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Project 2015-28 Final Report

Enhancement of Existing and Creation of Additional Diploma to Degree Pathways Between Wilfrid Laurier University &

Conestoga College Institute of Technology and Advanced Learning

**Report Prepared for the Ontario Council on
Articulation and Transfer (ONCAT)**

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Section One: Introduction

Project 2015-28 sought to build upon the success of ONCAT Project 2014-06 by continuing to enhance existing and create new academic pathways within the comprehensive partnership between Wilfrid Laurier University ("Laurier") and Conestoga College Institute of Technology and Advanced Learning ("Conestoga") through their Memorandum of Understanding (MOU). This project also sought to continue to enhance the transferable model that was developed as part of Project 2014-06. As such, the two main components of this project were to: 1) identify fully the opportunities for joint academic and shared administrative services/infrastructure in Brantford; and 2) create tools and models that can expedite/facilitate new partnerships and joint programming across Ontario's post-secondary education system.

In order to identify opportunities for shared administrative services and infrastructure on the Brantford campuses, executive bodies from Laurier and Conestoga have been working to draft collaboration agreements to append to the Memorandum of Understanding that was signed in 2013. It was originally proposed that six potential areas for partnerships be explored to build upon the strengths of both institutions. During the scope of this project, some ideas were explored, while others were added or developed in an altered form. This report presents the final version of these collaborations.

The creation of new academic pathways for students inevitably led to tools and models to be developed to help facilitate joint programming. While many of the tools, models, and best practices were developed as part of Project 2014-06, some have been revised and other ones have been created.

Section Two: Shared Administrative Services/Infrastructure

As noted previously, a MOU was signed between Conestoga and Laurier in June 2013, dating its effect back to July 1, 2012. The MOU has been revisited and re-signed in the summer of 2016. The MOU sets out the principles and high level processes for ongoing collaboration between the two institutions in the delivery of academic programs for the mutual benefit for students registered at Conestoga and/or Laurier. The MOU stipulates that collaboration, "may take the form of shared use of facilities or services, shared delivery of academic programs, or various combinations of instructional and infrastructure partnership...". The intent of the MOU is for student pathways to be improved; services and support to be seamless from the student's perspective; and administrative resources not to be duplicated.

Since the signing of the MOU, four collaboration agreements have been discussed between Laurier and Conestoga that fully detail their relationship in terms of separate, joint, and integrated programming. The agreements include Schedule A - Academic Collaboration, Scheduled B - Student Services Collaboration, Schedule C - Operations Collaboration, and Schedule D - Administration Collaboration. Currently, Schedule A and Schedule B have been signed by both Laurier and Conestoga. Schedule A contains its own appendices that detail

the education program agreements for each individual pathway program. A blank template of the education program agreements is included in [Appendix A](#). Schedule C has been finalized and is being executed, while Schedule D is still in the development stage at Laurier.

As a result of the MOU, Conestoga has an office with full-time administrative support on Laurier's Brantford campus. Conestoga is also now offering its own programming in Brantford, as well as content, preparatory, and concurrent certificate programs in conjunction with several Laurier degree programs.

Section Three: Collaborative Academic Programming

Through this project, joint and integrated academic partnerships were explored and, in a majority of cases, were developed. These programs build upon the relative strengths, resources, and expertise of both institutions. The overall aims of this programming was to provide students with enhanced access and pathways, compressed time frames for degree qualification, and the opportunity to receive credentials from both institutions.

In total, eight pathways were explored, five being successfully developed. Descriptions of each pathway are included below; however, further details can be found in [Appendix B](#). All pathways developed were created in collaboration with Conestoga to ensure that students achieve the program learning outcomes and students receive theoretical and practical experiences that are fundamentally rooted in achieving the program learning outcomes and Laurier's [Undergraduate Degree Level Expectations](#).

Joint Education Programs

A) Conestoga's Autism and Behavioural Science graduate certificate with Laurier's Honours Bachelor of Arts in Community Health

In order to provide students with opportunities to specialize their program, three streams within the [Honours Bachelor of Arts in Community Health](#) have been developed – Health Studies (a fully Laurier option); Addictions and Mental Health (Laurier and Conestoga joint option); and Autism and Behavioural Science (Laurier and Conestoga joint option). The inclusion of graduate certificates was approved by Senate on April 15, 2015, and students began being admitted into these streams in September 2015. Currently, students in the Autism and Behaviour Science stream will be taking courses through Conestoga in this field in an online delivery model. The graduate certificate for the Addictions and Mental Health stream is currently awaiting approval by the Ontario Ministry of Advanced Education and Skills Development.

Including graduate certificates in these two fields allows students to seek a specific trajectory in their career in these areas of critical societal need. The graduate certificates also fit well with the learning outcomes for the BA in Community Health, which include identifying the most significant health challenges in communities; evaluating the factors

that create health risks for members of those communities; and studying and making recommendations for program and policy interventions that will improve the health status within communities of concern.

Students in the two joint Conestoga areas of concentration will complete graduate certificates offered by Conestoga on the Brantford Campus during their third year of study. Students must have successfully completed 10.0 credits, including PS101, PS102, PS275 and PS276, or PS280 with honours status in Community Health in order to be eligible to enroll in a graduate certificate program. Completion of the graduate certificate with a minimum average of 70% will allow for the transfer of 5.0 senior credits, including 3.0 senior HS credits and 2.0 senior misc. credits, towards the Laurier degree requirements. Upon graduation, students will receive both credentials.

B) Conestoga's Sustainable Business Management (formerly Green Management) and Community and Social Service Management graduate certificates with Laurier's Honours Bachelor of Arts in Society, Culture, and Environment

Two certificates have been added to Laurier's [Honours Bachelor of Arts in Society, Culture, and Environment](#) (which has been renamed "Social and Environmental Justice", beginning Fall 2017). Both graduate certificates are offered as possible streams within the Laurier degree program, offered on the Brantford Campus. The addition of Sustainable Business Management as a stream was approved by Senate on April 15, 2015, and the addition of Community and Social Service Management was approved by Senate on January 11, 2016.

The [Sustainable Business Management](#) graduate certificate provides students with the knowledge and skills to reduce their social and environmental impacts, contribute to the development of innovative solutions, and gain market advantage in the new, emerging sustainable economy. In the program, students learn the project and change management skills needed to help an organization implement environmental sustainability into its bottom line. As part of their learning experiences, students will develop and implement a sustainability action plan that will lead to greater value creation, improved productivity and enhanced corporate responsibility for the organization. The [Community and Social Service Management](#) graduate certificate focuses on developing skills in managing public, private, or non-profit community organizations. Students gain knowledge of community development methods and learn strategies for relationship building, community outreach, and community leadership. Students enhance their understanding of community-based social policy and public administration, as well as gain perspectives on social, cultural and political issues. Both graduate certificates fit well with the program learning outcomes and goals of the Laurier program, which seeks to provide students with the knowledge, skills, and inspiration to directly contribute to the world we live in both locally and globally. Laurier's curriculum examines topics such as poverty and policies to reduce income inequality, climate change and sustainable communities, and citizens' roles in a democratic society. Students work with each other and with faculty to develop innovative solutions to complex social and environmental problems.

Students are eligible to enroll in the Sustainable Business Management graduate certificate if they have successfully completed a minimum of 10.0 credits, including CT210, CT215, and OL140 with a minimum GPA of 5.0 in their Honours Laurier program and 5.00 overall. This typically occurs during the third year of full time study. Completion of the graduate certificate program with an average of 70% or better will allow students to receive 4.5 senior miscellaneous credits towards their Laurier BA. The program recommends that students who have completed the graduate certificate in Sustainable Business Management also choose to complete three specific environmentally-focused courses in Year 4 of the Honours program at Laurier in order to fully immerse themselves in the subject-matter.

Students are eligible to enroll in the Community and Social Service Management graduate certificate if they have successfully completed a minimum of 10 credits, including BF190, BF199, BF290, BF299, CT100, CT120, CT222, CT250, CT255, and one of CT280 or CT285, with a minimum GPA of 5.0 in their Honours Laurier program and 5.0 overall are eligible to enroll. This also normally occurs during the third year of full time study. Completion of the Community and Social Service Management graduate certificate with a minimum average of 70% or better will allow students to receive 5.0 senior miscellaneous credits towards the Laurier BA. Similar to the other stream, it is recommended that students take an additional three specific Laurier courses in Year 4 to fully immerse themselves in the subject-matter.

C) Conestoga's Community and Social Service Management graduate certificate with Laurier's Honours Bachelor of Arts in Human Rights and Human Diversity

The Community and Social Service Management graduate certificate, as described above, has also been added as an optional stream in Laurier's [Honours Bachelor of Arts in Human Rights and Human Diversity](#) program. This pathway was approved by Senate on January 11, 2016. This option is in addition to the pathway already in place with this degree program where students can take Conestoga's Human Resources Management graduate certificate in Year 3 of their studies. The objectives of Conestoga's Community and Social Service Management program fit well with Laurier's Human Rights and Human Diversity program. Laurier's program examines the key forces that shape students' futures as individuals, workers, and Canadians. The program is designed to provide an understanding of the origins and the laws and institutions designed to protect human rights, as well as the processes diversifying cultures and the policies that have been put in place to manage and accommodate this diversity. Students come to understand human rights (their origins, how they are protected, and the current challenges they face) and their relationship to human diversity (through gender, race, religion, culture, disability and sexual orientation).

Students in the Honours Human Rights and Human Diversity program may take Conestoga's Community and Social Service Management in Year 3 of studies. Students are eligible if they have successfully completed 10.0 credits, including 4.5 credits of BF190, BF199, BF290, BF299, HR100, OL224, CT260/HR260, HR261, CC233/HS233/OL233 with a minimum GPA of 5.0 in Honours HRHD and 5.0 overall. If students complete the Conestoga graduate certificate with an average of 70% or better, they will receive 5.0 senior credits as follows: 3.0 senior HRHD credits and 2.0 senior OL credits.

D) Conestoga's Human Resources Management and Career Development Practitioner graduate certificates with Laurier's new Honours Bachelor of Arts in Work and Employment

Laurier has developed a new 20.0 credit [Honours Bachelor of Arts in Work and Employment](#), to launch in Fall 2017. This program received Senate approval on April 13, 2016, and has been approved by the Quality Council and the Ontario Ministry of Advanced Education and Skills Development. This degree will provide a unique and broadly based interdisciplinary investigation of issues and practices relating to work and employment based in a broad liberal arts curriculum. A core of required courses in Years 1 and 2 will provide an examination of the historical and contemporary dimensions of the experience of work and elucidate the developing terrain of employment in Canada and the globalized world. Mentorship training towards possible service careers in broad areas of the private and public sectors will be available through three streams of study – a 4-year Honours degree (fully at Laurier); Career Management (joint with Conestoga in Year 3); and Human Resource Management (joint with Conestoga in Year 3). Students who successfully complete one of the Conestoga certificates ([Career Development Practitioner](#) and [Human Resources Management](#)) will receive 5.0 senior transfer credits towards their Laurier program.

The Career Management stream will appeal to students most interested in careers that help individuals requiring assistance in planning and understanding their place in the labour market and world of work. As the first university-college partnership of its kind in Canada, Career Management will also provide the educational requirements towards the new Certified Career Development Practitioner designation, currently under review. Offered through Conestoga on the Brantford campus, the college certificate will be combined with a strong liberal arts focus on personal development through an awareness of social issues and their impact on satisfaction in the workplace. The Human Resource Management stream offers to teach students expertise in work and employment for service at the individual, community, or institutional level. Laurier's curriculum blends with the Conestoga certificate to provide the educational requirements towards professional designations as developed by the Human Resources Professional Organization.

Each stream within the Work and Employment program correlates to a majority of the program learning outcomes, especially those that relate to the Autonomy and Professional Capacity UDLEs, as follows:

- Demonstrate the ability to interact collegially and professionally with others;
- Recognize their place in the political economy of work and the limitations and potentialities of that position;
- Synthesize theoretical and practical knowledge to identify possible career paths;
- Articulate the transferability of academic skills to future employment opportunities; and
- Develop the requisite skills for engaging in lifelong learning, especially as it pertains to adapting to a changing labour market.

The degree combined with the graduate certificates will offer a synthesis of theoretical and practical knowledge providing the skills graduates will need to succeed in their chosen

careers in these areas. After four years of post-secondary education, all on the Brantford campus, students completing either of these two partnership routes will be able to graduate with both credentials. Additionally, graduates will have fulfilled educational requirements towards the corresponding professional designations in each of the two Conestoga streams.

Integrated Education Programs

A) Conestoga's Integrated Media Marketing – User Experience with Laurier's new Bachelor of Arts in Experience Design

Building upon the success of Laurier's integrated Honours Bachelor of Arts in Digital Media and Journalism, a new integrated degree program has been developed in the field of user experience design. This 20.0 credit [Honours Bachelor of Design in User Experience Design](#) will teach students a multidisciplinary way of thinking about and designing content, products, services, and solutions based upon an explicit understanding of people, their needs, their access to content, tools and services, their tasks, and their environments. The program received Senate approval on May 26, 2016, as well as Quality Council approval in the summer of 2016. However, the program is still awaiting approval by the Ontario Ministry of Advanced Education and Skills Development. It is planned to begin admitting students in Fall 2017, pending the final approvals.

With its blend of the liberal arts, the applied arts, community engagement, and experiential learning, this program will be unique in Ontario and beyond. Students will progressively work towards mastery of all aspects of user-centred design, including undertaking needs assessments, creating design solutions, and evaluating design outcomes. Students will be exposed to all aspects of the design process, visual analysis, design thinking, and design theory, as well as universal design and the sociocultural implications of design.

It will be a four year program in which students will gain two credentials: an Honours Bachelor of Design from Laurier and a graduate certificate from Conestoga College in [Interactive Media Management – User Experience](#). Through the graduate certificate, students will have opportunities to develop their creativity through hands-on projects and think critically about how design decisions in digital and physical environments affect 'users'. Students will gain hands-on, skills-based experience in areas where user experience design is employed, including immersive and mobile environments. This program combines design education with technical instruction and hands-on workshops to configure interactive design strategies using existing and emerging technologies. This will prepare students to act as user experience design practitioners or consultants in website and application development, as well as immersive and non-digital environments. The technical skills students will develop through the completion of the Graduate Certificate program will facilitate the development of strong technical knowledge of digital, mobile, and immersive design to complement the theoretical and critical skills developed through a liberal arts university education. Students will be well versed in content creation, community engagement, and social innovation.

As an integrated program, students will take a mix of Laurier and Conestoga courses throughout all four years of their studies. There is also a Conestoga-run optional co-op placement that can be taken in the summer following the second or third year of studies. By organizing the program in this manner, students will be able to anchor their acquisition of hands-on design and technology skills as they are developing their critical thinking skills and knowledge of the user-experience design process. Students would also be able to take courses that introduce skills to them in Year 1 and build upon them over four years.

The Conestoga graduate certificate was created in consultation with Laurier so that it would meet the needs of the students in the Laurier program. Appropriate courses will be delivered in laboratory environments in Brantford, which will foster rapid skills acquisition. The certificate adds well to the following program learning outcomes for the Bachelor of Design program:

- Demonstrate knowledge of design thinking, fundamental design practices and tools, and the creation of designed solutions;
- Demonstrate knowledge of methods involved in the evaluation of designed solutions and outcomes;
- Evaluate the appropriateness of design tools and methods required for the creation of design solutions;
- Employ appropriate design tools, techniques, and best practices to develop design solutions;
- Articulate verbally, visually, and in writing concepts and design solutions to stakeholders, clients, subject matter experts, and users;
- Work effectively and collegially in groups;
- Recognize the importance of and develop an interest in staying current with best practices, tools, and technologies in user experience design as they emerge, and incorporate them into practice; and
- Create and maintain an electronic portfolio of scholarly and design work.

Future Collaborations

There are three future collaborations that Laurier and Conestoga plan to explore over the next few years. These are included as part of this report in a separate document, for purposes of confidentiality.

Section Four: Transferable Model and Tools/Templates

The second component of Project 2015-28 was to create tools and models that can expedite and help facilitate new partnerships and joint programming across Ontario's post-secondary education system. This was to be accomplished by building upon the best practices and tools/templates that were developed as part of Project 2014-06.

Revised Tools and Templates

Process documents related to course registrations between Laurier and Conestoga have been updated after further consultations with the registrar's offices at both institutions. New copies of the process documents for the integrated Digital Media and Journalism and the Game Design and Development programs are included in [Appendix C](#). These process documents encompass the entire registration process, including topics such as entering grades, progression, course registration, ensuring courses meet the requirements for contact hours, communication policies, etc.

The process document related to how students apply and register for the Year 3 joint graduate certificate programs has also been revised. See [Appendix D](#) for a copy of the new process document, as well as the form that students must fill out and submit to declare their Year 3 specializations.

New Tools and Templates

As more pathway programs on Brantford campus are added, the task of managing and tracking them became more complicated. A master list of all agreements (current, pending, and former) is now created by a Laurier employee, who works closely with the full-time Conestoga administrative staff on Brantford campus. A copy of this master list is included in [Appendix E](#).

Marketing the college-university partnership programs has been a very important part of the relationship between Laurier and Conestoga. Conestoga has launched a "[Conestoga-Laurier Partnership Programs](#)" website that details all of the opportunities for students. The website's drop-down format is easily organized and describes each of the programs in the dual-credential partnerships. Laurier will have a parallel page with similar content; however, it is currently under development. A brochure was also created for the Ontario University Fair and other marketing events. A copy of this handout has been included in [Appendix F](#).

Another new initiative has come out of the development of the integrated program in user experience design. Pedagogically, having students learn the hands-on skills as they learn theory throughout all four years of the program is the superior model for this program. However, the current funding formula for integrated college-university programs pose resource challenges. Rather than revert to a joint program that would have students complete the Conestoga graduate certificate in Year 3 of their studies, Laurier and Conestoga submitted a proposal to the Ontario Ministry of Advanced Education and Skills Development to review how integrated programs are funded. A new funding formula for integrate programs would allow more colleges and universities to implement these innovative partnerships.

New Best Practices and Lessons Learned

A new process has been developed and implemented between Laurier and Conestoga after issues regarding key decision-making, timing, and communication about program offerings with low enrollments. In order to avoid the communication issues and to ensure programs that have been marketed to students are not cancelled at the last minute, a best practice process has been implemented. Conestoga now reports course and program registration figures to Laurier on a monthly basis after registration opens. This allows Laurier to be aware of any potential enrollment issues, as well as helps Laurier communicate information to students and potentially boost enrollment into the graduate certificates. An additional lesson learned is for programs to implement joint programming options in direct relation to the number of students enrolled in the program. If enrollment in a program is not high enough to justify having two or more joint graduate certificates, a new pathway will not be implemented until enrollment increases. Having too many options for graduate certificate completion can work to segment the student body and this may cause low enrollment figures in one or more of the graduate certificate programs (jeopardizing whether it can be offered). Other ways to mitigate this risk include having one graduate certificate program as an option in several programs and having the college offer admission into the program separate from the university partnership.

Appendix A – Education Program Agreement Template

1	
A3.1 APPENDIX TEMPLATE	
1. Faculty:	<i>Liberal Arts:</i> <input type="checkbox"/> <i>Human and Social Sciences:</i> <input type="checkbox"/>
2. Laurier Program Name:	_____
3. Conestoga Program Name(s):	_____ _____ _____ _____ _____
~ Or ~	No Conestoga certificate awarded for this program: <input type="checkbox"/>
4. Number of credits awarded towards the Laurier degree after completion of Conestoga courses:	_____
5. Conestoga credits:	<i>Optional for Laurier program</i> <input type="checkbox"/> ~ Or ~ <i>Mandatory for Laurier Graduation</i> <input type="checkbox"/>
6. Year 3 program:	<input type="checkbox"/> ~ Or ~ Concurrent Program: <input type="checkbox"/>
7. Minimum overall GPA average required in Conestoga courses:	_____
~ Or ~	Minimum GPA average required in each Conestoga course: _____
8. Laurier Record Notation:	<i>Credits listed as per Laurier specialized Letter of Permission:</i> <input type="checkbox"/>
~ Or ~	<i>Pass/Fail Grade for each Conestoga class:</i> <input type="checkbox"/>
~ Or ~	
9. Registration Process Document approved by both Registrars:	
Yes, Document attached	<input type="checkbox"/>
No	<input type="checkbox"/>
If no, which program will transfer be based on?	
Program name: _____	

10. Academic Steering Committee for Concurrent programs only:

For issues related to the content of courses, scheduling of exams, issues of academic misconduct, petitions and grade appeals and registration processes between institutions

Frequency of meetings: *End of each term:* ☐ *End of Winter term only:* ☐

i) List of members by title from both Institutions:

_____	_____
_____	_____
_____	_____
_____	_____

ii) Academic Sub Committee:

Frequency of meetings: *End of each term:* ☐ *End of Winter term only:* ☐

List of members by title from both Institutions:

_____	_____
_____	_____

11. Copies of this form and the Registration Process document have been sent to the Office of the Registrar

at Conestoga College, and to Enrolment Services at Laurier's Waterloo and Brantford campuses.

Date _____

Appendix B – Pathways

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Autism and Behavioural Sciences graduate certificate and Laurier's Honours Bachelor of Arts in Community Health
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – April 15, 2015
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2015
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga graduate certificate in Year 3 of full-time studies, students must be enrolled in Laurier's Community Health program with honours status and have successful completion of 10.0 credits, including PS101, PS102, PS275 and PS276, and PS280. In order to receive 5.0 senior transfer credits (3.0 HS credits and 2.0 misc. credits), students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 5.0 senior transfer credits (3.0 HS credits and 2.0 misc. credits), students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A

Total number of transfer credits / full courses to be granted at receiving institution (please express as a numerical proportion, i.e. 90 of 120)	5.0 of 20.0
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior transfer credits (specifically 3.0 senior HS credits and 2.0 senior miscellaneous credits).
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Autism and Behavioural Sciences graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Community Health

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Sustainable Business Management graduate certificate and Laurier's Honours Bachelor of Arts in Society, Culture, and Environment
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – April 15, 2015
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2015
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Sustainable Business Management graduate certificate in Year 3 of full-time studies, students must have successfully completed a minimum of 10.0 Laurier credits, including CT210, CT215, and OL140, with a minimum GPA of 5.0 in their Honours Laurier program and 5.0 overall. In order to receive 4.5 senior miscellaneous transfer credits, students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 4.5 senior miscellaneous transfer credits, students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A
Total number of transfer credits / full courses to be granted at receiving institution (please	4.5 of 20.0

express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	4.5 senior miscellaneous transfer credits
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.5 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Sustainable Business Management graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Society, Culture, and Environment

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Community and Social Service Management graduate certificate and Laurier's Honours Bachelor of Arts in Society, Culture, and Environment
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – January 11, 2016
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2016
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Community and Social Service Management graduate certificate in Year 3 of full-time studies, students must have successfully completed a minimum of 10.0 Laurier credits, including BF190, BF199, BF290, BF299, CT100, CT120, CT222, CT250, CT255, and one of CT280 or CT285, with a minimum GPA of 5.0 in their Honours Laurier program and 5.0 overall. In order to receive 5.0 senior miscellaneous transfer credits, students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 5.0 senior miscellaneous transfer credits, students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A
Total number of transfer credits / full courses to be granted at receiving	5.0 of 20.0

institution (please express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior miscellaneous transfer credits
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Community and Social Service Management graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Society, Culture, and Environment

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Community and Social Service Management graduate certificate and Laurier's Honours Bachelor of Arts in Human Rights and Human Diversity
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – January 11, 2016
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2016
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Community and Social Service Management graduate certificate in Year 3 of full-time studies, students must have successfully completed a minimum of 10.0 Laurier credits, including 4.5 credits of BF190, BF199, BF290, BF299, HR100, OL224, CT260/HR60, HR261, and CC233/HR233/OL233, with a minimum GPA of 5.0 in their Honours HRHD program and 5.0 overall. In order to receive 5.0 senior transfer credits (3.0 senior HRHD and 2.0 senior OL credits), students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 5.0 senior transfer credits (3.0 senior HRHD and 2.0 senior OL credits), students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A
Total number of transfer credits / full courses to	5.0 of 20.0

be granted at receiving institution (please express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior transfer credits (specifically 3.0 senior HRHD credits and 2.0 senior OL credits).
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Community and Social Service Management graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Human Rights and Human Diversity

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Human Resources Management graduate certificate and Laurier's Honours Bachelor of Arts in Work and Employment
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – April 13, 2016
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2017
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Human Resources Management graduate certificate in Year 3 of full-time studies, students must have successfully completed a minimum of 10.0 Laurier credits, including WORK210 and CT250, with a minimum GPA of 5.0 in Honours Work and Employment and 5.0 overall GPA. In order to receive 5.0 senior transfer credits (1.0 senior WORK credit and 4.0 senior miscellaneous credits), students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 5.0 senior transfer credits (1.0 senior WORK credit and 4.0 senior miscellaneous credits), students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A
Total number of transfer credits / full courses to	5.0 of 20.0

be granted at receiving institution (please express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior transfer credits (specifically 1.0 senior WORK credit and 4.0 senior miscellaneous credits)
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Human Resources Management graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Work and Employment

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Career Development Practitioner graduate certificate and Laurier's Honours Bachelor of Arts in Work and Employment
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Arts and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – April 13, 2016
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2017
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Career Development Practitioner graduate certificate in Year 3 of full-time studies, students must have successfully completed a minimum of 10.0 Laurier credits, including WORK210 and CT250, with a minimum GPA of 5.0 in Honours Work and Employment and 5.0 overall GPA. In order to receive 5.0 senior transfer credits (1.0 senior WORK credit and 4.0 senior miscellaneous credits), students must complete the graduate certificate program with a minimum average of 70%.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	In order to receive 5.0 senior transfer credits (1.0 senior WORK credit and 4.0 senior miscellaneous credits), students must complete the graduate certificate program with a minimum average of 70%.
Minimum GPA or % required in specific courses	N/A
Total number of transfer credits / full courses to	5.0 of 20.0

be granted at receiving institution (please express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior transfer credits (specifically 1.0 senior WORK credit and 4.0 senior miscellaneous credits)
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Career Development Practitioner graduate certificate Wilfrid Laurier University – Honours Bachelor of Arts in Work and Employment

PATHWAY DETAILS	
Title of Pathway: Use Official Program/Credential Titles	Joint program with Conestoga College's Integrated Media Management – User Experience graduate certificate and Laurier's (proposed) Honours Bachelor of Design in User Experience Design
Pathway Type: <i>Degree Completion, Certificate to Diploma, Diploma to Diploma, Degree to Diploma, etc.</i>	Dual Credential – Honours Bachelor of Design and Graduate Certificate
List other postsecondary institution/s involved in the creation of the pathway:	Conestoga College
Pathway Implementation Date (Senate approval):	Senate approval – May 26, 2016
Pathway Implementation Date (posting to the ONTransfer.ca website):	Fall 2017, pending Ministry approval
Contact Procedure for Pathway Implementation:	Contact Laurier Brantford's Academic Advising Centre Office Hours: Monday to Friday 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm lbacademicadvising@wlu.ca 519-759-8228 ext. 5849
Eligibility for the Pathway (student eligibility for the pathway):	To be granted admission in the Conestoga Integrated Media Management – User Experience graduate certificate, students have to be enrolled in the Honours Bachelor of Design in User Experience Design program at Laurier. Successful concurrent completion of the graduate certificate with a minimum average of 60% in each Conestoga class is mandatory and will result in 5.0 senior credits towards the Laurier degree.
Applicant must have graduated from the program at the sending institution:	N/A
Minimum program GPA or % required to be eligible for this pathway:	N/A
Minimum GPA or % required in specific courses	Successful concurrent completion of the graduate certificate with a minimum average of 60% in each Conestoga class is mandatory and will result in 5.0 senior credits towards the Laurier degree.
Total number of transfer credits / full courses to	5.0 of 20.0

be granted at receiving institution (please express as a numerical proportion, i.e. 90 of 120)	
Transfer Credits Granted (please describe pathway clearly and succinctly):	5.0 senior transfer credits
Total number of program courses that must be completed at the receiving institution in order to graduate (please express as a numerical proportion, i.e. 90 of 120):	15.0 of 20.0
Anticipated time to complete the credential if enrolled full-time:	4 years
List of eligible institutions and their programs	Conestoga College – Integrated Media Management – User Experience graduate certificate Wilfrid Laurier University – Honours Bachelor of Design in User Experience Design

Appendix C – Updated Registration Process Documents

Digital Media and Journalism

Registration Process – Digital Media & Journalism

Wilfrid Laurier University & Conestoga College

January 2016

When	Task	Who	Additional Notes
Ongoing	Grades are entered into the Conestoga D2L system and uploaded into SIS	Instructors	
Ongoing	Students who have left the Digital Media and Journalism program who wish to complete the Conestoga Media Art Certificate will be directed to Conestoga College for assistance	Academic Advising will direct the students to the program coordinator at the college. Conestoga will direct students who have completed the CMA who want to reapply to Honours Digital Media and Journalism to Laurier Academic Advising	Laurier will allow students to hold Conestoga credits and use them as miscellaneous senior credits towards other programs *See addendum below
July	Ensure the minimum required contact hours for planned Fall/Winter Conestoga courses are met and communicate this to Conestoga instructors	Conestoga Manager of Operations and Program Planning	Courses may require make up classes or self-directed learning activities.
August <i>(Within five days of the end of the Spring term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 70% in each Conestoga class may progress
August	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Spring Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator.

			If Conestoga courses were completed in Spring term, progression may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by Enrolment Services & Academic Advising
August <i>(Prior to start of term)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
September <i>(After last day to add a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
October	Send notice of Spring timetable planning to the Conestoga Representative in Brantford	Scheduling and Examinations Coordinator, Laurier Brantford	For the coming academic May-August Spring term classes
November <i>(After last day to drop a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
November	Laurier Program Coordinator and Conestoga Coordinator agree on Fall/Winter, Spring course offerings for next academic year	Laurier Program Coordinator	To prepare for course build

November	Send notice of Fall/Winter timetable planning to the Conestoga Representative in Brantford	Scheduling and Examinations Coordinator, Laurier Brantford	For the coming academic year Sept-April Fall/Winter term classes
November	Provide scheduling specifics for coming Spring classes to the Scheduling and Examinations Coordinator, Laurier Brantford	Conestoga Manager of Operations and Program Planning	Include which courses require lectures and/or labs for the Spring term May-August and number of hours for each Conestoga lab or lecture
December <i>(Within five days of the end of the term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 70% in each Conestoga class may progress
December	Provide scheduling specifics for the next Fall and Winter to the Scheduling and Examinations Coordinator, Laurier Brantford	Conestoga Manager of Operations and Program Planning	Include which courses require lectures and/or labs for the Fall/Winter academic year, term class is taught, and number of hours for Conestoga lab or lecture
December	Academic Sub Committee meeting to review grades and issues that have arisen during the term	Arranged by Laurier program APA on behalf of Laurier Program Coordinator Laurier Manager, Academic Advising Conestoga Manager of Operations and Program Planning	To review grades and any academic issues that may have occurred during the term
December <i>(Before holiday break)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
December - April	1) Class times are scheduled so that Conestoga classes do not conflict with Laurier JN classes. 2) Ensure that transfer students exempted from specified block of	Scheduling and Examinations Coordinator, Laurier Brantford	

	Conestoga courses may complete all remaining Year 1 & Year 2 Conestoga classes in F/W		
January <i>(After last day to add a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
January	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator. If Conestoga courses are available in Spring term, retakes may be recommended by Academic Advising
February	Conestoga instructors are informed of all Laurier academic dates including university holidays	Conestoga Manager of Operations and Program Planning	Instructors informed if make-up classes are required for any Conestoga classes that fall into times when the University is closed
March <i>(After last day to drop a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
March	Information regarding registration in Conestoga classes is included in the first year Registration Guide for new students	Submitted by Academic Advising, Laurier Brantford & Assistant Registrar, Laurier Brantford to ensure Conestoga classes are included	Academic dates for registration, dropping or adding courses follow Laurier calendars

March	Information regarding registration in Conestoga classes for continuing students is included in Returning Student Registration Guide	Assistant Registrar, Laurier Brantford	Academic dates for registration, dropping or adding courses follow Laurier calendars
April	Ensure courses are inputted into the Laurier System	Assistant Registrar, Laurier Brantford	
April	Days and times of F/W classes are entered into the Laurier System	Scheduling and Examinations Coordinator, Laurier Brantford	
April	Steering Committee Meeting date set	Laurier DMJ Program Coordinator works with Laurier APA to notify committee members	Senior Admin from Laurier and Conestoga yearly meeting. Members listed on Appendix to MOU.
April	Academic Sub Committee meeting to review grades and issues that have arisen during the term	Laurier Program Coordinator Laurier Manager, Academic Advising Conestoga Manager of Operations and Program Planning	To review grades and any academic issues that may have occurred during the term
April <i>(Within five days of the end of the term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 70% in each Conestoga class may progress.
April	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Digital Media and Journalism Program Coordinator. If Conestoga courses were completed in Spring term, progression may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by Enrolment Services & Academic Advising

May	Steering Committee Meeting held	Chaired by Laurier DMJ Program Coordinator	Yearly review of the program
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***Addendum:**

- Laurier will allow students to hold Conestoga credits and use them as miscellaneous senior credits towards another program
- If student remains at the Brantford campus (FHSS/FLA) they have approval for these senior misc. credits towards their new program from the Deans (per Bruce Arai/Heidi Northwood)
- If a student transfers to the Waterloo campus, they will need to go to Admissions to determine what will happen with the Conestoga Credits since the Dean approvals are only for the FHSS and FLA programs
- Academic Advising is required to be involved should a student leave the program. For example, there could be a situation where a student has 1.75 Conestoga credits (if they happened to fail a Conestoga course). This will mean that they could end up needing more than 15.0 or 20.0 credits to graduate

Game Design and Development

Registration Process - Game Design & Development

Wilfrid Laurier University & Conestoga College

January 2016

When	Task	Who	Additional Notes
Ongoing	Grades are entered into the Conestoga D2L system and uploaded into SIS	Instructors	
Ongoing	Students who have left the Game Design & Development program who wish to complete the Conestoga Media Art Certificate will be directed to Conestoga College for assistance	Academic Advising will direct the students to the program coordinator at the college. Conestoga will direct students who have completed the CMA who want to reapply to Honours Game Design and Development to Laurier Academic Advising	Laurier will allow students to hold Conestoga credits and use them as miscellaneous senior credits towards other programs *See addendum below
July	Ensure the minimum required contact hours for planned Fall/Winter Conestoga courses are met and	Conestoga Manager of Operations and Program Planning	Courses may require make up classes or self-directed learning activities

	communicate this to Conestoga instructors		
August <i>(Within five days of the end of the Spring term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 65% in each Conestoga class may progress
August	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Spring Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Game Design & Development Program Coordinator. If Conestoga courses were completed in Spring term, progression may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by Enrolment Services and Academic Advising
August <i>(Prior to start of term)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
September <i>(After last day to add a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors

October	Send notice of Spring timetable planning to the Conestoga Representative in Brantford	Scheduling and Examinations Coordinator, Laurier Brantford	For the coming academic May-August Spring term classes
November <i>(After last day to drop a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
November	Send notice of Fall/Winter timetable planning to the Conestoga Representative in Brantford	Scheduling and Examinations Coordinator, Laurier Brantford	For the coming academic year Sept-April Fall/Winter term classes
November	Provide scheduling specifics for coming Spring classes to the Scheduling and Examinations Coordinator, Laurier Brantford	Conestoga Manager of Operations and Program Planning	Include which courses require lectures and/or labs for the Spring term May-August and number of hours for each Conestoga lab or lecture
December <i>(Within five days of the end of the term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 65% in each Conestoga class may progress
December	Academic Sub Committee meeting to review grades and issues that have arisen during the term	Laurier Program Coordinator Laurier Manager, Academic Advising Conestoga Manager of Operations and Program Planning	To review grades and any academic issues that may have occurred during the term
December	Provide scheduling specifics for the next Fall and Winter to the Scheduling and Examinations Coordinator, Laurier Brantford	Conestoga Manager of Operations and Program Planning	Include which courses require lectures and/or labs for the Fall/Winter academic year, term class is taught, and number of hours for Conestoga lab or lecture
December	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for

<i>(Before holiday break)</i>	and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes		communicating the lists of students to Conestoga instructors
December - April	1) Class times are scheduled so that Conestoga classes do not conflict with Laurier DD classes. 2) Ensure that transfer students exempted from specified block of Conestoga courses may complete all remaining Year 1 & Year 2 Conestoga classes in F/W	Scheduling and Examinations Coordinator, Laurier Brantford	
January <i>(After last day to add a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system Conestoga instructors will update Conestoga administrators if students drop or add classes	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors
January	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion of the Game Design & Development Program Coordinator. If Conestoga courses are available in Spring term, retakes may be recommended by Academic Advising
February	Conestoga instructors are informed of all Laurier academic dates including university holidays	Conestoga Manager of Operations and Program Planning	Instructors informed if make-up classes are required for any Conestoga classes that fall into times when the University is closed
March <i>(After last day to drop a course)</i>	An electronic class list for each of the Conestoga courses is sent to the Conestoga College Associate Registrar and Conestoga Representative for input into Conestoga system	Assistant Registrar, Laurier Brantford	The Conestoga College representative is responsible for communicating the lists of students to Conestoga instructors

	Conestoga instructors will update Conestoga administrators if students drop or add classes		
March	Information regarding registration in Conestoga classes is included in the first year Registration Guide for new students	Submitted by Academic Advising, Laurier Brantford & Assistant Registrar, Laurier Brantford to ensure Conestoga classes are included	Academic dates for registration, dropping or adding courses follow Laurier calendars
March	Information regarding registration in Conestoga classes for continuing students is included in Returning Student Registration Guide	Assistant Registrar, Laurier Brantford.	Academic dates for registration, dropping or adding courses follow Laurier calendars
April	Ensure courses are inputted into the Laurier System	Assistant Registrar, Laurier Brantford	
April	Days and times of F/W classes are entered into the Laurier System	Scheduling and Examinations Coordinator, Laurier Brantford	
April	Steering Committee Meeting date set	Laurier GDD Program Coordinator works with Laurier APA to notify committee members	Senior Admin from Laurier and Conestoga yearly meeting. Members listed on Appendix to MOU.
April	Academic Sub Committee meeting to review grades and issues that have arisen during the term	Laurier Program Coordinator Laurier Manager, Academic Advising Conestoga Manager of Operations and Program Planning	To review grades and any academic issues that may have occurred during the term
April	Ensure the minimum required contact hours for Conestoga courses are met for Spring classes	Conestoga Manager of Operations and Program Planning	Courses may require make up classes or self-directed learning activities
April <i>(Within five days of the end of the Winter term)</i>	Grades for all students registered in Spring Conestoga classes are sent to Assistant Registrar, Laurier Brantford. Records & Registration Specialist inputs grades of S (Satisfactory) or U (Unsatisfactory) into the Laurier system	Associate Registrar Conestoga and Conestoga Manager of Operations and Program Planning	Students who have a minimum grade of 65% in each Conestoga class may progress
April	Program Coordinator will be alerted if students have not met the minimum GPA requirements in Conestoga courses	Manager of Academic Advising, Laurier Brantford	Students will only be permitted to progress in the Honours program at Laurier at the discretion

			<p>of the Digital Media and Journalism Program Coordinator.</p> <p>If Conestoga courses were completed in Spring term, progression may be recommended by Academic Advising before progression decisions are final. Progression decisions are communicated by Enrolment Services & Academic Advising</p>
May	Steering Committee Meeting held	Chaired by Laurier GDD Program Coordinator	Yearly review of the program

***Addendum:**

- Laurier will allow students to hold Conestoga credits and use them as miscellaneous senior credits towards another program
- If student remains at the Brantford campus (FHSS/FLA) they have approval for these senior misc. credits towards their new program from the Deans (per Bruce Arai/Heidi Northwood)
- If a student transfers to the Waterloo campus, they will need to go to Admissions to determine what will happen with the Conestoga Credits since the Dean approvals are only for FHSS and FLA programs

Appendix D – Year 3 Process and Forms

Process Document Wilfrid Laurier University & Conestoga College

February 2016

Introduction:

In Year 2, students in a variety of Laurier Honours programs, apply to Conestoga College and enroll in a variety of one-year graduate certificate programs for year 3 of their studies. The programs are offered by Conestoga College. Entry into the Conestoga programs is competitive and will be governed by the application processes, deadlines, enrolment targets and limits set internally by Conestoga College. Students who take Year 3 at Conestoga return to Laurier for Year 4 of their program. Students who complete the Conestoga College certificate program with a 70% average or better will be eligible for the allotted number senior transfer credits towards their Laurier degree (varies based on Laurier program requirements). Upon successful completion of both programs, the student holds a Conestoga College graduate certificate and an Honours BA from Wilfrid Laurier University.

Purpose:

This document outlines the process for information sharing between Wilfrid Laurier University and Conestoga College to ensure seamless transitions for students and adequate data for both institutions to conduct their business.

Scope:

All Laurier students in eligible programs with a third year Conestoga partnership agreement and wishing to attend Conestoga for their third year of study will follow the process outlined within this document.

Process to Attend Conestoga:

Step	Process	When
1.	A representative from Conestoga College delivers a presentation to year two students regarding completing their third year at Conestoga. The Laurier Student Declaration Form is provided to interested students (see appendix) Academic Advising staff from Laurier Brantford are present to talk about requirements	November
2.	Students complete the Student Declaration Form and submit to their Laurier program's office for signature no later than February 1 Program representative provides completed Student Declaration Forms to the Assistant Registrar, Laurier Brantford	November - February 1
3.	Students may begin to apply to Conestoga through the Ontario College Application Service (OCAS). Two transcripts are required to be ordered: 1) order their official Laurier transcript to be 'sent now' 2) order their official Laurier transcript to be sent at 'end of winter term' (<i>typically mid-June is when these grades are made official</i>)	Beginning December 1

4.	Assistant Registrar, Laurier Brantford conditionally confirms eligibility of each student by notifying (<i>pending official winter term grades</i>): 1) Manager of Brantford Operations and Admissions representative, Conestoga copying the Academic Advising department and applicable Academic Program Assistants at Laurier Brantford 2) approved students	February
5.	Conestoga begins sending early conditional offers of admission to Laurier applicants	February
6.	Manager of Brantford Operations, Conestoga informs the Coordinator of Academic Development, Laurier Brantford with the number of applications received for all year three partnership programs	Periodic updates: Feb, Mar and Apr
7.	Assistant Registrar, Laurier Brantford confirms final eligibility of each student by notifying (<i>after winter term final grades are official</i>): 1) Manager of Brantford Operations and Admissions representative, Conestoga copying the Academic Advising department and applicable Academic Program Assistants at Laurier Brantford 2) approved students	June
8.	Assistant Registrar, Laurier Brantford provides listing of students and Conestoga Program they are attending to Records & Registration Specialist, Laurier Brantford to add the Letter of Permission (LOP) courses to their Laurier records along with the official LOP being added to the student file	June
9.	Conestoga matches list of applications with the list of approved students for admittance to the programs. Conestoga will admit any new applicants and clear conditions on previously issued offers of admission based on confirmation email from Laurier	June

Process to Return to Laurier:

Step	Process	When
1.	Upon completion of studies at Conestoga, student orders official transcript to be sent to: Wilfrid Laurier University ATTN: Enrolment Services 73 George Street Brantford ON N3T 2Y3 Conestoga agrees to waive the transcript fee for these students. (Conestoga will identify an internal process for capturing these transcript requests)	May
2.	Records & Registration Specialist, Laurier Brantford assesses Conestoga transcript for the minimum 70% overall average necessary to grant the allotted Laurier credits. <i>If student achieves less than the minimum 70% required, the Assistant Registrar, Laurier Brantford is notified</i>	May/June
3.	Student registers for year 4 of their BA program at Laurier	June

Wilfrid Laurier University & Conestoga College
Student Declaration of Third-Year Specialization

I _____ hereby declare my intent to undertake the following

Student Name

Conestoga College graduate certificate for my third year of studies:

CONESTOGA PROGRAM: _____

CURRENT LAURIER PROGRAM: _____

LAURIER ID NUMBER: _____

LAURIER EMAIL ADDRESS: _____

CONTACT PHONE NUMBER: _____

I hereby grant both Wilfrid Laurier University and Conestoga College access to my student records at both institutions.

Student Signature

OCAS Application Number

Laurier Program Confirmation of Student Eligibility

This document serves as official notification that _____

Student Name

is eligible to undertake the third year graduate program studies at Conestoga College for the 20__ - 20__ academic year and has declared the above listed program as their intended specialization.

Laurier Program Representative:

NAME: _____

SIGNATURE: _____

EMAIL: _____

DATE (MM/DD/YYYY): _____

----- Please return this form to your Laurier Program's Office -----

This information is collected to administer university-student relations.

Questions relating to the collection and use of your personal information can be directed to privacy@wlu.ca.

Appendix E – Master List of Laurier-Conestoga Programming

CONESTOGA AGREEMENTS – September 2016

Faculty LA	Faculty FHSS	Laurier Program	Conestoga graduate cert.	Req.	Optional	Year 3	Concu rrent	Number of Credits	Minimum GPA Cumulative	Minimum GPA in each Course
	X	Community Health (began Sept. 2015) http://legacy.wlu.ca/callendars/program.php?cal=1&d=1655&p=3459&s=781&y=69	(Pending approval- submission to MTCU in July 2016): Mental Health and Addictions Or Autism – beginning Fall 2017 fully online		X	X		5.0 senior credits as follows: 3.0 senior HS credits and 2.0 senior misc. credits	70%	
X		Digital Media and Journalism (updated 2014- formerly Journalism) http://legacy.wlu.ca/callendars/program.php?cal=1&d=1616&p=3385&s=765&y=69	Contemporary Media Arts	X			X	5.0 senior credits		70%
	X	Game Design and Development (began 2015) http://legacy.wlu.ca/callendars/program.php?	NO CERTIFICATE	X			X	3.0		65%

		cal=1&d=1662&p=3468&s=781&y=69								
	X	Health Administration (updated Sept. 2015) http://legacy.wlu.ca/calendars/program.php?cal=1&d=1657&p=3465&s=781&y=69	HR Management OR Community and Social Services Management	X		X		5.0 senior credits (2.5 senior OL credits, 2.5 senior miscellaneous credits)	70%	
X		Human Rights & Human Diversity http://legacy.wlu.ca/calendars/department.php?cal=1&d=1614&s=765&y=69	Human Resource Management Or Community and Social Service Management		X	X		5.0 <u>senior</u> credits as follows: OL212 , OL250 , OL260 , OL311 , 1.0 miscellaneous HRHD Category I Elective credits, 1.0 miscellaneous HRHD Category II Elective credits, 1.0 miscellaneous senior credits (2015 change: Change 3.0 sr. HRHD and 2.0 sr. OL credits)	70%	
X		Journalism (last group from 2013 calendar before program change to Digital Media & Journalism) http://www.wlu.ca/calendars/program.php?c	Videography-Broadcast Journalism/ Documentary OR Integrated Marketing Communications (New Media NA)		X	X		5.0 (5.0 senior JN credits)	70%	

		al=1&d=1184&p=2449&s=565&y=57	NOTE: No students registered for Conestoga for Sept 2016							
	X	Leadership (suspended admissions 2014/15) http://www.wlu.ca/calendars/program.php?cal=1&d=1358&p=2810&s=649&y=61	HR Management NOTE: No students registered for Conestoga for Sept 2016		X	X		5.0 (4.0 sr. OL including OL212, OL250, OL260, OL311, plus 1.0 sr. misc. credit)	70%	
X		Society, Culture & Environment http://legacy.wlu.ca/calendars/program.php?cal=1&d=1613&p=3377&s=765&y=69	Green Management (name change: Sustainable Business Management 2016) Or Community and Social Service Management		X	X		4.5 senior misc. credits (students must complete OL140 to replace Conestoga course) ----- 5.0 credits	70%	
X		User Experience Design (Pending MTCU approval for September 2017)	Interactive Media Management – User Experience	X			X	5.0 credits		60%
X		Work and Employment (New program begins Sept. 2017 – first group to Conestoga 2019)	Human Resource Management OR Career Development Practitioner (pending renaming to Career Management)		X	X		5.0 credits as follows: 1.0 WE credit, 4.0 sr. misc. credits	70%	

Appendix F – Marketing Tri-Fold Handout

*What are the benefits of this partnership to **you**?*

1. Earn a degree and a graduate certificate* in the same time it usually takes to complete a 4-year degree.
2. Benefit from both theoretical and applied learning, in both the university and college classroom environments.
3. Design your degree; there are a greater number of pathways available to you as a result of the partnership, whether it's more education options or additional career opportunities.
4. Benefit from this unique college/university partnership that permits students in joint programs complete access to all Laurier student services including health, career development, bookstore, and library privileges. Well established joint registration processes are also in place to ensure a positive student experience.

* Excludes Game Design and Development, which has Conestoga College courses integrated into the program instead of a graduate certificate.

Contact Us:

Conestoga
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Program Planning
P: 519-756-8228 ext.5491
ktowler@conestogac.on.ca

Laurier
Recruitment & Admissions
P: 519-884-0710 ext.3385
chooselaurier@wlu.ca

Learn more at:

www.conestogac.on.ca/partnerships/laurier
or www.wlu.ca/conestoga



EARN A DEGREE AND GRADUATE CERTIFICATE* IN 4 YEARS

Innovative programs developed in partnership by Wilfrid Laurier University and Conestoga College

Learn more at:

www.conestogac.on.ca/partnerships/laurier
or www.wlu.ca/conestoga

Program Names	Credential
Community Health Our Bachelor of Arts in Community Health program will enable you to explore and recognize the wide range of social, biological and institutional factors which influence the health and well-being of communities defined by geography, socioeconomic status, gender, cultural makeup, ability and vulnerability, among others.	Bachelor of Arts
AND Autism & Behavioural Sciences Through the Graduate Certificate in Autism & Behavioural Sciences you will examine, apply and evaluate current theories, practices and treatment methodologies used to treat Autism Spectrum Disorder (ASD). You will learn to incorporate modified practices and procedures appropriate to individual children and situations as well as learn to design and implement effective behavioural treatment plans. The foundations of ethical thinking, professional codes of ethics and the different perspectives and rationale for ethical decision making within a behavioural framework will be introduced.	Graduate Certificate
Digital Media & Journalism The Bachelor of Arts in Digital Media & Journalism program prepares you for a career as a media professional. You'll gain the critical thinking and technical skills you'll need to work in the fast-paced world of media and understand the wider social, political and economic forces shaping today's media environments. When you graduate, you'll be able to produce professional quality digital content, tell compelling transmedia stories and harness the power of digital and social media platforms.	Bachelor of Arts
AND Contemporary Media Arts Acquire and refine your practical skills in broadcast media and related technologies through Conestoga's Graduate Certificate in Contemporary Media Arts. You will build a personal toolkit that starts with effective story-telling techniques which will migrate into a variety of dissemination methodologies that employ traditional and emerging media.	Graduate Certificate
Health Administration Technological advances can prolong life, but they aren't available to everyone. We have health care systems that offer treatments when we get sick, but why do we fall ill in the first place? And why do only some people use the health care system when they are sick? Laurier's Bachelor of Arts in Health Administration program will give you a broad understanding of the diverse factors affecting population health, with a focus on the provision, management and utilization of health care.	Bachelor of Arts
AND Human Resources Management In an increasingly complex working environment, the services of a competent human resources professional are highly valued. Thriving organizations employ these practitioners to manage their most important resource: the people who make things happen. Conestoga's Graduate Certificate in Human Resources Management will prepare you to manage this vital resource.	Graduate Certificate
OR Community and Social Services Management This program focuses on developing skills in managing public, private or non-profit community organizations. Gain knowledge of community development methods and learn strategies for relationship building, community outreach and community leadership. Human resources, financial management, project management, entrepreneurship in social enterprises, principles of management as well as business development and fundraising will also be addressed. Through the Graduate Certificate in Community & Social Services Management you will have the opportunity to enhance your understanding of community-based social policy and public administration and gain perspectives on social, cultural and political issues. The program includes a work placement experience that allows you to gain practical experience working in a community or social service agency or organization.	Graduate Certificate

Program Names	Credential
Human Rights & Human Diversity Laurier's program addresses the human rights revolution in Canada and around the world. You'll study human rights, their origins, how they are protected, the current challenges they face and their relationship to human diversity in gender, race, religion, culture, disability and sexual orientation. With a thorough foundation of human rights and human diversity, you'll gain highly-adaptable and transferable skills that employers are seeking.	Bachelor of Arts
AND Human Resources Management In an increasingly complex working environment, the services of a competent human resources professional are highly valued. Thriving organizations employ these practitioners to manage their most important resource: the people who make things happen. Conestoga's Graduate Certificate in Human Resources Management will prepare you to manage this vital resource.	Graduate Certificate
OR Community and Social Service Management This program focuses on developing skills in managing public, private or non-profit community organizations. Gain knowledge of community development methods and learn strategies for relationship building, community outreach and community leadership. Human resources, financial management, project management, entrepreneurship in social enterprises, principles of management as well as business development and fundraising will also be addressed. Through the Graduate Certificate in Community & Social Services Management you will have the opportunity to enhance your understanding of community-based social policy and public administration and gain perspectives on social, cultural and political issues. The program includes a work placement experience that allows you to gain practical experience working in a community or social service agency or organization.	Graduate Certificate
Social & Environmental Justice Gain the knowledge, skills and inspiration to become a socially conscious citizen who can change the world we live in. Embracing Laurier's designation as a Changemaker Campus, the program offers courses such as Social Justice in Practice and Community Internship, preparing students to take a leadership role in finding innovative solutions to our world's social and environmental problems, such as global poverty or climate change.	Bachelor of Arts
AND Sustainable Business Management (formerly Green Management) Leaders of forward-thinking, progressive, successful and global organizations are looking to reduce their social and environmental impacts, contribute to the development of innovative solutions and gain market advantage in a new, emerging sustainable economy. Conestoga's Graduate Certificate in Sustainable Business Management will equip you with the skills needed to help align companies with a sustainable future. You will learn the project and change management skills needed to help an organization implement environmental sustainability into its bottom line. As part of your learning experiences, you will develop and implement a sustainability action plan that will lead to greater value creation, improved productivity and enhanced corporate responsibility for the organization.	Graduate Certificate
OR Community and Social Service Management This program focuses on developing skills in managing public, private or non-profit community organizations. Gain knowledge of community development methods and learn strategies for relationship building, community outreach and community leadership. Human resources, financial management, project management, entrepreneurship in social enterprises, principles of management as well as business development and fundraising will also be addressed. Through the Graduate Certificate in Community & Social Services Management you will have the opportunity to enhance your understanding of community-based social policy and public administration and gain perspectives on social, cultural and political issues. The program includes a work placement experience that allows you to gain practical experience working in a community or social service agency or organization.	Graduate Certificate

Program Names	Credential
User Experience Design** In the User Experience (UX) Design program, you'll become a trained professional who understands how to ensure that the entire experience a person has with a product, service, environment or message is a positive one. You'll learn to employ a wide range of methods for gathering information about users and their needs such as analyzing user needs, creating design solutions, testing designs through testing and evaluation and measuring efficiency, effectiveness and satisfaction. As a user experience professional, you'll be in high demand; UX designers have been ranked 14th on CNN Money's list of the 100 Best Jobs and are valuable to a wide range of industries including retail, medicine, technology, finance, education and government. **Program pending approval from the Ministry of Advanced Education and Skills Development.	Bachelor of Design
AND Interactive Media Management – User Experience User experience has emerged as a critical factor in the success or failure of products, digital or otherwise. Designers must consider not just functionality, but also how people respond to, and feel about, the products that they use. This credential will provide students with the opportunity to build a personal toolkit of practical skills and knowledge associated with user experience design for digital products. Working in project-based experiential learning environments, both individually and in teams, they will design products that meet project briefs, and contribute to their personal e-portfolio.	Graduate Certificate
Work & Employment Are you interested in a broad university education exploring the impact of work and employment in Canada and the globalized world? The rapidly changing world of work will be explored through a variety of courses including global labour issues, work-life balance, collective bargaining and many other courses related to future work in areas such as career counselling, labour relations, human resources or workplace training, or in private industry, public policy and administration, social services, law, teaching, mediation, and dispute resolution, the labour movement, journalism, community development and much more.	Bachelor of Arts
AND Human Resources Management In an increasingly complex working environment, the services of a competent human resources professional are highly valued. Thriving organizations employ these practitioners to manage their most important resource: the people who make things happen. Conestoga's Graduate Certificate in Human Resources Management will prepare you to manage this vital resource.	Graduate Certificate
OR Career Development Practitioner The field of career development is evolving, enabling practitioners to work in a variety of roles. This graduate certificate program is designed for individuals who are or would like to work in roles such as career counsellors, employment counsellors, career information practitioners or career management professionals. Conestoga's Career Development Practitioner Graduate Certificate will offer career mobility to graduates who wish to serve a broader variety of client groups, attain more in-depth competencies in selected areas of specialization, or who may wish to pursue more proactive management roles and choices in their current professional setting.	Graduate Certificate
Game Design & Development Want to change the world through games? While games can entertain, they can also transform players by informing, building empathy, motivating and engaging them in real-world topics. Laurier's Bachelor of Fine & Applied Arts degree in Game Design & Development offers courses taught by both Laurier and Conestoga faculty. You will develop skills in game design, mobile game development, motivation through gamified design and gamification, project management and entrepreneurship. You will acquire the skills needed to create a variety of games – digital, tabletop and live-action – which can be used to change the world, to entertain or ideally, both!	Bachelor of Fine and Applied Arts