



## **ACADEMIC AGREEMENT POLICY**

Authorizer: Vice President, Academic/Student Affairs & Human Resources

Version: V1

Effective Date: 01/13/2020

### **POLICY STATEMENT:**

Conestoga College's Strategic Plan Objectives provide direction for the institution to pursue academic agreements with Canadian and International post-secondary institutions and partner organizations. Academic agreements align with our ongoing commitment to support increased access to education through pathways.

Academic Administration oversees the creation and maintenance of academic agreements between Conestoga and other post-secondary institutions in Canada and around the world. Pathways are one of the components of Conestoga's polytechnic advantage and provide Conestoga students and graduates with opportunities to achieve their academic goals.

### **SCOPE:**

This policy applies to formally signed, binding, academic agreements between Conestoga and other accredited post-secondary institutions or designated organizations. Academic agreements with other institutions are created through the signing of Memorandums of Understanding (MOUs). Academic agreements arising from MOUs may include, but not limited to:

- Articulation Agreements
- Curriculum Sharing Agreements
- Exchange Agreements
- Linkage Agreements

## **DEFINITIONS:**

### **Institutional Level**

#### **Memorandum of Understanding**

A document that describes the general principles of an agreement between parties with the objective of governing the relationship and will not be structured as a legally binding agreement.

#### **Statement of Intent**

A document that confirms the intent of parties to explore opportunities for collaborative arrangements.

### **Program/Course Level**

#### **Articulation Agreement**

Official agreement between post-secondary institutions that allow students who have completed specified curriculum to apply to another program and enroll with advanced standing. They define the terms and conditions enabling students to transfer between specific programs and may also outline which courses or programs taken at the sending institution will apply to graduation requirements at the receiving institution.

#### **Curriculum Sharing Agreement**

An agreement whereby Conestoga agrees to allow another recognized post-secondary institution to provide a Conestoga program(s) to their students, consistent with Conestoga's curriculum content, and internal and external policies, procedures, standards and/or regulations applicable to the program(s).

#### **Exchange Agreement**

A written agreement providing guidelines for students, faculty, or staff to attend and experience other recognized post-secondary institutions for creative, academic, professional, and cultural development.

#### **Linkage Agreement**

A collaborative academic agreement designed to facilitate the admission of qualified students who graduate from English language training at another recognized post-secondary institution into an academic study program at Conestoga.

#### **Program of Study**

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other credential awarded by the Conestoga Board of Governors.

**POLICY ELABORATION:**

Conestoga identifies academic agreements with partner institutions to create opportunities for students and graduates to pursue further education beyond their program of study through the recognition of prior learning.

All academic agreements require the signature of the Vice President, Academic Administration (e.g. Vice President, Academic/Student Affairs and Human Resources) or the College President to be binding.

When agreements require two signatures, the Vice President, Finance (e.g. Vice President, Finance and Corporate Services) may be a secondary signatory.

Academic Administration is responsible for the creation, review and monitoring of all college academic agreements. A Conestoga employee in the Academic Agreements and Pathways area will consult with internal and external stakeholders to ensure that academic agreements align with college and Ministry requirements. Whenever possible, the college will utilize agreement templates. All agreements will have a defined start, end and review dates.

Conestoga initiated academic agreements require the support of an academic leader (e.g. Chair, Executive Dean or other Senior Administrator).

Academic agreements with international partner institutions require review and approval from the International Office.

**REFERENCES:**

2017–2020 Strategic Plan  
Goals & Objectives | 2017-2020

**REVISION LOG:**

Academic Forum	12/11/2019
Academic Coordinating Committee	01/13/2020