



ACADEMIC AGREEMENTS PROCEDURE

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead: Director, Program Planning and Pathways

Defining Policy: Academic Agreements Policy

Effective Date: 2024-11-06

PROCEDURE STATEMENT:

Conestoga may be approached and may engage in processes to work with other recognized post-secondary institutions to create formal or informal legally binding academic agreements including but not limited to:

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

All of the above academic agreements should be developed subsequent to the signing of a Memorandum of Understanding (MOU), outlining in detail the requirements for the implementation of these activities.

DEFINITIONS:

Agreement Coordinator

A member of the academic school/team designated by the Academic Chair to liaise with Academic Administration to support the development of Academic agreements.

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.

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.

Program of Study

An academic program that leads to issuance of a post-secondary credential or certificate for a particular area of study.

Recognized Post-secondary Institution

Conestoga considers the following as “recognized” for the purposes of evaluating Credit Transfer and awarding Block Credit Transfer:

- Member institutions of the Ontario Council on Admission and Transfer Credit (ONCAT)
- Canadian public post-secondary institutions
- University Canada member institutions
- Canadian degree-granting institutions that are primarily faith-based and approved as a private post-secondary institution in Canada
- International institutions considered accredited or recognized in their country, as determined by the Office of the Registrar through accreditation reference materials or the Ministries of Education of that country.

The Office of the Vice President, Academic Administration, may approve credits obtained from any institution or organization that does not meet the above criteria upon consultation with the Registrar and at the request of the appropriate Dean or designate.

RESPONSIBILITIES:

Academic Administration

- Confirms details included in the Memorandum of Understanding as applicable.
- Coordinate committee approval processes.
- Work in collaboration with the internal and external stakeholders in drafting the MOU and the ensuing cooperative agreement(s).
- Maintain communication with the participating institution in the drafting of academic agreements.
- Confirms the MOU and ensuing agreement(s) continually meet internal and external standards, including, but not limited to, Conestoga policies and procedures, and all applicable quality assurance and accreditation standards.
- Store original documents for reference and communicate details of the MOU and ensuing agreement(s), as necessary.
- Maintains record of the MOU and ensuing agreement(s) in the appropriate database in collaboration with the Credit Transfer Office.
- Notifies the academic Agreement Coordinator and/or appropriate program Chair of the expiring MOU and ensuing agreement(s) in collaboration with the Credit Transfer Office.
- Facilitates the review the performance of the MOU and ensuing academic agreement(s); update on agreement changes, and developments. Reviews of the MOU and ensuing agreement(s) will be conducted in collaboration with internal and external stakeholders prior to the expiry date on the agreement (where possible), and according to terms specified in the MOU and ensuing agreement(s).
- Will amend the MOU and ensuing agreement(s) in collaboration with internal and external stakeholders prior to the expiry date on the agreement (where possible), and according to terms specified in the MOU and ensuing agreement(s).
- Coordinate the signing of the final documents.

Academic School or Department

- Determines academic Agreement Coordinator(s).
- Completes and submits an Academic Agreements and Internal Pathways Form to Academic Administration to request a new academic agreement.
- Work in collaboration with the internal and external stakeholders in reviewing the MOU and ensuing agreement(s).
- Maintain communication with the other institution(s) in the drafting of ensuing agreements.
- Monitors the activities pursuant to the MOU and ensuing agreement(s) to maintain all internal and external standards, including, but not limited to, Conestoga policies and procedures, and all applicable quality assurance and accreditation standards.
- Operationalizes the academic agreement.
- Participates in the review the performance of the MOU and ensuing academic agreement(s); update on agreement changes, and developments.
- In instances where curricular change affects the articulation and/or pathway, will initiate a review of the agreement(s) with the participating institution and will inform

Academic Administration of this activity. This includes curricular changes resulting from Conestoga's program review processes.

- Recommend renewal, change or suspension of an academic agreement to Academic Administration.

Credit Transfer Office

- Ensures course equivalencies resulting from the MOU and ensuing agreement(s) are entered and maintained on the appropriate database.
- Notifies the Agreement Coordinator and/or appropriate program Chair of expiring course-to-course equivalencies.

School of Interdisciplinary Studies/Conestoga Language Institute

- Assesses private language schools to determine if they meet Conestoga's criteria for quality English language training.
- Works in collaboration with the internal and external stakeholders in drafting applicable agreements.
- Monitors the Linkage Agreement and associated activities to ensure all standards are maintained.
- Works in collaboration with the internal and external stakeholders to amend the agreement as necessary.
- Audits private language schools as necessary.

PROCEDURE:

1. Academic Agreements and Internal Pathways Form

- 1.1. To initiate internal processes for creating a new academic agreement, a School or department will determine an Agreement Coordinator(s).
- 1.2. The academic school or department will submit to Academic Administration a completed Academic Agreements and Internal Pathways Form outlining the proposed agreement with another recognized post-secondary institution.
 - 1.2.1. Conestoga initiated academic agreements require the support of an academic leader (e.g. Chair, Executive Dean or other senior administrators).
 - 1.2.2. In the case of Linkage Agreements, the Agreement Coordinator(s) will consult with and obtain the approval to proceed from the School of Interdisciplinary Studies.

2. Memorandum of Understanding (MOU) and Ensuing Academic Agreement(s)

- 2.1. Academic Administration will review Academic Agreement and Internal Pathways Form submissions and based on the information provided will determine if the potential agreement aligns with the College's Strategic Plan.
- 2.2. A draft MOU will be prepared by Academic Administration or the proposing institution, in consultation with the Agreement Coordinator.
- 2.3. Ensuing academic agreements may supersede or act in tandem with the MOU, and will be drafted by the Academic Administration in consultation with Agreement Coordinator.

- 2.3.1. Linkage agreements will be drafted in consultation with the School of Interdisciplinary Studies.
- 2.3.2. Any agreements where a WIL component will be impacted by the terms will be drafted in consultation with the Talent Hub.
- 2.3.3. Any agreements where general education/breadth curriculum will be impacted by the terms will be drafted in consultation with the School of Interdisciplinary Studies.

3. Approval

- 3.1. The MOU and any ensuing academic agreements will be executed in accordance with the Signing Authority Policy of Conestoga, and the equivalent procedure at the other institution(s) included in the agreement.
- 3.2. Signed agreements will be electronically stored in a central repository by Academic Administration.
- 3.3. Academic Administration and/or the Credit Transfer Office will input MOU and ensuing agreement(s) and credit transfer arrangements into the appropriate database.
- 3.4. Academic Administration and/or the Credit Transfer Office will publish the details on institutional or provincial pathways and credit transfer platforms, including but not limited to Conestoga's Enterprise Resource System and Ministry funded student mobility databases.

4. Review

- 4.1. Academic Administration will notify academic school or department(s) of upcoming review or expiration of existing MOUs and/or ensuing agreements (where possible).
- 4.2. All existing MOUs and/or ensuing agreement(s) will be reviewed by the Agreement Coordinator(s) in accordance with the Academic Agreements Policy and Procedure, and with the terms of cooperation stated in the document. These may include, but are not limited to, terms of review, amendment, expiration, and/or termination, as applicable. The review will include data provided by the other institution supporting the use of the agreement.
- 4.3. The academic school or department will be responsible for bringing their review and recommendations of the academic agreement to Academic Administration at the appropriate time.
- 4.4. All renewals will be executed in accordance with the Signing Authority Policy of Conestoga, and the equivalent procedure at the other institution(s) included in the agreement.
- 4.5. Signed agreements will be electronically stored in a central repository by Academic Administration.
- 4.6. Academic Administration and/or the Credit Transfer Office will input the revised MOU and ensuing agreement(s) into the appropriate database(s).
- 4.7. Academic Administration and/or the Credit Transfer Office will publish the details on institutional or provincial pathways and credit transfer platforms, including but not limited to Conestoga's Enterprise Resource System and Ministry funded student mobility databases.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Ministry of Training, Colleges and Universities Minister’s Binding Policy Directive: Framework for Programs of Instruction

Ontario College Quality Assurance Service (OCQAS) Accreditation Standards

Postsecondary Education Quality Assurance Board (PEQAB), Manual for Ontario Colleges

APR/MPR Documents

Academic Agreements Policy

Credit Transfer Policy and Procedure

Program Development Procedure

Program Review Procedure

Program Suspension and Cancellation Procedure

Signing Authority Policy

REVISION LOG

2024-10-30 Academic Forum

2024-11-06 Academic Coordinating Committee