



## MEMORANDUM OF UNDERSTANDING REGARDING BLOCK TRANSFER

between

**College of the Rockies**  
**Cranbrook, BC**

and

**Royal Roads University**  
**Victoria, BC**

This memorandum of understanding constitutes an agreement between Royal Roads University (RRU) and College of the Rockies (COTR). The participating units at the respective institutions are the School of Communication and Culture at RRU and the Business Administration and the University Studies – Arts & Sciences departments at COTR.

### Objective of the Agreement

RRU agrees to facilitate the block transfer of students from COTR with appropriate prerequisite qualifications into the third year of the Bachelor of Arts in Professional Communication at RRU. By this agreement, applicants from COTR who meet the requirements outlined below will be eligible for admission to RRU with full block transfer, provided all other entrance criteria are met (per the program admission requirements on the RRU website) and space remains available in the Bachelor of Arts in Professional Communication program. Entrance to all programs at RRU is on a competitive basis.

### Successful completion of the:

- Associate of Arts Degree – General
- Accounting Diploma
- General Management Diploma
- Marketing Diploma
- Financial Services Diploma

### As a partner to this agreement, COTR agrees:

- to make information about this agreement and the RRU Bachelor of Arts in Professional Communication degree options available to students;
- to provide opportunity for representatives of RRU to visit appropriate forums at COTR to disseminate information about the RRU Bachelor of Arts in Professional Communication program;

- to notify RRU with as much lead time as possible of any curriculum changes to the diploma(s) outlined above.

As a partner to the agreement, RRU agrees:

- to provide students from COTR holding a diploma as noted above academic acceptance into the third year of the Bachelor of Arts in Professional Communication at RRU, provided all other entrance criteria are met (per the program admission requirements on the RRU website) and space remains available in the Bachelor of Arts in Professional Communication program;
- whenever possible, to count any undefined transfer credits towards the Bachelor of Arts in Professional Communication requirements to prevent students having to unnecessarily take additional courses to qualify for graduation;
- to notify COTR, with as much lead time as possible, of any curriculum changes to the Bachelor of Arts in Professional Communication program;
- to notify COTR, with as much lead time as possible, about any anticipated or approved changes to the Bachelor of Arts in Professional Communication requirements.

Liaison

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

Term of the Agreement

This agreement shall be in place for a period of five years commencing June 1, 2020. At the end of this time, the agreement will be subject to review and renewal by RRU. If there are impediments to renewal, RRU will notify the transfer partner of the impediments, with the goal of negotiating a new agreement. Final approval of the agreement will remain with the President of RRU.

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

On behalf of College of the Rockies:



Paul Vogt, President and CEO

September 3, 2020

Date



Robin Hicks, Vice President, Education and Applied Research

Sept. 2, 2020

Date

On behalf of Royal Roads University:



Dr. William Holmes, Vice President Academic and Provost (Interim)

Date 12 June 2020