



Procedure

Procedure Name	<i>Articulation Procedure</i>		
Procedure #	IP 3.1	Parent Policy	To be developed
Policy Owner	Vice President Academic	Effective Date	November 7, 2017
Procedure Owner	AVP Student Progression and Registrar	Next Review Date	July 2022
Approved by	AVP Student Progression and Registrar	Approval Date	November 7, 2017

1.0 Purpose/ Background

NAIT is committed to enhancing barrier-free learner pathways into, within, and beyond its institution in support of lifelong education. The parameters expressed within this procedure are intended to support the establishment and maintenance of articulation agreements applicable to Degree, Diploma and Certificate programs.

2.0 General Principles

- 2.1 NAIT is a member in good standing with the Alberta Council on Admissions and Transfer (ACAT) and actively participates in the establishment of transfer agreements with other members of the transfer system to the benefit of Alberta's learners.
- 2.2 This Procedure has broad application to all types of articulation agreements, but articulation agreements initiated with an ACAT transfer partner shall adhere to the Principles, Policies and Procedures of ACAT.
- 2.3 NAIT is committed to enhancing pathways within the institution and values the formalization of transfer agreements between programs.
- 2.4 In addition to obtaining School approval, articulation agreements initiated outside of ACAT are reviewed and approved by the NAIT Registrar and NAIT General Counsel or designate.
- 2.5 Students interested in advanced credit recognition should engage in the advanced credit process as outlined in the Recognition of Prior Learning Procedure, AD1.01.
- 2.6 NAIT students must successfully complete at least fifty percent (50%) of their applied education from NAIT, to be determined by the number of credits earned as a ratio of total credits required for completion in order to receive a NAIT credential.

- 2.7 Block transfer agreements are used primarily when laddering credentials (e.g. from Diploma to Degree). Course-by-course agreements are used primarily when awarding credit within a credential.
- 2.8 For articulation agreements pertaining to Degrees, all instructional staff will have a Doctorate or Master’s Degree with relevant professional designation.
- 2.9 For all other agreements not pertaining to Degrees, all instructional staff will at minimum have the relevant professional designation for their field.
- 2.10 Articulation agreements are reviewed every 5 years, unless curriculum or program changes necessitate an earlier review.
- 2.11 The Articulation & Transfer Coordinator in the Office of the Registrar is responsible to identify any articulation agreements that are impacted by curriculum or program changes, or are set to expire and collaborate with the Schools to facilitate renewal or revisions to agreements.
- 2.12 The Associate Dean, Academic has signatory authority for final approval of agreements, unless otherwise specified or required.
- 2.13 Termination of an agreement may occur in cases where the terms of an agreement are not met or in cases where significant curriculum or program changes have occurred.

3.0 Definitions

Term	Definition
Advanced credit	Credit that is granted at a post-secondary institution through one of three types of assessment processes known as Transfer Credit, Credential Recognition and PLAR (Prior Learning Assessment and Recognition).
Articulation agreement	An official agreement between a sending institution and a receiving institution that recognizes equivalency and transferability of courses and programs.
Block transfer agreements	Transfer awarded for a group of credits, courses or outcomes at one institution that are determined to be equivalent to a group of credits, courses or outcomes at another institution. Block transfer does not require course-by-course equivalency assessment.
Course-by-course agreements	Transfer credit awarded for a course(s) at one institution that is determined to be equivalent to a course(s) at another institution. Course curriculum must be a minimum of an 80% match to NAIT course outcomes to award advanced credit.
Receiving institution or program	The institution or program a learner transfers to that is receiving courses and/or programs as transfer credit.
Reciprocal agreement	A transfer agreement between two institutions whereby each institution agrees to accept a course or courses taken at the other institution in lieu of its own course(s).
Sending institution or program	The institution or program a learner transfers from that is sending courses and/or programs as transfer credit.

Transfer credit	Awarding credit at one institution for courses completed at another institution, or at the same institution between varying programs or schools.
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4.0 Procedures

4.1 *Articulation agreement proposed by NAIT*

- 4.1.1 A NAIT Articulation Proposal form is completed by the Program area, NAIT International, or the Articulation and Transfer Coordinator and approved by the Associate Dean, Academic.
- 4.1.2 The Articulation Proposal form is submitted to the Articulation & Transfer Coordinator.
- 4.1.3 The Articulation & Transfer Coordinator creates an Agreement ID and submits the agreement for the partner post-secondary institution to review and approve. In cases where the agreement includes an ACAT transfer partner, the Articulation & Transfer Coordinator enters the agreement into ACAT's Transfer Credit Evaluation System for the transfer partner to review.
- 4.1.4 In cases where the agreement does not include an ACAT transfer partner, the agreement is reviewed and approved by the NAIT Registrar and NAIT General Counsel or designate.
- 4.1.5 Any amendments required to the agreement are prepared by the Articulation & Transfer Coordinator, and signature of appropriate signing authorities obtained.
- 4.1.6 The Articulation & Transfer Coordinator ensures the approved agreement is active in NAIT's internal transfer database and, if applicable, ensures the agreement is accurately reflected in ACAT's Transfer Credit Evaluation System.

4.2 *Articulation agreements proposed by another post-secondary institution*

- 4.2.1 The Articulation & Transfer Coordinator receives a draft articulation agreement from a partner post-secondary institution. The Articulation & Transfer Coordinator submits the draft to the Program area and Associate Dean, Academic for review and approval.
- 4.2.2 In cases where the agreement does not include an ACAT transfer partner, the agreement is reviewed and approved by the NAIT Registrar and NAIT General Counsel or designate.
- 4.2.3 Any amendments required to the agreement are prepared by the Articulation & Transfer Coordinator, and signature of appropriate signing authorities obtained.
- 4.2.4 The agreement is reviewed and approved by NAIT and the partner post-secondary institution. The Articulation & Transfer Coordinator ensures the agreement is active in NAIT's internal transfer database and, if applicable, ensures the agreement is accurately reflected in ACAT's Transfer Credit Evaluation System.

4.3 *Articulation agreements between NAIT programs*

- 4.3.1 A NAIT Articulation Proposal form is completed by the sending or receiving Program area, or the Articulation and Transfer Coordinator and approved by the Associate Dean, Academic.

- 4.3.2 The Articulation Proposal form is submitted to the Articulation & Transfer Coordinator.
- 4.3.3 The Articulation & Transfer Coordinator creates an Agreement ID and submits the agreement for the partner program area to review and approve.
- 4.3.4 Any amendments required to the agreement are prepared by the Articulation & Transfer Coordinator, and signature of appropriate signing authorities obtained.
- 4.3.5 The Articulation & Transfer Coordinator ensures the approved agreement is active in NAIT's internal transfer database.

5.0 Exceptions to the Procedure

5.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

6.0 Related Documentation

[Alberta Council on Admissions and Transfer Principles, Policies and Procedures](#)

Recognition of Prior Learning Procedure AD1.01

Document History

<i>Date</i>	<i>Action/ Change</i>
November 7, 2017	Approved by Anna Foshay, Registrar
May 15, 2017	Recommended by Academic Policy Committee