

Procedures Title: Transfer and Articulation Agreement Procedures

Associated Policy: FM 1.0 Signing Authority Policy

Procedure Holder: Office of the Registrar

Executive Lead: Registrar and Associate Vice-President, Student Life

Original Date: June 2025

Last Revised: n/a

Next Review: June 2027

1. Purpose and Background

These Procedures are intended to provide proponents of Transfer and Articulation Agreements (“Agreements”), be they faculty members or senior academic leaders, a clear pathway to follow regarding agreement development, stages of review and approval, on-going maintenance, and renewal or termination.

2. Principles for the Development and Approval of New Articulation Proposals

- Articulation Agreement proposals should be strategic and must align with the University’s academic vision and mission per the Yukon University Strategic Plan and Academic Plan. Proposals must also meaningfully advance the University’s enrolment goals, as outlined in the Strategic Enrolment Management Plan (SEM). Proposals are also required to align with the University’s obligations under the *Yukon University Act*, section 3(d),(e), to honour, respect, and include Yukon First Nation knowledge, worldviews, cultural and traditional practices, and educational priorities.
- Articulation Agreement proposals should support Yukon University’s internationalization goals while addressing specific recruitment and enrolment planning in relation to individual academic programs.
- Proponents of Articulation Agreements can be faculty members or senior academic leaders.
- Articulation Agreement Proposals should benefit current and future Yukon University students.
- Articulation Agreements should respect the principles of intellectual property and academic freedom.

- Articulation Agreements should be reviewed and evaluated prior to renewal or cancellation.

3. Definitions

- **Articulation Agreement:** A partnership agreement officially recognizing equivalency between credit courses at different institutions and, from there, formalizing course and/or program transferability.
- **Block Transfer:** Block Transfer is when a group of courses, often in the form of a certificate, diploma or degree, is recognized as a whole for transfer credit toward another institution's credential.
- **Course by Course Transfer Agreements:** Recognize individual courses as equivalent to an existing university course offering and as such, can be counted toward specific credential requirements.
- **Degree Partnerships:** A term used to describe a variety of models that provide a guarantee to students who maintain adequate grades in a postsecondary program of continuation of degree studies at another institution.
- **Transfer Pathway partnerships:** A defined route from one program or institution to another program or institution that specifies eligibility requirements and how transfer credits will be accepted and applied at the receiving institution. It does not require formal signed agreement between institutions.

4. Procedures

4.1. Development and Approval of Articulation Agreements

Stage 1: Proponent Consultation with the Dean

Prior to the drafting stage, proponents will seek guidance and input from their Dean.

Stage 2: Consultation with the Registrar

Prior to the drafting stage, proponents will seek guidance and input from the Registrar and Associate Vice-President, Student Life (hereafter "Registrar"), or their designate, regarding:

- Institutional recognition.

- Potential alignment with SEM priorities. At this stage, the Registrar will advise as to whether the proposed Articulation Agreement will meaningfully advance current SEM enrolment goals.
- Confirmation of which articulation agreement template is required, or whether an articulation agreement is required.

Stage 3: Drafting

Whether the idea for an Articulation Agreement (hereafter “Agreements”) originates with Yukon University or a potential partner institution, the proposed Agreement must have an internal proponent (e.g., VPA, dean, chair, program coordinator/instructor, faculty members from a specific program area), who is responsible for the following:

- a. Drafting the Agreement in cooperation with the partner institution or reviewing the Agreement and suggesting revisions if it has already been drafted by the partner institution.
- b. Preparing an accompanying briefing note that includes a rationale for putting the Agreement in place.
- c. Liaising with contacts at the partner institution to ensure the draft Agreement is proceeding through their established approval processes.
- d. Moving the draft Agreement through Yukon Universities approval processes.

Stage 4: Faculty Council Review

The draft Agreement is submitted to the appropriate Faculty Council (or committee of Faculty Council), which reviews the Agreement and either requests further revisions and re-submission or endorses it and refers it to the Senate review phase.

Stage 5: Senate Review

- Pending the endorsement of the appropriate Faculty Council, Agreements are sent first to the Academic and Research Planning and Priorities Committee (ARPP) of Senate for review.
- ARPP may request further revisions and resubmission or send the Agreement to the Senate for review.

- If ARPP recommends the Agreement be approved, the Senate then reviews the Agreement and may request further revisions and resubmission or endorses the Agreement and refers it to the President for review and approval, pursuant to section 6 of the policy BOG 3.0 Yukon University President Responsibilities.

Stage 6: President Review

- The President may request further revisions and resubmission or approves the Agreement.
- The President, pursuant to section 34(2)(c) of the Yukon University Act and policy BOG 3.0 Yukon University President Responsibilities, reports to the Board of Governors on approval of the Agreement.
- The Office of the President will forward a copy of the signed Agreement to the Registrar.

4.2. Maintenance and Periodic Review of Agreements

The Registrar, or their designate, is responsible for:

- a. Reviewing Agreements up for renewal and providing enrolment data and recommendations to support the renewal or cancellation of an agreement to the appropriate Dean.
- b. Reviewing Agreements up for renewal and advising concerning their alignment with current SEM goals and strategies.
- c. Ensuring that paper and electronic versions of finalized and fully signed Agreements are stored in the Office of the Registrar (copies of finalized Agreements may be kept by the appropriate Dean and the Provost for reference).
- d. Posting finalized Agreements to the YukonU website and intranet (e.g., SharePoint site of the Office of the Registrar).
- e. Initiating an agreement evaluation no later than six (6) months prior to its end date by informing the appropriate dean that it is up for renewal and liaising with the dean regarding progress on the evaluation.

Once a dean is informed that an Agreement is up for renewal, they are responsible for leading an evaluation of the Agreement in consultation with the appropriate Chair and program Coordinator, before bringing it to Faculty Council for review

In its evaluation, Faculty Council should take into account the following:

- a. Data on student uptake of the transfer pathway guaranteed by the Agreement.
- b. Quality of the relationship with the partner institution(s).
- c. Curriculum changes within the programs and/or courses connected by the Agreement.
- d. Evidence that the Agreement will actively advance Yukon University's enrolment goals and strategies per the SEM plan.
- e. Alignment with the strategic directions and goals as outlined in the University's Academic Plan.

Following its evaluation, Faculty Council may recommend renewal or cancellation of the Agreement to ARPP.

ARPP may accept the recommendation of Faculty Council and recommend it forward to the Senate or refer the matter back to Faculty Council for further consideration.

The Senate may accept the combined recommendation of Faculty Council and ARPP and recommend it forward to the President for approval or refer the matter back to Faculty Council for further consideration. If the Agreement is referred back to Faculty Council, it should be submitted again to ARPP for recommendation to the Senate.

The President may accept the recommendation from Senate or refer the matter back to Faculty Council for further consideration. If the Agreement is referred back to Faculty Council, it should be resubmitted to ARPP for recommendation to the Senate, and then from the Senate to the President.

The President, pursuant to section 34(2)(c) of the Yukon University Act and policy BOG 3.0 Yukon University President Responsibilities, reports to the Board of Governors on modification of the Agreement.

4.3. Forms

FM 1.1 Addendum Yukon University Articulation Agreement (Block Transfer) Template.

5. Exceptions to the Procedures

There are no foreseen exceptions to these Procedures.

6. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

7. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
June 13, 2025	Procedures established by the Board