

AC.3.18.3 Articulation

Schedule A: Roles and Responsibilities

Academic chair/coordinator subject matter expert or designate

- Discusses the transfer options available with the student.
- Reviews and works with faculty subject matter experts in the development and review of transfer agreements.
- Works with the Pathways, Transfer and Articulation office to identify articulation implications of program design activities and curriculum changes.
- Works with the student to schedule the remaining courses required for the student to graduate from the program.

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 for inquiries.
- Helps students choose courses to take based on the requirements of their program.
- Shows students transfer options web page.
- Works with Pathways, Transfer, and Articulation office on program breakdown and transfer equivalencies for transfer agreements.

Pathways, transfer, and articulation coordinator (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. Coordinate 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.

Transfer Options advisor (within Office of the Registrar)

- Advises students on transfer options inquiries.
- Processes RPL Request forms submissions to ensure student understands the transfer credit process.
- Coordinates the articulation request with academic chairs/subject matter experts or designate.
- Ensures approved transfer credit is entered into student record.

Deans/associate deans or designate

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

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.
 - Submits appropriate documentation to SAIT (for example, official transcript) to support the student's request for advanced standing at SAIT.
 - Works 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 transfer agreements. In some situations, the president and CEO may also be required to review and sign transfer agreements.