

## **AC.3.18.3 Articulation**

### **Schedule A: Roles and Responsibilities**

#### **Academic chair/coordinator, subject matter expert, or designate**

- Reviews and works with faculty subject matter experts in the development and review of transfer agreements.
- Works with the Office of the Registrar to identify articulation implications of program design activities and curriculum changes.
- Works with Transfer Affairs office on program breakdown and transfer equivalencies for transfer agreements.
- Works with the student to schedule the remaining courses required for the student to graduate from the program.
- Assesses and evaluates transfer credit, course equivalency and PLAR.

#### **Academic advisor (where applicable)**

- Advises students within that school on where their transfer credits fit into their program
- Directs students to [transfer.options@sait.ca](mailto:transfer.options@sait.ca) for inquiries.
- Directs students to program specific pages for academic pathways and transfer agreements.
- Helps students choose courses to take based on the requirements of their program.
- Utilizes the Transfer Alberta search tool (public facing) or the Alberta Council on Admissions and Transfer (ACAT) transfer credit equivalency system (TCES) to support students.
- Helps students in reviewing course equivalencies applicable to their program and liaising with academic chairs/coordinators.
- Coordinates graduation requirement adjustment forms with the school and the student, to be submitted to Office of the Registrar.

#### **Domestic Admission Operations and Transfer Affairs (within Office of the Registrar)**

- Acts as SAIT's ACAT Operational and Strategic contact person and updates the ACAT database.
- Communicates to students and the SAIT community at large about the transfer options, policies, and procedures available to students and the value of those options, ensuring website content is current and accurate.
- Ensures that Finance has reviewed the transfer credit agreement proposal, and revises as needed. Coordinates signatures from both parties and ensures a copy of the signed transfer agreement is sent to Finance.
- Coordinates, administers, maintains, and disseminates information about all transfer decisions and transfer agreements.
- Reviews the performance of transfer agreements.
- Acts as the institutional point of contact for Transfer Agreements

#### **Transfer Options advisor (within Office of the Registrar)**

- Advises students on transfer options inquiries.
- Processes RPL Request forms submissions to ensure students understand the RPL process.



- Coordinates the articulation request with academic chairs/subject matter experts or designate.
- Ensures approved transfer credit and/or PLAR are entered into student record.

#### **Deans/associate deans or designates**

- Reviews and approves/denies transfer agreements on SAIT's behalf as both a sending and receiving institution.
- Reviews appeals and makes final appeal decisions.

#### **Student**

- Coming to SAIT from another post-secondary institution:
  - Is aware of and adheres to established transfer timelines and requirements regarding transfer into SAIT.
  - Submits appropriate documentation to SAIT (for example, official transcript) to support the student's request for advanced standing at SAIT.
  - Works with the academic advisor to develop and follow a plan to complete graduation requirements for the student's program.
- Going to another post-secondary institution from SAIT:
  - Is aware of and adheres to established transfer timelines and requirements at that institution.
  - Submits appropriate documentation to, and as required by, that institution to support the student's request for advanced standing at that institution.

#### **Vice president, academic**

- Reviews and signs all transfer agreements. In some situations, the president and CEO may also be required to review and sign transfer agreements.