

Articulation Agreements with External Colleges

PROCEDURE TO BE USED FOR ARTICULATION AGREEMENTS

The following procedure is to be used for articulation agreements for Western and External Colleges and/or for Western, its Affiliated University Colleges and External Colleges regarding acceptable admission and transfer credit.

When Western faculties (“**Faculty**” shall be interpreted hereafter in this document to be one of Western’s Main Campus Faculties or Schools and its Affiliated University Colleges) and external Colleges (“**Colleges**” shall be interpreted hereafter in this document to be an external college or institution, not including Western’s University Affiliated Colleges) wish to enter into an agreement establishing acceptable admission and transfer credit for one another’s students, the first point of contact is the Associate Registrar and Director, Undergraduate Recruitment and Admissions in the Office of the Registrar.

A written agreement between Western and the external College will be required if the terms of the agreement are not covered by a previously-approved Senate policy on admission or transfer credit.

Following consent on the terms of the agreement by the Faculty, College and Western’s Registrar’s Office, the Associate Registrar and Director, Undergraduate Recruitment and Admissions will forward information on the agreement to the University Secretariat for inclusion in the next agenda of the Senate Committee on Academic Policy and Awards (SCAPA). The agreement will be recommended for approval by SCAPA and for subsequent recommendation to Senate. The recommendation will include the appropriate entry for the academic calendar and background information stipulating the courses in question.

Contingent on approval by Senate, an articulation agreement will be signed by the appropriate signing officer of the external College in question and the Dean of the Faculty at Western and Western’s Vice-Provost (Academic Programs).

If the agreement is proposed by one of Western’s Affiliated University Colleges, following consent on the terms of the agreement by the external College, the Affiliated University College and the main campus Registrar’s Office, the Associate Registrar and Director of Undergraduate Recruitment and Admissions will forward information on the agreement to the University Secretariat for inclusion in the next SCAPA agenda for approval and recommendation to Senate and to the Board. The recommendation will include the appropriate entry for the academic calendar and background information stipulating the courses in question.

Contingent on approval by Senate and the Board, an articulation agreement will be signed by the appropriate signing officer of the external College, the Affiliated University College in question and Western’s Vice-Provost (Academic Programs).

An original copy of the articulation agreement will be retained in the University Secretariat and specifics of the agreement, e.g., the courses to which the agreement refers, may be updated from time to time without further approval by the Senate.

Please visit the [ONTransfer](#) website for more detailed descriptions, admission eligibility and program requirements for Western’s articulation agreements. If the details of the agreements do not appear on the ONTransfer website, it could mean that the agreement is under review or being prepared for renewal.

Related Policies and Notes:

See also [MAPP 1.26 – Establishing International Academic Partnerships](#) and list of [Educational Partnerships](#).