shall mean Fleming's programs as detailed in the attached Schedules.
- "**PARTIES**" shall refer to both The Sir Sandford Fleming College of Applied Arts and Technology and **PARTNER'S FULL NAME**.
- "**PARTY**" shall refer to either The Sir Sandford Fleming College of Applied Arts and Technology or **PARTNER'S FULL NAME**.

ARTICLE 1: PURPOSE

The PARTIES wish to enter into this block transfer AGREEMENT to establish **PARTNER'S SHORT FORM** degree completion opportunities for alumni who have completed one of the ARTICULATED PROGRAMS at Fleming. This AGREEMENT establishes the principles, guidelines, and procedures governing admission and assessment of selected qualified candidates to enter select degree programs at **PARTNER'S SHORT FORM** after completing one of the ARTICULATED PROGRAMS at FLEMING.

ARTICLE 2: ROLES AND RESPONSIBILITIES

Collaboration

- Each PARTY will have faculty, departments, or designates responsible for coordinating collaborative discussions to enhance and coordinate this AGREEMENT.
- Each PARTY will communicate with the other about possible or anticipated changes to its program(s).

Recruitment and Marketing

- The PARTIES agree to support this AGREEMENT by providing timely information to an interested candidate.
- The PARTIES will mention this AGREEMENT in promotional materials and advertisements about their respective programs, during related special events and on their websites.

ARTICLE 3: ADMISSION REQUIREMENTS

All applications to all programs of study are subject to assessment according to the institution's admissions procedures and criteria, which may be amended from time to time. All **PARTNER'S SHORT FORM**'s programs of study are subject to enrolment limitations. Admission to any program of study will

be at the sole discretion of **PARTNER'S SHORT FORM**, even where a candidate has satisfied all applicable admission and related requirements. Neither PARTY shall bear any responsibility for late, incomplete, or deficient admission applications.

Each PARTY acknowledges that the existence of any program description in any promotional material does not constitute a legal undertaking that the program is available.

ARTICLE 4: IMPLEMENTATION AND REVIEW

This AGREEMENT is subject to review whenever either PARTY makes curricular changes that impact the AGREEMENT. When a change occurs, the program departments will notify their respective articulation designates so this AGREEMENT can be updated. Articulation designates that each PARTY will review the AGREEMENT annually to ensure it is current.

ARTICLE 5: DATA SHARING AND EVALUATION

To evaluate the success of the AGREEMENT, the PARTY will provide FLEMING with progress reports regarding the candidates. The report's use shall be limited to academic information for statistical, administrative and/or research purposes. The frequency of a progress report is to be determined by the PARTIES.

Where possible, an evaluation of the AGREEMENT will consist of both PARTIES examining:

- The number of applicants to a program of study;
- The number of qualified candidates admitted and subsequently enrolled in a program of study;
- The number of candidates that successfully obtained both academic credentials;
- Admission procedures, program planning, timelines and special requirements; and/or
- Recommendations for types and times of promotion efforts.

The PARTIES acknowledge that each PARTY is subject to its own jurisdiction's laws regarding information disclosure and/or privacy and that access to information in respect of this AGREEMENT will be provided in accordance with those laws. The **PARTNER'S SHORT FORM** acknowledges that FLEMING is subject to the Freedom of Information and Protection of Privacy Act, RSO. 1990, c. F.31 (Ontario) "FIPPA".

Each PARTY agrees to maintain in confidence and safeguard all Confidential Information of the other, as well as any Personal Information, disclosed to it by the other.

ARTICLE 6: AMENDMENT

No amendment of or to this AGREEMENT shall be effective unless made in writing and signed by the PARTIES.

ARTICLE 7: MARKS, LOGOS AND NAMES

A PARTY shall seek permission from the other before using the other's name, trademark, logo, or other associated marks in any promotional material. Upon the expiration or termination of this AGREEMENT, the PARTIES shall forthwith at their own cost and expense, discontinue the display of the other's marks.

ARTICLE 8: TERMS AND CONDITIONS OF THE AGREEMENT

- I. This AGREEMENT is effective from the **Date** for **Length of contract** calendar years.

- II. Either PARTY may terminate this AGREEMENT. In this case, a notice of three (3) months is required. The termination request shall be submitted in writing to the individual(s) noted in ARTICLE 10: ADMINISTRATIVE CONTACTS. In the event, the AGREEMENT is terminated every effort will be made to ensure that candidates currently enrolled in the program will not be affected.

ARTICLE 9: INDEMNIFICATION AND LIABILITY

This AGREEMENT is not intended to create or impose any liability of any type to any PARTY and no liability will arise or be assumed between the PARTIES because of this AGREEMENT. Each PARTY shall indemnify and save harmless the other PARTY from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints, or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the PARTY or its directors, officers, employees, candidates, students, or affiliates, under this AGREEMENT.

Nothing in this AGREEMENT shall be construed to constitute the PARTIES as a partner, joint venturer, franchisee or franchisor, agent, or representative of the other PARTY for any purpose whatsoever. Neither PARTY is authorized to enter into agreements for or on behalf of the other PARTY, make representations, or otherwise bind the other PARTY.

DRAFT

ARTICLE 10: ADMINISTRATIVE CONTACTS

PARTNER'S SHORT FORM	FLEMING
Name	Name
Title	Vice President, Academic Experience
Email address	Email address

ARTICLE 11: ADDITIONAL PROVISIONS

- I. If the laws of Ontario conflict regarding the management of this AGREEMENT and of the information collected under this AGREEMENT, then the laws of Ontario will prevail.
 - II. Neither PARTY may assign this AGREEMENT, or change the operation of this AGREEMENT, in whole or in part, without the written consent of the other.
 - III. This AGREEMENT constitutes the entire AGREEMENT between PARTNER'S SHORT FORM and FLEMING, and there is no representation, warranty, collateral agreement, or condition affecting this AGREEMENT other than expressed here in writing.
 - IV. Time shall be of the essence in the performance of this AGREEMENT.
 - V. If any of the provisions of this AGREEMENT become invalid, illegal, or unenforceable in any respects under any applicable law, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.
 - VI. This AGREEMENT shall ensure to and be binding upon the PARTIES hereto, successors, and permitted assigns.
 - VII. The Contract shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
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SIGNATURES

AUTHORIZED SIGNATORIES. Each institution represents that the individuals signing this AGREEMENT have the authority to sign in the capacity indicated.

SIGNED for and on behalf of The Sir Sandford Fleming College of Applied Arts and Technology by:

SIGNED for and on **PARTNER'S FULL FORM** by:

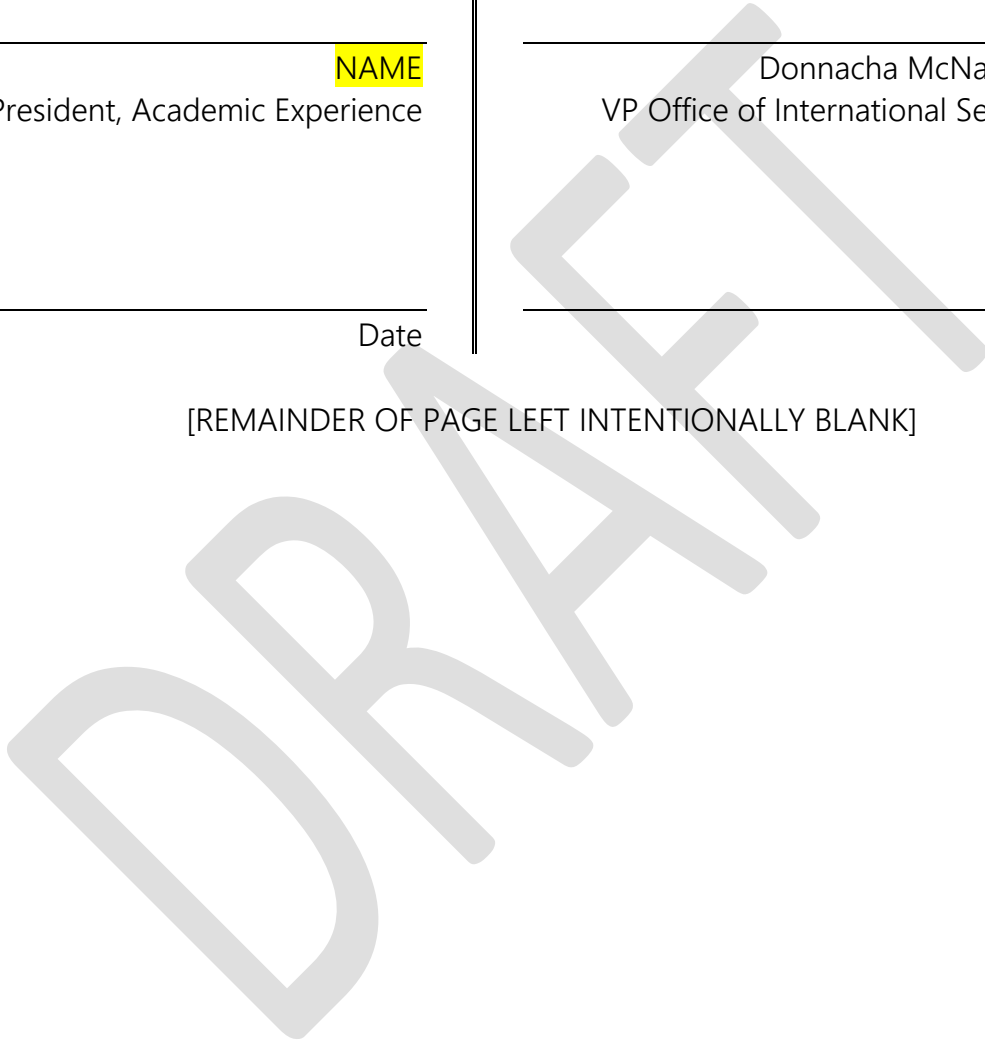
NAME
Vice President, Academic Experience

Donnacha McNamara,
VP Office of International Services

Date

Date

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SCHEDULES

SCHEDULE A

Program of Study	FULL NAME
Date of Implementation	MONTH YEAR
Date of Renewal	MONTH YEAR

REQUISITE PROGRAM

Fleming's Official Program Name

ADMISSION REQUIREMENT

A FLEMING requisite program graduate with a ##% program average will be eligible for admission consideration. PARTNER'S SHORT FORM's does not guarantee admission into the program and retains the right to limit the number of candidates admitted under this agreement.

TRANSFER CREDIT

An eligible candidate will enter the # year of a #-year program,

COMPLETION TIMEFRAME

PARTNER'S SHORT FORM's program can be completed in XXX (###) academic semesters of full-time studies.

ALIGNMENT STUDY REQUIREMENTS

If required.

ADDITIONAL NOTES

If required.

CHANGE TO SCHEDULE

If required.
