



## AC.3.18.5 Articulation

### Schedule A: Roles and Responsibilities

#### **Academic chair/coordinator (or academic advisor, where applicable)**

- Discuss the transfer options available with the student.
- Inform the Office of the Registrar of transfer students in the program.
- Review and work with faculty subject matter experts in the development and review of articulation agreements.
- Work with the Office of the Registrar to identify transfer students.
- Work with the articulation coordinator to identify articulation implications of program design activities and curriculum changes.
- Work with the student to schedule the remaining courses required for the student to graduate from the program.

#### **Articulation coordinator**

- Act as SAIT's ACAT contact person.
- Advise students and the SAIT community at large about the transfer options available to students and the value of those options.
- Responsible for coordination, information dissemination, administration and maintenance of all transfer proposals and articulation agreements.
- Review the performance of articulation agreements.
- Update the ACAT database, in collaboration with the Office of the Registrar.

#### **Deans/associate deans or designate**

- Reviews and approves/denies articulation agreements on SAIT's behalf as both a sending and receiving institution.

#### **Office of the Registrar**

- Update the ACAT database, in collaboration with the articulation coordinator.
- Work with the schools to identify transfer students and update their records.

#### **Student**

- Coming to SAIT from another post-secondary institution:
  - Is aware of and adheres to established transfer timelines and requirements regarding transfer into SAIT.
  - Notifies the academic chair/coordinator of the student's transfer status.
  - Submit appropriate documentation to SAIT (for example, official transcript) to support the student's request for advanced standing at SAIT.



- Work with the academic chair/coordinator 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 articulation agreements. In some situations, the president and CEO may also be required to review and sign articulation agreements.