

Procedure Title:	Articulation Agreement
Manual Classification:	Section 2 – Academic Affairs
Linked to Policy:	2-210 Recognition of Prior Learning
Approved by Senior Management Team:	January, 2023
Effective Date:	February 2023
Next Review Date:	January 2026
Contacts for Procedure Interpretation:	Executive Vice President, Academic and Student Experience

1.0 – Purpose

Fleming College is committed to maintaining a well-designed, effective procedure for developing, implementing, and maintaining high-quality internal and external articulation agreements to increase access to advanced educational opportunities.

This operating procedure provides the principles and process that will be used to establish an Articulation Agreement.

2.0 – Definitions and Acronyms

Terms not defined in the section are as defined in the policy:

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.

Recognized Institution: A secondary, postsecondary or training Institution which is deemed recognized by the appropriate Dean/Designate at Fleming College.

3.0 – Scope

This procedure applies to internal Articulation Agreements between Fleming College programs and external Articulation Agreements between the College and a recognized secondary, postsecondary, or training institution.

4.0 – General Principles

- 4.1 An Articulation Agreement provides opportunities for students to pursue further, barrier-free education with maximum recognition of prior learning.
- 4.2 The Articulation Agreement development process is maintained through alignment with College policies and provincial organizations such as the Ontario Council on Articulation and Transfer (ONCAT) and Ontario Colleges Quality Assurance Service (OCQAS).

- 4.3** The College will publish relevant Articulation Agreement information on the ONTransfer.ca website for pathways with recognized Ontario institutions where the College is the receiving institution. The College will also post all external pathways on the [College's Education Pathways website](#).
- 4.4** An Articulation Agreement takes effect when the document is signed and is applicable within the effective dates stated by the agreement. Articulation Agreements will contain instructions on dissolving a partnership.
- a) An Articulation Agreement shall use Fleming College's legal name: "The Sir Sandford Fleming College of Applied Arts and Technology."
 - b) The College's Binding officer for an Articulation Agreement is the President or designate.

5.0 – Procedure

The development of articulation agreements will follow the general procedures outlined here.

5.1 Notice of Intention to Articulate

When Fleming College receives or initiates an expression of interest in developing an articulation agreement, a planning process will be started. This process will set the parameters of the partnership and determine the scope and nature of the agreement.

5.2 Initial Feasibility Review

An initial feasibility review of the proposed agreement regarding available resources, alignment with Fleming's strategic mandate, and opportunities for students and graduates in collaboration with the appropriate academic school will be completed.

5.3 Program Mapping and Determination of Transfer Credits

Program mapping and determination of transfer credits for the pathway will be completed in collaboration with the appropriate academic school.

5.4 Admission Requirements and Grading Determination

The receiving institution will determine admission requirement(s) which will be stated in the agreement and on the college website.

5.5. Approval

Articulation Agreements require review and approval from the school Dean prior to the final signing of the agreement.

5.5 Evaluation, Maintenance, Timelines and Data Collection

The College will evaluate, maintain and collect data relevant to the agreements.

6.0 – Roles and Responsibilities

6.1 Academic School leadership is responsible for:

- a) Ensuring the accuracy and quality of academic information.
- b) Embedding necessary quality assurance elements into an Articulation Agreement.
- c) Building and maintaining a collaborative and value-added relationship with internal and

external partners.

- d) Communicating relevant Articulation Agreements information to prospective and current students and alumni and include this information in appropriate promotional materials.
- e) Informing the Associate Vice-President – Academic of program curriculum change where there is a potential impact on an established Articulation Agreement.
- f) Reviewing and approving Articulation Agreements (requires approval from Dean or designate).

6.2 Associate Vice-President of Academic Operations is responsible for:

- a) The administrative maintenance, oversight and tracking of the Articulation Agreement.
- b) Maintenance of the College’s internal articulation database and ONTransfer.ca Pathways application.
- c) Collaborating with the Academic School leadership to ensure the accuracy of established Articulation Agreements and their implementation.

7.0 – Related Documents

- Fleming’s Student Mobility Framework
- ONTransfer.ca Pathways
- 2-210 Recognition of Prior Learning Policy
- OP 2-210A Transfer Credit
- OP 2-210C PLAR

8.0 – History of Amendments & Reviews

Date	Activity
January 2023	Original Approval by SMT