

EDUCATIONAL AFFILIATIONS POLICY

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A. PURPOSE

This policy outlines a framework for Douglas College when establishing educational affiliations with other post-secondary bodies.

B. SCOPE

Associate Vice President, International Education
 Deans/Associate Deans/Directors
 Departments/Programs
 Douglas College International
 Education Council
 Students
 Vice President, Academic and Provost

C. DEFINITIONS

Affiliation Agreement: a formal agreement between or among post-secondary institutions to collaborate in the pursuit of common educational opportunities for students and faculty members, and to publicly endorse this collaboration with a signed expression of their association

Articulation Agreement: a formal pathway agreement between related programs at a sending and a receiving institution that guarantees a negotiated recognition of transfer credit for students transferring from one program and institution to another, and that informs students of any additional course or program requirements they will have to satisfy at the receiving institution.

Block Transfer: a formal agreement between related programs at a sending and a receiving institution whereby a predetermined number of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential at the receiving institution; **block transfer** may be established where individual courses within the program may lack equivalents at the receiving institution and therefore may not be readily transferable on a course-to-course basis.

D. POLICY STATEMENTS

Douglas College encourages affiliations with other public or private post-secondary bodies, both domestic and international, when these affiliations have an identified educational purpose and enhance teaching, learning or scholarship. All agreements must be consistent with Douglas College's Strategic Plan. Douglas College affirms that the purpose and the academic requirements of all affiliations are open to public scrutiny.

Education Council will provide advice on affiliations that are undertaken with any post-secondary institution not included in the BC Transfer Guide (including institutions within BC and those outside the province).

Education Council must approve agreements which have admissions or curricular implications. Examples include, but are not limited to:

- The offering of Douglas College credit courses, programs, credentials or joint credentials with or for another body;
- The development of **articulation agreements**, such as for **block transfer** or advanced standing, in which Douglas College is the receiving institution;
- The offering of Douglas College Continuing Education Certificate of Completion programs with or for another body;
- The development of visiting student agreements, where there are special admissions criteria; or
- Where there is an intent to develop a Memorandum of Understanding for student exchanges, field schools, student research or study-abroad opportunities.

Affiliations undertaken with any post-secondary body included within the BC Transfer Guide are approved by and under the authority of the Vice President, Academic and Provost; at their discretion, the Vice President, Academic and Provost may consult the Manager of Contracts prior to approving/renewing such agreements.

Limitations

This policy does not apply to:

- The development of **articulation agreements**, such as for **block transfer** or advanced standing, in which Douglas College is the sending institution;
- Contract training, unless the training leads to the offering of a Douglas College Board-approved credential or the awarding of credit for a Douglas College course(s); or
- **Articulation agreements** between Douglas College and any other post-secondary body included in the British Columbia Transfer Guide

Principles of Affiliation Agreements

Educational Authority: Where Douglas College credentials are being awarded, Douglas College will retain responsibility for decision-making over academic matters and for quality control of programs related to those credentials in accordance with the governance structure of Douglas College.

Institutional Policies: Unless otherwise specified in the negotiated agreement and approved by the appropriate body, all Douglas College policies, procedures and guidelines will apply.

All active affiliations will be subject to periodic review.

E. PROCEDURES

Affiliation proposals must be presented to Education Council for approval prior to formalization of a curricular or admissions agreement. Each proposal will

- Describe the purpose(s) of the **affiliation agreement**;
- Articulate an educational rationale;
- Establish the educational credibility of the affiliate; and
- Identify known risks for students, the College and its employees.

Where the proposed affiliation is between Douglas College and an international post-secondary institution, Douglas College International will provide Education Council with information about the proposed affiliate and the scope of the affiliation.

Educational Policy Variances

Where a variance to Douglas College educational policies is necessary for an affiliation within Canada, the department/program(s) involved in the affiliation will present a rationale for the requested variance to the appropriate Faculty/Department Education Committee (FEC/DEC) for approval. Following FEC/DEC approval, the department/program will present the variance request and rationale to Education Council for approval.

Where a variance to Douglas College educational policies is necessary for an international affiliation, the department/program(s) involved in the affiliation will present a rationale for the requested variance to the appropriate Faculty/Department Education Committee (FEC/DEC) for approval. Following FEC/DEC approval, the department/program will present the variance request and rationale to Education Council.

Special Admissions Requirements

Where a negotiated agreement involves students from the affiliated institution attending Douglas College, and where the admissions requirements for these students differ from the standard program and/or College-wide requirements, the department/program(s) will, upon receiving FEC/DEC approval, submit the admissions requirements to the Admissions Advisory Committee for review and recommendation to Education Council.

Block Transfer Agreements

Where a negotiated agreement includes the acceptance of **block transfer** credit from the partner institution, the **block transfer** agreement will be approved separately, according to the procedures in the Recognition of Transfer Credit policy. The Vice President, Academic and Provost has final authority/approval over all affiliations that lead to students transferring into Douglas College.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Credentials Awarded at Douglas College
Dual Credit and Concurrent Studies
Evaluation
Grading
Recognition of Transfer Credit

G. RELATED ACTS AND REGULATIONS

College and Institute Act [RSBC 1996] CHAPTER 52

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A