



## Proposal for a New/Renewal of ARTICULATION AGREEMENT

**Articulation agreements** are University of Manitoba (UM) Senate approved bilateral or multi-lateral agreements, between the UM and other recognized post-secondary institutions, that define the terms and conditions for consideration of admission and recognition of prior learning within the context of specific programs or credentials. Upon successful admission, students may receive established credit within a program at the UM, which shortens the path to the credential (typically a three-year or four-year degree) that is ultimately sought. Recognition of prior academic achievement may be in the form of UM equivalent course credit, general (unallocated) credit, block credit or advanced standing, reducing the total credit hours required for credential completion. This credit would be based upon either: an earned credential (for example a one-year or two-year certificate / diploma) or an approved program of study at the partner institution.

It is strongly advised that units initially discuss the proposed articulation with the Vice-Provost (Academic Planning and Programs) early in discussions with the partner institution. The proposal form, along with any accompanying documents, should be completed by the UM Program Contact - identified in Question 2 below – and submitted to the relevant Faculty/College/School Council for approval.

Following unit approval, please prepare two (2) copies of the proposal package for signature and delivery to the Office of the University Secretary and the Vice-Provost (Academic Planning and Programs), respectively, to begin the Senate approval process.

**For international agreements**, in addition to the Senate proposal document, an *International Articulation Agreement* must be completed for approval by the Associate Vice-President (Partnerships). Please contact the International Centre for further details. Copies of the signed legal agreement must be sent to the Provost's Office prior to program commencement. Note that while the legal agreement cannot proceed until the articulation program has been approved by Senate, it is highly recommended that units begin this process following endorsement by the Faculty/College/School Council and while the proposal is being considered through Senate.

**For renewals of existing agreements**, please include the following supporting documentation:

- A cover letter detailing any changes from the current agreement and indicating the date on which the Faculty/College/School Council met to endorse the proposal.
- A benefit analysis report outlining the success of the program to date. Using both quantitative and qualitative measures, the report should address such things as, but not necessarily limited to:
  - number of students and student success rates;
  - other benefits to students; and
  - other benefits to the unit and/or the institution.
- An updated course-mapping form and program chart highlighting changes from the current agreement.

Please ensure you plan appropriately when developing timelines for any articulation. Mapping of international coursework, legal translations of documents, and approval by the partner institution will add extra time to the approval process. Units should allow for up to 12 months from the first planned Fall intake of students for domestic agreements and at least eighteen months to two years for international agreements.

Please direct questions to Cassandra Davidson at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca).



University  
of Manitoba

## SENATE ARTICULATION AGREEMENT PROPOSAL

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### Section A: UM Program and Partner Information

- Agreement Type:** New  Renewal  Domestic  International
- Name and Address of Partner Institution:**  
Assiniboine College, 1430 Victoria Ave E, Brandon, MB R7A 2A9
- UM Program Contact:**  
Name: Bruno Silvestre Designation: Dean, Asper School of Business  
Email: b.silvestre@umanitoba.ca Phone: 204-474-9431  
Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)
- Name and designation of contact person from partner institution (*include full contact information*):**  
Name: Geoff Milne Designation: Chairperson, Peters School of Business  
Address: 1430 Victoria Ave E, Brandon MB R7A2A5  
Email: milneg@assiniboine.net Phone: 204-725-8700 x 6723
- Name and designation of signing authority for the partner institution (*include full contact information*):**  
Name: Terry Burgess Designation: Dean, Peters School of Business  
Address: 1430 Victoria Ave E, Brandon MB R7A2A5  
Email: Buresst2@assiniboine.net Phone: 204-725-8700 x 7106

### Section B: Articulation Program Proposal

#### PROGRAM INFORMATION

- UM Faculty/College/School:** Asper School of Business  
**UM Department:** N/A  
**UM Program to which advanced entry is sought (*provide program name and credential*).**  
Bachelor of Commerce (Honours); B. Comm. (Hons); with or without Coop option
- Program at Partner Institution from which advanced entry is sought (*provide program name and credential*).**

Diploma in Business Administration

8. **Start date (number of years for which the agreement is proposed to run, generally to a maximum of 5 years).**

Start Date: September 2025      Period (yrs.): 5

9. **Combined duration of the articulation program, in years and credit hours [e.g. 4 years (120 credit hours) – Partner 2 (60 credit hours) + UM 2 (60 credit hours)].**

4 years (120 credit hours) = 2.2 years (66 credit hours) at UM + 1.8 years (54 credit hours) at AC). If a student transfers with fewer than 54 credit hours, then time split between the two institutions will change increasing the proportion of time spent at the University of Manitoba.

10. **If applicable, will students be able to participate in a co-op option in the program?** Y  N   
 NA

11. **Detail any costs accrued to the UM arising from this proposal. Costs should include any resources required to support the program and any tuition and/or fee implications, including application fees.**

[A letter from the budget Dean detailing how any costs will be met must accompany the completed proposal.](#)

AC students admitted in the agreement will pay the regular University of Manitoba tuition fees based on whether they are a domestic or international student. Asper School's Undergraduate Program Office, with the help of the Enrolment Services, will manage the course mapping of students coming to UofM under this agreement, as they do for other transfer students. Students opting for the Co-op program during the B. Comm (Hons.) program will be treated as any regular Asper student applying for the program.

12. **Outline any additional interactions planned in relation to the agreement. For example, formal interactions with the faculty and staff at the partner institution; development of joint curriculum between institutions, etc. *Please describe.***

AC has sent us the list of courses (and their respective course outlines) in the Business Administration Diploma program. Based on the information provided, course evaluations and course mapping has been completed.

On an annual basis the Undergraduate Program Office will be communicating with AC to assist with providing students with information about the program to assist with recruiting. The faculty has dedicated web pages available to AC students to access this constantly maintained information throughout their program to help them make course choices in line with the course mapping. These interactions will also check for any changes in courses which might affect course mapping. Any changes in course mapping will be presented to Senate via established channels for approval.

### STUDENT SELECTION AND SUPPORT

13. **Number of students to be admitted at each intake.**

1. Expected No. 2      Maximum No. 10

14. Is advanced standing limited to graduates of the partner institution program? Y  N

15. Provide details of the program requirements, highlighting where students will receive advanced standing in the UM program and outlining the course and any other program requirements/outcomes that students must meet at UM to obtain their degree.

Append the following: (i) Articulation Course Mapping form; (ii) a revised program chart, indicating which courses students will have completed at the partner institution and which will be completed at UM; and (iii) all applicable course syllabi from the partner program.

[Click here to enter text.](#)

16. Describe the entry pathway for admission and selection for articulation at UM. Include information on admission requirements, including minimum GPA requirements and English language requirements, should they fall outside the standard UM requirements.

International agreements should identify and address the role of a UM faculty member (or representative) in the student selection process.

1. Students must have graduated from the Business Administration Diploma at Assiniboine College within 5 years prior to the start of the program at UM.
2. Admission is limited to students who achieve a minimum cumulative grade point average of 3.00 at AC. Students will be required to achieve the same cumulative GPA or greater on their Business Administration Diploma as those admitted into Asper School via the Track 1 category in the admitting year.
3. Up to 10 qualifying AC students will be admitted in the B. Comm. (Hons) program per year.
4. Up to 54 credit hours from AC can be transferred; a minimum of 24 transferable credit must be presented for an admission offer.
5. Students must present a minimum grade of "C" in each AC course that is part of the required minimum 24 transferable credits.
6. AC applicants are admitted solely based on their AC coursework. If the student has additional post-secondary work, it will be assessed for potential transfer credit. The maximum allowed external transfer credit is 60 credit hours.
7. Applicants whose primary language is not English and do not qualify for the waiver under the University of Manitoba's English Language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website.

[English language proficiency requirements | University of Manitoba \(umanitoba.ca\)](#)

Note: Students admitted to the Articulation Agreement will be required to meet all prerequisite courses required for registration including the high school Pre-Calculus Math 40S prerequisite. Applicants who do not have a minimum 60% in Pre-calculus Mathematics 40S must take MATH 1018 Pre-Calculus in Practice offered at UM or other approved Pre-Calculus program recommended by an advisor.

17. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and partner institution where applicable.

The Asper School provides program and recruitment material to AC staff who distribute it to AC Business Administration students.

18. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.

As this is a renewal of an already long-standing agreement no special student support is required other than those offered to all Asper students. Our experience is that AC business students are well prepared for our program and don't require any additional supports other than those already existing within the Asper School and University of Manitoba.

## QUALITY ASSURANCE

**19. Please indicate how often the agreement will be reviewed as well as an outline of the review process.**

Every 5 years. The review process will examine student performance in comparison to the mainstream student body. Course syllabi will be evaluated on an annual basis during annual communications about program updates and during recruitment efforts.

**20. Outline how feedback will be provided to the partner institution in terms of student performance.**

Yes, if required, subject to FIPPA regulations.

**21. If the UM program is accredited by an external body, will the proposed articulation impact the accreditation? If so, what steps are required to maintain accredited status?**

No

**22. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn?**

In the event the articulation agreement is withdrawn, any students on the articulation pathway will be treated as regular transfer students and allowed to complete their degree program.

**23. What is the partner institution's policy on academic freedom? What are the implications of this (if any) on course content.**

AC students have freedom of expression, spirituality, assembly and participation in college community and student associations.

AC faculty and instructors also have freedom to participate in scholarly activities in any way they choose, whilst not being forced to participate in these activities and are required to do so within set ethical guidelines.

## BENEFIT ANALYSIS

**24. Outline the anticipated benefits expected from this agreement to the partners and students.**

The agreement continues to make spaces available for students from AC. This will provide opportunity for students at AC to complete a four year B.Comm.(Hons.) degree at the University of Manitoba. Given the current requirement of CPA Manitoba, students must present with a four-year degree to be eligible to complete CPA Preparatory Course and subsequent entry into the CPA

Professional Education Program (PEP). This agreement provides a pathway for those students to enter the PEP program with CPA Manitoba, without the need to complete any other preparatory courses. In addition, the Human Resource Management Association of Manitoba is now also providing advanced standing for HR majors from a four-year degree. The articulation agreement will allow students from AC wanting to complete their HR designation to complete their studies at the Asper School.

**25. Have any challenges or barriers to this agreement been identified? If so, how will they be ameliorated?**

No challenges have been identified other than ensuring that sufficient resources are in place for students entering through the articulation agreement. This agreement does not allow for an increase in the overall enrolment into the program so only currently available resources are required to meet the needs of the agreement. One foreseeable challenge is keeping the course mapping up to date. This will be ensured through formal and informal communication with the Dean's office and other staff and faculty at AC to keep up to date with any changes that may have been made in their program and ensuring the course mapping and course equivalencies are also kept up to date.

**ADDITIONAL INFORMATION**

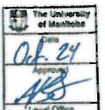
**26. Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.**

- AC students will have access to all the student services and programs (Career Development Centre, Co-op program, International Exchange program, etc.) as other Asper students.
- AC students will be eligible to participate in the Asper School Co-op program, and subject to the same eligibility requirement as regular Asper students. For entry into the Co-op program students must present with a minimum of 24 credit hours and be a student registered in the B. Comm program. Under the new curriculum being implemented in Fall 2023, all students will also be required to have completed IDM 1010 Communication for Career Development. AC students will be advised of this during recruitment and in our communications to ensure they make suitable course choices as early as possible upon acceptance.
- AC students will be eligible to participate in the Asper School International Exchange program and subject to the same eligibility requirement as regular Asper students.
- AC students admitted to the Articulation Agreement will be required to meet all prerequisite courses required for registration including the high school Pre-Calculus Math 40S prerequisite. Applicants who do not have a minimum 60% in Pre-calculus Mathematics 40S must take MATH 1018 Pre-Calculus in Practice offered at UM or other approved Pre-Calculus program recommended by an advisor.

**Section C: Review and Approvals**

Dean/Director: *Deanna Schuster*

Date: October 21, 2024



Faculty Council: \_\_\_\_\_

Date: January 26, 2024

Senate Approval: Date: \_\_\_\_\_

**UM PROVOST APPROVAL TO IMPLEMENT**

Provost & Vice-President (Academic): *Diane Hiebert-Murphy*  
Diane Hiebert-Murphy

Date: October 28, 2024



Additional Conditions:

**PARTNER INSTITUTION APPROVAL**

Name: Terry Burgess Position: Dean, Peters School of Business

Signature: *Terry Burgess* Date: January 8, 2025

**For international agreements only:** following approval of the Senate articulation agreement, the next step will be to complete an International Articulation Agreement for approval by the Associate Vice President (Partnerships). **Please contact the International Centre for further details.** Copies of the signed international articulation agreement must be sent to the Office of the Provost prior to program commencement.

International Articulation Agreement Required: Y  N  Date Received: \_\_\_\_\_

**Signed copies to: (action by Provost's Office)**

- Dean's Office, Proposing UM Faculty
- Registrar
- University Secretary
- Partner Institution Signatory
- Admissions
- Office of Institutional Analysis