

# Pathway and Articulation Agreement - Guide to Development

This guide is intended to be a resource for those interested in establishing formal pathway and articulation partnerships with institutions in Ontario, Canada or abroad. It should be seen as a starting point, listing key considerations while exploring potential partnerships, highlighting the process, related approvals and potential steps to implementation.

With a variety of different models being used (1+4, 2+2, 1+3, 1+2 etc.), these agreements may vary in structure, length and in the credential(s) being awarded upon completion.

When exploring the feasibility of potential partnerships and particular programs, it is strongly encouraged to include key internal stakeholders early on. It is also important to consider timelines. Although this may vary, agreements may take up to 18 months from initial exploration to first intake.

This document is intended for internal use only.

## Phase 1: Exploration and Assessment

### Explore Areas of Collaboration with the Partner Institution

Reach out to Admission Services (and OISP, if international) to facilitate collaborations with existing or potential partner institutions.

Considerations:

- Strategic Alignment (Strategic Directions, Mission, Recruitment, etc.)
- Reputation, ranking/accreditation, size of institution
- Impact on enrolment/program capacity and timing of implementation
- Program alignment
- Resourcing/capacity

Early in the exploration stage, communicate widely to determine feasibility and buy-in at the College and Department/School level.

### Determine if a Formal Pathway or Partnership is Desired

Considerations:

- Review current [admission requirements and transfer credit policies](#) for transfer students. Consult Admission Services for assistance if needed.
- Consider what incentives a formalized pathway might offer – for students, for U of G and for the partner institution.
  - Is there interest in establishing a customized long-term relationship with the partner institution?
  - What sets this apart from current admission requirements and transfer credit policies?

- Review program learning outcomes, program description and requirements (including schedule of studies and student progression through the program) to evaluate feasibility of pathway.

This is intended to be a high-level analysis to determine if a partnership is worth pursuing.

Consult with key stakeholders, such as: Associate Deans, Chairs/Directors, Program/Curriculum Committees, Faculty Advisors, Program Counsellors, Admission Services, etc.

### **Course Assessment**

1. Ask the partner institution to provide official course descriptions (from the Academic Calendar/Catalog) and course outlines/syllabi (including learning outcomes, teaching and learning activities, assessments).
2. Complete the transfer credit assessment by reviewing course outlines and determining appropriate U of G equivalencies. Consider which credits will be granted as generic credits (e.g., 1.00 Social Science Credits) and which will be granted as specific transfer credits (e.g., ABCD\*1200 [0.50]).

### **Program Assessment**

1. Consider the program-level learning outcomes for the receiving program and how the pathway requirements (transfer credits granted + required courses to complete the program) fit into the curriculum map.
2. Complete the Schedule of Studies for the U of G duration of the program (including the [Student Progression Template](#), course sequencing, time to completion, etc.).

## **Phase 2: Approvals**

### **Academic Approval**

1. Complete the Pathway Proposal Template (Office of Quality Assurance) and attach to the proposal in the Curriculum Inventory Management system.
2. Consult Admission Services to obtain a letter of support. Admission Services will advise on the entry point.
3. Submit for institutional governance approvals (Curriculum Committee, Program Committee, Calendar Review Committee, Board of Undergraduate Studies, Senate).
4. The Office of Quality Assurance will report the pathway to the Quality Council as a major modification in the Annual Report.

### **Articulation Agreement (Legal)**

Articulation Agreements may be required (e.g., International partnerships, or institution-specific agreements). Reach out to OISP or Admission Services for more information.

## Phase 3: Implementation

Phase 3 involves ongoing work within the Department/School/College to implement and cultivate the pathway and partnership. This includes recruitment, ongoing curricular review, continuous improvement and relationship building with the partner institution.

Consider the following:

### Marketing and Communication Plan

- Websites, brochures, presentations, etc.
- Recruitment initiatives /events

### Application and Admission

- Application process
- Required documents
- Timeline for decision

### Student Success/Transition

- Engage the Program Counsellors (e.g., course registration, schedule of studies planning)
- Pre-arrival and orientation support (e.g., tutorials, drop-in session, English language support)

## Additional Resources and Contact Information:

Admission Requirements for Transfer Students: [Transfer from College or University | Undergraduate Admission 2023 \(uoguelph.ca\)](#)

Pathway Proposal Template: Contact [oga@uoguelph.ca](mailto:oga@uoguelph.ca)

Operational Timeline for Implementation of Curriculum Changes: <https://www.uoguelph.ca/registrar/sites/registrar/files/docs/curriculum-changes-chart.pdf>

Admission Services – [pathways@uoguelph.ca](mailto:pathways@uoguelph.ca)

Office of Quality Assurance – [oga@uoguelph.ca](mailto:oga@uoguelph.ca)

Office of International Strategy and Partnerships – [avpi@uoguelph.ca](mailto:avpi@uoguelph.ca)