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## Approval of Non-Collegiate Organization Procedures (146a)

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Name of Parent Policy:</b>	<a href="#">Approval of Non-Collegiate Organization Policy (146)</a>
<b>Policy Contact:</b>	Associate Registrar, Transfer Credit Services
<b>Procedure Contact:</b>	Coordinator, Transfer Credit Services
<b>Effective Date of Procedures:</b>	June 2, 2010
<b>Review Date:</b>	These procedures will be reviewed annually.

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### Purpose

To describe the process by which a Non-Collegiate Organization (NCO) seeks eligibility to submit transfer credit and/or articulation agreement proposals to Athabasca University (AU).

### Definitions

Refer to Approval of Non-Collegiate Organization Policy (146) for any definitions that are applicable to these procedures.

### Procedure

1. An NCO that is interested in submitting transfer credit and/or articulation agreement proposals to AU must complete and submit the Educational Provider Questionnaire (EPQ) to the Office of the Registrar. An EPQ can be accessed at the following URL:

[Educational Provider Questionnaire](#)

2. The Office of the Registrar will review the submission for the following:

A review of the financial stability of the NCO

A review of the organizational structure of the NCO



A review of the NCO's affiliations

A review of the quality assurance standards and/or programs of the NCO

The NCO may be required to submit additional information as requested by the Office of the Registrar.

3. Upon completion of the due diligence review, the Office of the Registrar will perform a preliminary review of the NCO. This review will include but is not limited to the following:

A review of the credentials of the course development and delivery staff members of the NCO

A review of the learning support services of the NCO

A review of the evaluation criteria and methods used in the course and program offerings of the NCO

A review of any existing transfer credit and/or articulation agreements the NCO may have in place with an AUCC member institution

A review for evidence that the NCO has an academic governance structure in place that facilitates decision making of academic related matters by academic staff of the NCO

The NCO may be required to submit additional information to the Office of the Registrar to complete the preliminary review.

4. The Office of the Registrar will analyze the results of the reviews in steps 2 and 3 of these procedures to determine if the NCO application should go forward to AU's Academic Planning, Policy and Standards Committee (APPSC) for review and approval. Part of this analysis will include consulting with AU Faculties, with organizations the NCO is affiliated with, or with other individuals or organizations as deemed necessary. The results of the analysis will determine whether the Office of the Registrar will deny the NCO application or whether the Office of the Registrar will make recommendation to the appropriate Faculty member to bring the proposal through the committees.
5. The Office of the Registrar will notify an NCO if it is not going to be considered for eligibility or, if the NCO is going to be considered for eligibility, the Office of the Registrar will notify the NCO of the date it can expect to receive a response.
6. For those NCOs that are going forward for eligibility consideration, the Office of the Registrar will prepare a summary and include any background information that will assist in determining an NCO's eligibility to submit transfer credit and/or articulation agreement proposals. This could include the EPQ and a summary of any discussions with the NCO or others who have contributed information about the NCO.



7. AU's APPSC will review the documentation submitted by the Faculty, in consultation with the Office of the Registrar and approve or deny the NCO's eligibility to submit a transfer credit and/or articulation agreement proposal.
8. The Office of the Registrar shall notify the NCO of the outcome of the review in step 7 of this policy.
9. An NCO that has been approved as eligible to submit a transfer credit and/or articulation agreement proposal shall follow the established principles, guidelines, and procedures of the Undergraduate and Graduate Transfer Credit policies.

### **Applicable Legislation and Regulations**

n/a

### **Related References, Policies, Procedures and Forms**

[Approval of Non-Collegiate Organization Policy \(146\)](#)

[Undergraduate Transfer Credit Policy \(132\)](#)

[Graduate Transfer Credit Policy \(137\)](#)

[EDUCATIONAL PROVIDER QUESTIONNAIRE](#)

### **History**

Office of the Registrar, October 18, 2016 (revised)

Athabasca University Academic Council, January 31, 2001, Motion #161-3 (revised)

Athabasca University Academic Council, April 19, 1994, Motion #110-3 (approved)

Replaces Criteria and Process for Evaluating Programs and Courses from Non-Collegiate Organizations for Undergraduate Transfer Credit Policy