

University/College Collaborative Program Template

This template outlines the activities associated with the initiation, development, approval, and implementation of a new university-college collaborative degree program that incorporates an existing diploma. The activities are listed in sequential order; however, it should be noted that many of these processes occur concurrently. While the developers of the document took care to consult with colleagues at other universities and colleges in order to devise a process that could guide the development of a new collaborative degree program that incorporates an existing diploma, any institution following this process should determine and identify the key stakeholders and approval committees in advance to ensure compliance with their academic procedures and policies.

Using this template

The primary activities or milestones are highlighted in grey. Each milestone has a number of sub-activities. Those activities that are the unique responsibility of the university partner are highlighted in red and those activities that the unique responsibility of the college partner are highlighted in green. Each milestone and sub-activity are electronically bookmarked to facilitate navigation through the template. In determining the prioritization of activities, the following model was used:

- *High: Activities to be completed/considered at least 2 years prior to program launch;*
- *Medium: Activities to be completed/considered at least 1 year prior to program launch;*
- *Low: Activities to be completed/considered by program launch.*

Under the column Responsibility, insert the name, title and contact information for each institution.

Throughout the template, recommended best practices are indicated. These best practices are based on the experience of the developers of this template on implementing collaborative programs.

Comments and questions on this template can be directed to: Office of the Provost and Vice-President (Academic) provost@carleton.ca

University/College Collaborative Program Template

Project Leads: (insert names here)

Key Stakeholders: (insert names here)

Issue	Priority	Description	Tasks/Decisions	Due	Responsibility
1. High level institutional intent	High	<ul style="list-style-type: none"> Commitment from both institutions to collaborate MOU to be developed 	<ul style="list-style-type: none"> Collaborative team from both institutions to develop 5 year plan and hold semi-annual meetings 		<ul style="list-style-type: none"> Provost (university) Vice-President Academic (college)
1.1 Confirmation of targets			<ul style="list-style-type: none"> To be determined at least 2 years in advance of start-up and confirmed on a yearly basis 		
2. Curriculum Development	High	<ul style="list-style-type: none"> Labour market, applicant demand research and competitive landscape analysis Identify the learning outcomes of the collaborative program Develop curriculum in support of achieving the learning outcomes Identify pedagogy, high impact practices Develop plan for assessing learning outcomes 			<ul style="list-style-type: none"> Program developers at University and College

University/College Collaborative Program Template

<p>2.1 Market Research and Applicant Demand</p>		<ul style="list-style-type: none"> • Identify projected industry sector demand and applicant demand for proposed program 	<ul style="list-style-type: none"> • Identify similar existing programs • What makes the proposed program unique compared to other like programs? What are the similarities and differences as compared to related programming and credential types? • How does the program meet the demands of the labour market? • University/college identify whether local labour market can support degree co-op requirements • Consult with relevant college committee on the proposed program to validate labour market analysis. • Obtain letters of support from labour market, as appropriate, that are linked to the proposed program 		<ul style="list-style-type: none"> • Program developers at university and college identify similar programs and conduct analysis of program similarities and differences • University and college staff conduct market analysis to establish labour market need for the proposed program • Relevant college committee(s) (eg., PAC) • University and college staff conduct survey and analysis of co-op opportunities
<p>2.2 Establish the learning outcomes of the collaborative program</p>		<ul style="list-style-type: none"> • Draft learning outcomes for the collaborative program ensuring the existing diploma outcomes are embedded • Develop curriculum map to demonstrate that the learning outcomes of the existing diploma program map to the learning outcomes of the collaborative degree • Review draft learning outcomes with colleagues at university and college. Revise as necessary 	<ul style="list-style-type: none"> • Review with colleagues • Revision of learning outcomes 		<ul style="list-style-type: none"> • Program developers at university and college

University/College Collaborative Program Template

<p>2.3 Develop curriculum in support of achieving the learning outcomes</p>		<ul style="list-style-type: none"> Identify the admission requirements and proposed courses and learning experiences that will comprise the program at both the university and college 	<ul style="list-style-type: none"> What are the admission requirements? Evaluate the existing diploma curriculum to determine the “split” between university and college courses. Determine if courses meeting diploma requirements (e.g., gen eds) can be taken instead at university? Establish space requirements in service courses – letters of support from service departments may be required Obtain letters of support from supporting units Identify needs for new courses, changes to existing programs, or revision of learning outcomes Develop the curriculum map demonstrating the relationship of combined existing and new courses in meeting the learning outcomes Obtain letter of support from co-op, as appropriate 		<ul style="list-style-type: none"> Program developers at university and college Consultation with appropriate departments (eg., respective ROs, service departments, etc.)
<p>2.4 Identify pedagogy, high impact practices opportunities</p>		<ul style="list-style-type: none"> Options include: co-op, practicum, internship, study abroad, language requirement, ePortfolios, online, thesis, research essay, project, course-only 	<ul style="list-style-type: none"> Identify resource requirements Determine minimal requirements for students to access opportunities (e.g., GPA), as appropriate Obtain letters of support from support departments from respective institutions, as appropriate 		<ul style="list-style-type: none"> Program developers at university and college

University/College Collaborative Program Template

<p>2.5 Develop plan for assessing learning outcomes</p>		<ul style="list-style-type: none"> • Overall assessment plan that identifies: who will conduct the assessment; what will be assessed; how and when the assessment will be conducted; how the results will be disseminated to faculty/staff/students; how curriculum changes will be identified/made following assessment • For each learning outcome, the assessment plan should identify: who will conduct the assessment; what will be assessed; how and when the assessment will be conducted; how the results will be disseminated to faculty/staff/students; how curriculum changes will be identified/made following assessment 	<ul style="list-style-type: none"> • Ensure that the assessment plan includes existing practices for assessment of the diploma • Feedback loop – if curriculum changes are made to existing diploma, how will these changes affect the Learning Outcomes of the collaborative program? • Ensure assessment is reflected in the program governance structure • Revise assessment plan as necessary to accommodate changes to the program 	<ul style="list-style-type: none"> • Program developers at university and college
<p>3. Financial Model</p>	<p>High</p>	<ul style="list-style-type: none"> • Agreement by both institutions on the shared financial model 	<ul style="list-style-type: none"> • Net revenue is apportioned based on proportion of credits taught. Net Revenue = Total Revenue – Deductions • Additional calculation is required to determine appropriate split of ancillary fees. Where students will be co-located at both institutions, the ancillary fees may be split. Where students will be located primarily or exclusively at one of the collaborating institutions, the fee model will need to be adjusted to reflect usage of ancillary services at one institution. 	<ul style="list-style-type: none"> • Relevant administrators and departments at university and college

University/College Collaborative Program Template

3.1 Ancillary Fees		<ul style="list-style-type: none"> Determine appropriate division of ancillary fees See Section 12 for additional considerations 	<ul style="list-style-type: none"> At which institution will students have access to ancillary services? To which services will they have access? 	<ul style="list-style-type: none"> Relevant administrators and departments at university and college
3.2 Space		<ul style="list-style-type: none"> Determine appropriate budget for space resources See Section 5.8 for additional considerations 	<ul style="list-style-type: none"> How is space budgeted at the institutions? 	<ul style="list-style-type: none"> Relevant administrators and departments at university and college
4. Program Quality Assurance Responsibilities	High	<ul style="list-style-type: none"> Quality Assurance approval at university Where it is intended that the requirements of the proposed university program will also meet the requirements of a college diploma, program quality review defers to cycle and processes established at university. College's QA committees will review and ensure diploma requirements continue to be met through the delivery of the degree. 	<ul style="list-style-type: none"> College program developers present mapping demonstrating how the collaborative program meets the diploma requirements and outcomes to relevant college committees 	<ul style="list-style-type: none"> Relevant offices and committees at university and college
4.1 Initial Approval (university)		<ul style="list-style-type: none"> Initial approval of proposal on the basis of alignment with the Strategic Mandate Agreement, Strategic Plan and resources required to develop and deliver the program Use Learning Outcomes to discuss program overview; alignment with SMAs, and university and college's strategic plans; student demand; market demand; and resource requirements To be reviewed by the relevant Dean(s)/Associate Dean(s) at university and college Approval in principle by relevant academic unit and collaborating units and Faculty-level committees where appropriate. 	<ul style="list-style-type: none"> Prepare proposal for consideration 	<ul style="list-style-type: none"> Program Developers Dean(s)/Associate Dean(s) or designate
			<ul style="list-style-type: none"> Request business plan from relevant department 	<ul style="list-style-type: none"> Program Developers
			<ul style="list-style-type: none"> Request additional information and reports as required 	<ul style="list-style-type: none"> Relevant department(s)

University/College Collaborative Program Template

4.2 Initial Approval (college)		<ul style="list-style-type: none"> Initial approval to pursue development of a collaborative program on the basis of alignment with Strategic Mandate Agreement, Strategic Plan and Annual Business Plan To be reviewed by the Dean(s) (college) and senior executive leadership, as appropriate 	<ul style="list-style-type: none"> Prepare proposal for consideration Request relevant supporting data such as KPI comparator information Prepare preliminary environmental scan 		<ul style="list-style-type: none"> Relevant Dean and committees Relevant department(s)
4.3 Program Business Plan/Financial Approval (university)		<ul style="list-style-type: none"> Relevant financial committee approves the business plan of the proposed program. Once approved, Dean(s) can make the budget request in the fiscal year in which the resources are required 	<ul style="list-style-type: none"> Prepare relevant documentation 		<ul style="list-style-type: none"> Relevant department(s) and committee at the university
4.4 Program Business Plan/Financial Approval (college)		<ul style="list-style-type: none"> Relevant business plan/financial committee approves the business plan, faculty and space requirements for the new collaborative program and modified delivery of diploma (<i>may be preliminary</i>) 	<ul style="list-style-type: none"> Determine/request facilities assessment Prepare business plan 		<ul style="list-style-type: none"> Deans Relevant department(s) and committee at the college
4.5 Prepare 3 Volume Brief (Volume 1: Self-Study; Volume 2: Faculty CVs; Volume 3: External Reviewers)		<ul style="list-style-type: none"> Program developers begin preparing the 3 Volume Brief Use learning outcomes as basis for narrative – ensure that program overview, alignment with strategic plan, faculty, governance, admissions, resources reflect Learning Outcomes 	<ul style="list-style-type: none"> Prepare Vol 1: Self-Study 		<ul style="list-style-type: none"> Program developers at college and university
			<ul style="list-style-type: none"> Request review of admissions requirements by Admissions Officer 		<ul style="list-style-type: none"> Admissions
			<ul style="list-style-type: none"> Request review of rules/regulations by registrar’s office 		<ul style="list-style-type: none"> Registrar’s office – university and college
			<ul style="list-style-type: none"> Request review of calendar language (program and courses) by registrar’s office 		<ul style="list-style-type: none"> Registrar’s office – university and college
			<ul style="list-style-type: none"> Collect faculty CVs for Vol 2 		<ul style="list-style-type: none"> Program Developers

University/College Collaborative Program Template

			<ul style="list-style-type: none"> Determine composition of external review team 		<ul style="list-style-type: none"> Program Developers
			<ul style="list-style-type: none"> Prepare Vol 3: external reviewers 		<ul style="list-style-type: none"> Program Developers
4.6 Institutional Approval for Site Visit (university)		<ul style="list-style-type: none"> The relevant university committee reviews and approves the self-study on the basis of the IQAP 			<ul style="list-style-type: none">
4.7 Academic Program Approval (college)		<ul style="list-style-type: none"> The relevant college committee reviews the academic program the Ontario College Diploma/Ontario College Advanced Diploma credential requirements to ensure compliance May include review of the final business plan, as appropriate 	<ul style="list-style-type: none"> Prepare mapping documentation 		<ul style="list-style-type: none"> Program Developers Relevant college curriculum support services
4.8 Site Visit		<ul style="list-style-type: none"> External Reviewers participate in a site visit during which they meet with faculty, staff, and students (as appropriate) at both university and college 	<ul style="list-style-type: none"> Prepare site visit agenda 		<ul style="list-style-type: none"> Program Developers Relevant staff at university and college
			<ul style="list-style-type: none"> Confirm logistics for external reviewers (accommodations, transport) Confirm refreshments, room bookings, etc. 		<ul style="list-style-type: none"> Relevant staff at university and college
4.9 External Reviewers' Report and Response		<ul style="list-style-type: none"> Within an agreed upon amount of time following the site visit, external reviewers submit their report to relevant department at the university. In conjunction with the relevant Dean(s) at the university and college, the Program Developers prepare a response in writing, which is submitted to the relevant department at the university 	<ul style="list-style-type: none"> Communication to Program Developers 		<ul style="list-style-type: none"> Relevant department at the university
			<ul style="list-style-type: none"> Response by Program Developers 		<ul style="list-style-type: none"> Program Developers/Dean(s)

University/College Collaborative Program Template

4.10 Institutional Approval of New Program (university)		<ul style="list-style-type: none"> • Relevant QA committee at the university approves the new program based on the external reviewers' report and the response by the Program Developers • The Final Assessment Report and Executive Summary is authored 	<ul style="list-style-type: none"> • Approval of the Final Assessment Report and Executive Summary 		<ul style="list-style-type: none"> • Relevant university QA Committee
			<ul style="list-style-type: none"> • Communication to the Program Developers, including any outstanding issues/questions 		<ul style="list-style-type: none"> • Relevant department at the university
			<ul style="list-style-type: none"> • Communication of outcomes to Deans and to relevant department(s) at the college 		<ul style="list-style-type: none"> • relevant department at the university
4.11 Academic Program Approval (college)		<ul style="list-style-type: none"> • Should the external review of the program necessitate changes to the program, this should be brought back for review and approval by the appropriate academic program approval committee 	<ul style="list-style-type: none"> • Revise mapping documentation and any other documentation, as necessary 		<ul style="list-style-type: none"> • Program Developers • Relevant college curriculum support services and approval body as necessary
4.12 Faculty Curriculum Committee Approval (university)		<ul style="list-style-type: none"> • The relevant Faculty Curriculum Committee(s) approves the calendar language of the program 			<ul style="list-style-type: none"> • Faculty Curriculum Committee
4.13 Faculty Board Approval (university)		<ul style="list-style-type: none"> • The relevant Faculty Board(s) approve the calendar language of the program 			<ul style="list-style-type: none"> • Faculty Board
4.14 Institutional Approval of calendar language (university)		<ul style="list-style-type: none"> • Relevant committee approves the calendar language, admissions, and rules and regulations associated with the program 			<ul style="list-style-type: none"> • Relevant committee and department(s) at university
4.15 Senate sub-committee Approval (university)		<ul style="list-style-type: none"> • The relevant Senate sub-committee approves the proposal on the basis that due process was followed and that the outcome is appropriate based on that process 	<ul style="list-style-type: none"> • Documentation prepared by relevant department 		<ul style="list-style-type: none"> • Relevant department at the university
4.16 Senate Approval (university)		<ul style="list-style-type: none"> • Senate approves the proposal 	<ul style="list-style-type: none"> • Documentation prepared by relevant department 		<ul style="list-style-type: none"> • Relevant department at the university

University/College Collaborative Program Template

4.17 Academic Leadership Approval (college)		<ul style="list-style-type: none"> The relevant academic leadership committee or representative(s) approves the modifications to the existing college credentials to be offered as part of new collaborative program 	<ul style="list-style-type: none"> Documentation prepared by relevant academic administrator 		<ul style="list-style-type: none"> Dean/academic administrator or designate Relevant department at the college
4.18 Senior Executive Leadership Approval (college)		<ul style="list-style-type: none"> Senior executive leadership committee or representative(s) approves the modifications to the existing college credentials to be offered as part of new collaborative program 	<ul style="list-style-type: none"> Documentation prepared by relevant academic administrator 		<ul style="list-style-type: none"> Dean/academic administrator Relevant department at the college
4.19 Board of Governors academic affairs sub-committee, if in place (college)		<ul style="list-style-type: none"> BoG academic affairs sub-committee, if in place, receives notification of delivery modification to the existing college credentials to be offered as part of new collaborative program 	<ul style="list-style-type: none"> Documentation prepared by relevant academic administrator 		<ul style="list-style-type: none"> Dean/academic administrator BoG
4.20 Board of Governors (college)		<ul style="list-style-type: none"> BoG receives consent agenda item on the delivery modification to the existing college credentials to be offered as part of new collaborative program 	<ul style="list-style-type: none"> BoG Office 		<ul style="list-style-type: none"> Dean SVPA BoG
4.21 Quality Council Approval		<ul style="list-style-type: none"> Quality Council Appraisal Committee and Quality Council approve the proposal 	<ul style="list-style-type: none"> Documentation prepared by relevant department at university 		<ul style="list-style-type: none"> Relevant department at university
			<ul style="list-style-type: none"> Documentation submitted to QC via QAMS 		<ul style="list-style-type: none"> Relevant department at university
4.22 MTCU Approval		<ul style="list-style-type: none"> MTCU approves the proposal for BIU-eligibility based on the institutions' SMA There are four annual submission deadlines Within 30 days of submission, confirmation will be received on whether the proposal will undergo an expedited or regular approval process 	<ul style="list-style-type: none"> Documentation prepared by relevant department(s) at university 		<ul style="list-style-type: none"> Relevant department(s) at university
			<ul style="list-style-type: none"> Submitted to MTCU by university President and college President 		<ul style="list-style-type: none"> university President and college President

University/College Collaborative Program Template

4.23 Board of Governors (university)		<ul style="list-style-type: none"> College BoG is notified of the approval of the program (for information only) 	<ul style="list-style-type: none"> Memo to BoG 		<ul style="list-style-type: none"> Provost
5. Program Implementation	High				
5.1 Learning Outcomes Assessment infrastructure		<ul style="list-style-type: none"> Ensure that infrastructure is built into the program implementation plan, including faculty appointments and course development 			<ul style="list-style-type: none"> Academic Unit, facilitated by relevant department(s) at university and college
5.2 Course development		<ul style="list-style-type: none"> Develop courses annually in consideration of the roll-out of the program 			<ul style="list-style-type: none"> Faculty Relevant department(s) at university and college
5.3 Pedagogical tools and high impact practices		<ul style="list-style-type: none"> In concert with the learning outcomes assessment plan, ensure high impact practices are incorporated into key courses of the program 			<ul style="list-style-type: none"> Faculty Relevant department(s) at university and college
5.4 Learning Management System		<ul style="list-style-type: none"> Review platforms for both institutions 	<ul style="list-style-type: none"> Consult with faculty whether they would like to use one or both platforms if different 		
5.5 Faculty workload		<ul style="list-style-type: none"> Review faculty workload implications at both institutions 	<ul style="list-style-type: none"> Consult with Deans regarding impact to workload 		

University/College Collaborative Program Template

5.6 Faculty Appointments			<ul style="list-style-type: none"> • Dean(s) make budget request 		<ul style="list-style-type: none"> • Dean(s)
			<ul style="list-style-type: none"> • Academic Unit prepares position profile, with support from relevant department(s) at university and university 		<ul style="list-style-type: none"> • Academic Administrator(s) • Relevant department(s) at university and college
5.7 Administrative Staffing	Low	<ul style="list-style-type: none"> • Staffing plan will wait until program is decided upon • Unionized? Collective agreements? • Benefits? • Tuition benefit? 	<ul style="list-style-type: none"> • Will there be sharing of staff between the two institutions? On an ongoing basis or for start-up only? 		
5.7.1 Job Descriptions					
5.7.2 Workspace					
5.7.3 Training					
5.7.4 Hours of Operation					
5.7.5 Computer Access					
5.7.6 Email address					
5.8 Space	Medium	<ul style="list-style-type: none"> • Discussions at both institutions will be required 	<ul style="list-style-type: none"> • Consult with faculty and decision makers regarding space and equipment requirements • See financial model referenced in Section 3 		
5.8.1 Classroom space		<ul style="list-style-type: none"> • Based on approved program curriculum, establish type of space needed (classroom, lab, etc) 			
5.8.2 Faculty space		<ul style="list-style-type: none"> • Determine office requirements for any faculty associated with program 			
5.8.3 Administrative space		<ul style="list-style-type: none"> • Determine requirements for administration of program 			

University/College Collaborative Program Template

5.9 Equipment requirements		<ul style="list-style-type: none"> Submit annual request to appropriate committees for equipment requirements (software, lab, etc.) 	<ul style="list-style-type: none"> Annual budget processes and approvals 		<ul style="list-style-type: none"> Academic Administrator(s) and Deans at university and college
6. Recruitment	High	<ul style="list-style-type: none"> Collaborative team to determine recruitment plan for meeting enrolment targets Determine resources for implementation Determine cost-sharing Determine which of these should be integrated 	<ul style="list-style-type: none"> University Recruitment College promotes through recruiting practices 		
6.1 Ad campaign		<ul style="list-style-type: none"> Highlight new program in advertising campaign. 			
6.2 Mobile app		<ul style="list-style-type: none"> New program added to mobile app 			
6.3 Video		<ul style="list-style-type: none"> Produce video/slide show to highlight new program on website and social media posts 			
6.4 Media		<ul style="list-style-type: none"> Pitching stories about new program to media 			
6.5 Publications		<ul style="list-style-type: none"> Produce viewbook, brochures – paper and electronic 	<ul style="list-style-type: none"> Integrated or separate for each institution? 		
6.6 Mailings/Emails		<ul style="list-style-type: none"> Determine distribution list 	<ul style="list-style-type: none"> Who is responsible for mailings/emailing? 		
6.7 On campus events and campus visits		<ul style="list-style-type: none"> Develop events agenda, campus visit format 	<ul style="list-style-type: none"> Who will coordinate? At which institution will these take place? 		
6.8 School visits - liaison		<ul style="list-style-type: none"> Meet with students to discuss program 	<ul style="list-style-type: none"> Will each institution conduct separate school visits or will they be integrated? Will the visits be integrated into the normal school visit schedule or standalone? 		
6.9 Guidance counsellor information		<ul style="list-style-type: none"> Provide detailed information to guidance counsellors 			
6.10 Partners' conferences		<ul style="list-style-type: none"> Discuss program during conferences 	<ul style="list-style-type: none"> Determine list of partners, format of information sharing 		

University/College Collaborative Program Template

6.11 Tele-counselling campaigns		<ul style="list-style-type: none"> • Call campaigns 	<ul style="list-style-type: none"> • Which institution will coordinate? • How will the call list be determined? 		
6.12 University fair (OUF)		<ul style="list-style-type: none"> • Annual university fair participation 	<ul style="list-style-type: none"> • Determine representation from each institution • Who will coordinate? • Will there be representation at the College Fair? Collegeto develop brochure with a link to the OUAC website 		
6.13 Social media		<ul style="list-style-type: none"> • Twitter, Facebook 	<ul style="list-style-type: none"> • Who will coordinate? • Determine the message 		
6.14 High school visits during March break		<ul style="list-style-type: none"> • Half-day to full day agenda 	<ul style="list-style-type: none"> • At which institution will the visit take place? • Determine representation from each institution 		
6.15 Website		<ul style="list-style-type: none"> • Provide web presence on both institutional websites 	<ul style="list-style-type: none"> • Which institution will coordinate? • Who is responsible for maintaining/updating? 		
7. Admissions	High	<ul style="list-style-type: none"> • Determine admission requirements • Application details • Offer letters • Transfer students 	<ul style="list-style-type: none"> • Collaborative team to determine admission decision making process, which institution will coordinate; one intake per year 		
7.1 Application process - OUAC		<ul style="list-style-type: none"> • Program code • Determine which institution will coordinate admission • Add code to other institution application system 			
7.2 Application process - OCAS		<ul style="list-style-type: none"> • Program code • Determine which institution will coordinate admission • Add code to other institution application system 	<ul style="list-style-type: none"> • Reference/link to OUAC/university website • link through OCAS 		

University/College Collaborative Program Template

7.3 Admissions assessment		<ul style="list-style-type: none"> Minimum average, prerequisites 	<ul style="list-style-type: none"> Determine who will be involved with admission assessment, decision 		
7.3.1 Special criteria		<ul style="list-style-type: none"> Will special admissions criteria be required, such as a Portfolio? 	<ul style="list-style-type: none"> University: Portfolios due in March; offers out beginning late May 		
7.4 Logistics		<ul style="list-style-type: none"> Letterhead Acknowledgement, offer letter/electronic 	<ul style="list-style-type: none"> Recommended best practice: joint letterhead, both institutions on all correspondence 		
7.5 Offer date, confirmation date, fees due date		<ul style="list-style-type: none"> Determine when offers will go out to students, when confirmation of acceptance required, when are fees due 	<ul style="list-style-type: none"> Recommended best practice: follow the process at the coordinating institution 		
7.6 International and part-time students		<ul style="list-style-type: none"> Are there any barriers for international students (i.e. coop requirement), is the program full time only? 	<ul style="list-style-type: none"> Confirm process for international applicants 		
7.7 Mature students – college grads		<ul style="list-style-type: none"> Are there separate admission requirements for these students? 			
7.8 Alternatives for those refused admission		<ul style="list-style-type: none"> Default programs How to refer to alternatives (OUAC vs. OCAS) 			
7.9 Establishment of joint appeals committee		<ul style="list-style-type: none"> See Section 19 Committees and Policies 			
7.10 Orientation		<ul style="list-style-type: none"> Academic orientation, student orientation events 	<ul style="list-style-type: none"> Which institution will host orientation and inform students? Do students have access to orientation activities? Are academic orientation activities mandatory? 		
7.11 Transfer of credit on admission		<ul style="list-style-type: none"> Recognition of previous post-secondary study 	<ul style="list-style-type: none"> Are there limits on the number of credits eligible for transfer on admission? Recommended best practice: follow the process at the coordinating institution. Exceptions to Joint Committee for consideration 		

University/College Collaborative Program Template

7.12 Transfers in and out of program		<ul style="list-style-type: none"> Internal transfers 	<ul style="list-style-type: none"> What are the deadlines? What are the criteria? 		
7.13 Student unique ID		<ul style="list-style-type: none"> Will student have separate IDs for each institution? 	<ul style="list-style-type: none"> Recommended best practice: students will have IDs at both institutions 		
7.14 Providing both student IDs		<ul style="list-style-type: none"> Provide both with offer acceptance letter 			
8. Scheduling/Timetabling/Academic Year	High	<ul style="list-style-type: none"> Are there differences in core hours between the institutions? Are there differences in term start and end dates? Determine who will build the schedule Determine if special rooms are required 	<ul style="list-style-type: none"> Collaborative team to determine all aspects of scheduling and timetabling. Develop quality student centered schedules 		
8.1 Course scheduling		<ul style="list-style-type: none"> Length of semester at each institution If different how will it be handled? 	<ul style="list-style-type: none"> Recommended best practices: follow the semester/term; meet parameters of the host institution coordinating the academic progress of the students; follow the core hours of the host institution 		
8.2 Transfer of scheduling data		<ul style="list-style-type: none"> Once schedule is made transfer data to other institution as appropriate 	<ul style="list-style-type: none"> Recommended best practice: normally the institution hosting registration builds the schedule 		
8.3 Unique registration parameters		<ul style="list-style-type: none"> Determine if registration /scheduling tool allows block registration 			
8.4 Start and end dates for term		<ul style="list-style-type: none"> Determine dates 	<ul style="list-style-type: none"> Recommended best practice: follow the semester/term of the institution coordinating the academic progress of the students 		

University/College Collaborative Program Template

9. Communication	Medium	<ul style="list-style-type: none"> To be addressed/coordinated once program curriculum complete Dates/Deadlines will drive the process of how we communicate Will need to differentiate between types of communications (program related/institution related) 			
9.1 Electronic communication from each institution		<ul style="list-style-type: none"> Need to establish coordinated approach 			
9.2 Student email address		<ul style="list-style-type: none"> Determine institutional email address 			
9.3 Website - joint		<ul style="list-style-type: none"> Used to promote the program 			
9.4 Joint letterhead, logo		<ul style="list-style-type: none"> Needs to be developed prior to Admissions offer 			
10. Registration	Medium	<ul style="list-style-type: none"> Registration Setup Which institution will administer registration? Dates and Deadlines: which academic calendar will students follow Withdrawal: based on term set up – will standard withdrawal dates work for both institutions? What registration tool will be used? 	<ul style="list-style-type: none"> Recommended best practice: follow the dates and deadlines of the institution coordinating registration 		
10.1 Course selection guides		<ul style="list-style-type: none"> Electronic guides for registration/course selection 	<ul style="list-style-type: none"> Determine who will coordinate Who is responsible for updating/maintaining? 		
10.2 Registration assistance/advising		<ul style="list-style-type: none"> Provide assistance to students regarding registration process, course selection 	<ul style="list-style-type: none"> How will it be accessed? How will it be staffed? At which institution? 		
10.3 Where are the students registered		<ul style="list-style-type: none"> Which institution will coordinate registration? 	<ul style="list-style-type: none"> Determine access to registration system 		
10.4 Choosing electives		<ul style="list-style-type: none"> Access to advisers to assist with course selection 			

University/College Collaborative Program Template

10.5 Student classification (FT/PT)		<ul style="list-style-type: none"> Determine criteria for full-time/part- time status 	<ul style="list-style-type: none"> Recommended best practice: normally follow the criteria from the institution coordinating admission/registration 		
10.6 Access to courses from non-program students		<ul style="list-style-type: none"> Will students from outside the program be given access to courses? 	<ul style="list-style-type: none"> If so, which institution will determine/provide access? 		
11. Fees	Medium	<ul style="list-style-type: none"> Non-refundable deposit? Fee due dates 	<ul style="list-style-type: none"> Collaborative team to determine which institution will coordinate admission/registration Recommended best practice: follow the normal process of coordinating institution 		
11.1 Tuition		<ul style="list-style-type: none"> Review MTCU new regulations Fee schedule and processes based on University regulations 			
11.2 Ancillary and miscellaneous fees		<ul style="list-style-type: none"> Fees will be based upon available services 	<ul style="list-style-type: none"> Collaborative team to determine which institution will offer services 		
11.3 Collection			<ul style="list-style-type: none"> Normally follow process of coordinating institution 		
11.4 Refunds			<ul style="list-style-type: none"> Normally processed at institution coordinating registration 		
11.5 Financial holds			<ul style="list-style-type: none"> Normally follow process of coordinating institution 		
12. Ancillary and Support Services	Medium		<ul style="list-style-type: none"> Collaborative team to determine which institution will provide the services/determine funding model 		
12.1 Residence		<ul style="list-style-type: none"> Access to residence rooms for students in the program 	<ul style="list-style-type: none"> What is the process for residence allocation? Is residence guaranteed? 		
12.2 Students' Association Affiliation (Health Plan)		<ul style="list-style-type: none"> Student Health and Dental Insurance 			
12.3 Campus Card			<ul style="list-style-type: none"> Do students need a campus card from both institutions? 		

University/College Collaborative Program Template

12.4 Library Access			<ul style="list-style-type: none"> • Will students have access to library from both institutions? • How will they gain access? 		
12.5 Athletics Facilities/ Varsity sports					
12.6 Health and Counselling		<ul style="list-style-type: none"> • Modify funding formula for institution providing service 			
12.7 Career Services					
12.8 Services for students with disabilities					
12.9 Academic advising					
13. Awards and Financial Assistance	Medium	<ul style="list-style-type: none"> • Website • Data sharing • Support 	<ul style="list-style-type: none"> • Collaborative team to determine which institution will coordinate/make decisions • Recommended best practice: normally follow the process of the institution coordinating admission/registration 		
13.1 OSAP eligibility and criteria					
13.2 Scholarships and bursaries					
13.2.1 Unlimited entrance scholarships					
13.2.2 Prestige scholarships					
13.2.3 Transfer student scholarships					
13.2.4 In-course scholarships					
13.2.5 Entrance bursaries					
13.2.6 In-course bursaries					
13.3 Government assistance programs (federal and provincial)					
13.4 Work-study program					
13.5 Emergency and Parker Loans					

University/College Collaborative Program Template

14. Student Information System	Medium	<ul style="list-style-type: none"> • Auto processes exclusion/inclusion? • Auto communications – exclusion/inclusion? • Reports – exclusion/inclusion? • 	<ul style="list-style-type: none"> • Collaborative team to determine SIS issues 		
14.1 Student unique ID		<ul style="list-style-type: none"> • See Sections 7.13 and 7.14 			
14.2 Data exchange between the two institutions		<ul style="list-style-type: none"> • Format, timelines 			
14.3 Access to SIS		<ul style="list-style-type: none"> • Student access for registration, withdrawals 			
14.4 Records Management		<ul style="list-style-type: none"> • Electronic or hard copy? 			
14.5 Systems Back up					
15. Records	Medium	<ul style="list-style-type: none"> • Determine which institution will maintain the student record 	<ul style="list-style-type: none"> • Recommended best practice: normally the institution that coordinates admission and registration will maintain the student record 		
15.1 Transcripts		<ul style="list-style-type: none"> • Determine language/text for collaborative program 	<ul style="list-style-type: none"> • Recommended best practice: transcript includes a notation “in conjunction with” 		
15.2 Verification of Student Status/Confirmation of Enrolment/T2202		<ul style="list-style-type: none"> • Determine which institution will provide confirmation of status/ enrolment/ income tax receipt 	<ul style="list-style-type: none"> • Recommended best practice: follow the process of the coordinating institution 		
15.3 Grade Submission		<ul style="list-style-type: none"> • Deadline for grade submission, access to grading system, changes of grade, outstanding grades 	<ul style="list-style-type: none"> • Recommended best practice: normally the institution that coordinates admission/registration will coordinate the collection of grades 		
15.4 Ontario Education Number		<ul style="list-style-type: none"> • Collection and disclosure of the OEN 	<ul style="list-style-type: none"> • Recommended best practice: follow the process of the coordinating institution 		
15.5 Fee exemption		<ul style="list-style-type: none"> • Exemption from international fees 	<ul style="list-style-type: none"> • Recommended best practice: follow the process of the coordinating institution 		
15.6 Change of name		<ul style="list-style-type: none"> • Determine process for legal change of name, preferred name 	<ul style="list-style-type: none"> • Recommended best practice: follow the process of the coordinating institution 		

University/College Collaborative Program Template

15.7 Record management		<ul style="list-style-type: none"> Electronic or paper file 	<ul style="list-style-type: none"> Ensure that both institutions can support the format 		
16. Examinations	Medium	<ul style="list-style-type: none"> When curriculum is developed examinations will need to be decided upon 	<ul style="list-style-type: none"> Collaborative team to determine examination requirements/schedule/location 		
16.1 Scheduling of exams		<ul style="list-style-type: none"> Are Final exams required? Dates of academic term? When can exams be scheduled? Logistics? 			
16.2 Deferrals		<ul style="list-style-type: none"> Are they available? Who processes? 			
16.3 Administration of exams – proctoring		<ul style="list-style-type: none"> Invigilation 			
16.4 Special accommodations		<ul style="list-style-type: none"> Is there a facility dedicated to special accommodations i.e. specialized computer software, hardware 			
17. Academic Evaluation	Medium	<ul style="list-style-type: none"> Will need to determine if students in the program will have access to the various options which are currently available at each institution Details should be available in the curriculum program plan 	<ul style="list-style-type: none"> Collaborative team to determine which institution will coordinate these activities Recommended best practice: follow the process of the coordinating institution/details in the curriculum program plan 		<ul style="list-style-type: none"> Defer to Joint Academic Council
17.1 Continuation in program		<ul style="list-style-type: none"> Evaluation to determine continuation in the program 	<ul style="list-style-type: none"> Which institution will be responsible for the evaluation? What criteria will be used? 		
17.2 Year standing		<ul style="list-style-type: none"> Determine year standing in conjunction with institutional regulations 	<ul style="list-style-type: none"> Recommended best practice: normally follow the practice of the institution coordinating admission/registration 		
17.3 Letters of permission		<ul style="list-style-type: none"> Are students allowed to study at another institution? 			
17.4 Exchanges/study abroad		<ul style="list-style-type: none"> Are students allowed to take part in exchanges? 			
17.5 Change of program elements		<ul style="list-style-type: none"> Adding/deleting concentrations, minors 	<ul style="list-style-type: none"> Consideration for Co-op option 		

University/College Collaborative Program Template

17.6 Degree audit report		<ul style="list-style-type: none"> Is there a Degree audit report? 	<ul style="list-style-type: none"> Can both institutions support the degree audit? If not, how will students/support or academic services access? Who has access to the degree audit reports? 		
17.7 Graduation eligibility assessment		<ul style="list-style-type: none"> Automatic graduation or do students apply to graduate? 	<ul style="list-style-type: none"> Recommended best practice – follow the process of the coordinating institution 		
17.8 Graduation approval process		<ul style="list-style-type: none"> Approval process for graduation will need to be determined 	<ul style="list-style-type: none"> Recommended best practice – establish a joint approval process between the two institutions 		
17.9 Confirmation of graduation		<ul style="list-style-type: none"> How will students be notified? Who will provide confirmation to third parties? 	<ul style="list-style-type: none"> Recommended best practice – follow the process of the coordinating institution 		
18. Convocation	Low		<ul style="list-style-type: none"> Collaborative team to determine all aspects of convocation – date, location, logistics, communication, coordination 		
18.1 Location of ceremony		<ul style="list-style-type: none"> Which institution will host ceremony? Consider having keynote speaker from other institution at graduation ceremony 	<ul style="list-style-type: none"> Recommended best practice: hold ceremony at host institution 		
18.2 Dates		<ul style="list-style-type: none"> Determine dates for convocation 	<ul style="list-style-type: none"> Ensure that date does not encroach on other institution's ceremonies Recommended best practice: try to maintain consistency from year to year (same place in schedule) 		
18.3 Faculty/staff representation		<ul style="list-style-type: none"> Establish who will attend from each institution Establish protocols for presentation of degrees/diplomas 	<ul style="list-style-type: none"> Determine who will coordinate – staff resources required 		

University/College Collaborative Program Template

18.4 Credentials		<ul style="list-style-type: none"> • University Degree and College Diploma • Determine wording for collaborative aspect of program for both credentials • Establish signature requirements for joint credentials; recommended best practice – electronic signatures 	<ul style="list-style-type: none"> • Recommended best practice: “ in collaboration with” 		
18.5 Medals		<ul style="list-style-type: none"> • Are students eligible for medals? • Does the program require the establishment of a new medal? 			
18.6 Convocation hood		<ul style="list-style-type: none"> • Is a new hood required? 			
18.7 Listing of graduates – web, print		<ul style="list-style-type: none"> • Will both institutions publish list of graduates? Electronic/booklets 			
18.8 Invitation logistics		<ul style="list-style-type: none"> • Who takes the lead? 			
19. Committees and Policies	Low	<ul style="list-style-type: none"> • Determine which institution will administer 			
19.1 Admissions appeals					
19.2 Petitions and Appeals – in course (academic regs)					
19.3 Program specific appeals					
19.4 Academic Integrity issues					
19.5 Financial Appeals					
19.6 Student Roles and Responsibilities					
20. Reporting	Low	<ul style="list-style-type: none"> • Reporting is to be addressed after program is approved. • Determine which institution will take the lead 			
20.1 Data Exchange (frequency)					
20.1.1 Admissions					
20.1.2 In program					
20.2 Ministry					