**Educational Provider Questionnaire**

**Institution Details and History**

1. Please provide the following information about your institution:

INSTITUTION NAME:

ADDRESS:

PHONE NUMBER:

FAX NUMBER:

CONTACT NAME:

CONTACT TITLE:

CONTACT E-MAIL:

1. Incorporation history (include information concerning date of incorporation & the method i.e., Societies Act, private act, etc.).
2. BRIEF HISTORY of the institution.
3. Address(es) of all sites where instructional programs and/or courses are delivered by the educational provider. Briefly describe the main campus facilities and the instructional sites outside the main campus. (Are there instructional sites outside of your province/state? Are there instructional sites outside of Canada? How many?)

**Financial/Organization/Governance**

1. Include indication of your institution’s financial stability, such as financial statements, audit statements or proof of bonding.
2. Please attach your institution’s organizational chart.
3. Describe your institution’s method of academic governance:
4. How are academic-related decisions made?
5. What is the process to develop courses/programs (i.e. How are course and program content established)?
6. How are assessment method standards established and maintained (i.e. grading scales and policy)?
7. How are course/program learning outcomes determined and maintained?
8. Include other information you consider pertinent to demonstrate a high level of academic integrity.

**Learning and Assessment**

1. Description of learning resources available to students. Please include comments on the following:
2. Do you have a library? If so, describe the library. Do your students have access to other libraries? Do your students have access to electronic learning resources?
3. Describe the learning environment for the typical student. How are learners supported?
4. What pedagogies are used to encourage learners to be engaged and active in their learning?
5. How are learners assessed?

**Transferability/Admissions**

1. List current institutional, program and/or course accreditation status, if any.
2. Describe any current or pending transfer agreements with other institutions involving courses or programs for which your institution has transferability or has made application to secure transferability.
3. Provide your policies regarding admission and transfer credit.
4. How many students admitted to your institution within the last year had previously attended another post-secondary institution?

\_\_\_\_\_\_\_\_\_ # of transfer students

1. Provide a sample transcript (or academic record) with the student name deleted. If your institution has other campuses/branches and the transcripts are different, please provide a sample of these as well.

\_\_\_\_\_\_\_\_ sample(s) attached

**Programs/Enrolment/Staff**

1. Do you have an academic calendar and/or brochure? If so, please provide the most recent publication listing your institution’s program regulations and course offerings.
2. Provide information on instructional staff for each program*.* Complete **Appendix A**. This is to be completed for each program and/or course that is offered by your institution. You may reproduce as required.

1. Provide information on recent enrolments in your institution’s courses and programs in **Appendix B**.
2. List the specific programs and/or course(s) for which your institution intends to seek transferability. Please specify the program for each course listed. If these courses or programs are similar to, or are modeled after, courses or programs from another institution, please name that institution. **Please note that you should only list programs that have a strong potential for transfer to a specific AU program and only include programs and/or course(s) that are *delivered in the English language.***

**Appendix A – Instructional Staff By Program (Question 15)**

Submit one for each program. You may reproduce as required

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum credential required to instruct:

\_\_\_\_Diploma

\_\_\_\_Bachelor

\_\_\_\_Master

\_\_\_\_Doctorate

If students receive instruction, or teaching is delivered by other instructional staff, support staff, tutors or aides, please provide the minimal credential required for each below:

\*\*\*Instructor and staff CVs may be requested\*\*\*

**Appendix B – Most Recent Enrolment by Program/Course (Question 16)**

Reproduce as required

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Program/Course** | **# of Students** |
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**Appendix C - Educational Provider Questionnaire (EPQ) Checklist**

Completed EPQ

Most recent Academic Calendar or program brochures

Admission and Transfer Credit Policies

Sample transcript(s)

Most recent financial statements/proof of bonding

Organizational Chart

Completed Appendix A

Completed Appendix B

**Note:** Incomplete submission will be returned.