

# MEMORANDUM OF UNDERSTANDING REGARDING CREDIT TRANSFER

Between

College of the Rockies  
Cranbrook, BC  
And  
Douglas College  
New Westminster, BC

This memorandum of understanding constitutes an agreement between Douglas College and the College of the Rockies. The participating units at the respective institutions are Faculty of Humanities and Social Sciences (HSS) at Douglas College and the University Studies Department at the College of the Rockies.

## **Objective of the Agreement:**

Douglas College agrees to facilitate the transfer of students from College of the Rockies with appropriate prerequisite qualifications into the first year in Associate of Arts degree (Environmental Studies) at Douglas College. By this agreement, applicants from College of the Rockies who meet the requirements outlined below will be eligible for admission to Douglas College with transfer credit, provided all other entrance criteria are met and space is available in the Associate of Arts degree (Environmental Studies).

Successful completion of:

- College of the Rockies/Environmental Studies Certificate

As a partner to this agreement, College of the Rockies agrees:

- To make information about this agreement and the Environmental Studies Certificate available to students
- To provide opportunity for representatives of Douglas College to visit appropriate forums at College of the Rockies to disseminate information about the Environmental Studies Certificate.

As a partner to the agreement, Douglas College agrees:

- To provide students holding a course profile similar to that given in the attached from College of the Rockies with academic acceptance into the first year of the Associate of Arts degree (Environmental Studies) at Douglas College
- Whenever possible, to count any undefined transfer credits towards Associate of Arts degree (Environmental Studies) requirements to avoid students from having to unnecessarily take additional courses to qualify for graduation
- To provide College of the Rockies with updated information about the Douglas College Associate of Arts degree (Environmental Studies) on an annual basis
- To notify College of the Rockies with as much lead time as possible about any changes to the Associate of Arts degree (Environmental Studies) requirements that are anticipated or approved.

## **Liaison**

Implementation of this agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective program.

**Term of the Agreement**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

Douglas College retains the right to limit the number of students admitted under this agreement.

On behalf of College of the Rockies:

  
Doug McLachlan, Vice President Education

*Mar 22/11*  
Date:

On behalf of Douglas College:

  
Kathy Denton, Vice President Academic

*Mar 10/11*  
Date:

**TRANSFER AGREEMENT**

Between

Douglas College  
Faculty of Humanities and Social Sciences

And

College of the Rockies  
University Studies Department

**Sending Institution Contact:**

Name: Dr. Laura Cooper, Dean of Instruction  
Address: PO Box 8500  
Cranbrook, BC V1C 5L7  
Telephone: 250-489-2751x3224

**Receiving Institution Contact:**

Name: Dr. Catherine Carlson, Dean HSS  
Address: PO Box 2503, 700 Royal Ave  
New Westminster, BC V3L 5B2  
Telephone: 604-527-5300

**Under the terms of this agreement graduates of the above sending program, who are admitted to the above receiving program, will be awarded transfer of credits to be applied to the following degree:**

**Credits awarded:**

- 60 credits or two years
- 30 credits or one year
- On a course by course basis
- To be determined on admission
- Individual assessment
- Other, please specify \_\_\_\_\_

**Other elements of this transfer arrangement:**

- Preferential entry?  Yes  No
- Guaranteed admission?  Yes  No

Other - specify: \_\_\_\_\_

**Conditions and/or limitations:**

(Specify any course, or any grade or GPA requirements, as well as any other specific conditions or limitations, which apply)

Completion of the Douglas College Associate of Arts degree (Environmental Studies) will require 6 credits of first year English.

**Timeline:**

This agreement remains valid and in effect between all the signatories until or unless it is terminated by those signatories, in writing.

  
For the Receiving Institution

Mar 10/11

Date

  
For the Sending Institution

Mar 22/11

Date

**Required copies:**

Send one signed copy of this agreement to each of the following:

- E Registrar's Office of the Sending Institution
- E Registrar's Office of the Receiving Institution
- E VP Education Office of Sending Institution
- E VP Academic Office of the Receiving Institution