



## **ARTICULATION AGREEMENT**

### **Post Diploma Bachelor of Management Program**

Between

#### **THE GOVERNORS OF THE UNIVERSITY OF LETHBRIDGE**

4401 University Drive  
Lethbridge, AB T1K 3M4  
(the "University of Lethbridge")

And

#### **COLLEGE OF THE ROCKIES**

PO Box 8500  
Cranbrook, BC V1C 5L7  
("COTR")

#### **Preamble**

By way of this Agreement, the Parties wish to confirm the principles, guidelines and procedures governing the application, admission and assessment of qualified students to the Post Diploma Bachelor of Management program at the University of Lethbridge following the completion of Business Management Diploma at the College of the Rockies (the "Post Diploma Degree Transfer program").

#### **Objectives**

The objectives of this Agreement are to:

- A. Establish a seamless admission/transition process between the two institutions, which provides qualified students from COTR with a clearly defined option for continuing their education in the at the University of Lethbridge;
- B. Provide detail to outline the process for gaining admission into the University of Lethbridge Post Diploma Degree Transfer program, and;
- C. Ensure and facilitate ongoing academic coordination and collaboration to maintain this Agreement.

#### **Terms of the Post Diploma Degree Transfer Program**

1. The Post Diploma Degree Transfer program allows students who complete their two-year Business Management Diploma at College of the Rockies to be admitted into the University of Lethbridge's Post Diploma Bachelor of Management program for completion of their Bachelor degree.
2. Admission to the College of the Rockies will continue to be in accordance with existing College of the Rockies admission criteria and procedures.

3. Admission to the Post Diploma Bachelor of Management program at the University of Lethbridge will continue to be in accordance with University of Lethbridge admission criteria in place at the time of the Application for admission. Students applying from the College of the Rockies who meet these University of Lethbridge admission criteria and have graduated from the College of the Rockies's Business Management diploma and having achieved a minimum GPA of 3.0 (COTR GPA of 6.0), shall be admitted into the Post Diploma Bachelor of Management program at the University of Lethbridge. If admitted, the student will be third-year degree level students at the University of Lethbridge in its Dhillon School of Business in all respects.
4. Only students who graduate from the College of the Rockies's Business Management Diploma with a minimum GPA of 3.0 (COTR GPA of 6.0) will be eligible for the benefits of this Agreement. Other applicants to the University of Lethbridge with prior education at the College of the Rockies will be considered for admission and transfer credit under University of Lethbridge policies and procedures.
5. In order to qualify for specific Major designations with respect to the University of Lethbridge Bachelor of Management degree, students will be required to successfully complete, to the applicable standards of the University of Lethbridge, the mandatory courses stipulated in the Undergraduate Calendar of the University of Lethbridge ("Calendar"). Appendix A, attached hereto, provides further clarification but does not replace the requirements set out in the Calendar.
6. Both Parties agree to engage in discussions annually to review the Post Diploma Degree Transfer program. This may include revisiting overall admission requirements in the event of curricular changes at either institution.

#### **Sharing and Protection of Personal Information**

7. This Agreement includes a commitment to exchange information and aggregate (non-identifying) statistics between the two institutions for the purposes of monitoring student progress and facilitating the annual review provided for herein. As necessary or deemed advisable, the Parties agree to enter into a data sharing agreement in support of this Agreement. All information exchanged pursuant to this paragraph 6 shall be deemed confidential information of the supplying institution.
8. To the extent permitted at law, neither party shall disclose, intentionally or unintentionally, the confidential information of the other institution without the express written consent on the other party.
9. The Parties acknowledge that each is governed by the *Freedom of Information and Protection of Privacy Act* (Alberta) RSA 2000, c F-25; this Agreement and other related records hereto may be subject to disclosure under this legislation.
10. To the extent permitted by law, each party shall promptly advise the other in writing if it receives a request for access to/disclosure of any personal, general or confidential information obtained from the other party in regards to matters related to this Agreement. Each party shall also promptly notify the other upon discovery of loss or unauthorized disclosure of personal or confidential information received from that institution pursuant to this Agreement.



## **Term, Termination and Amendment**

11. This Agreement shall be in effect for a period of five (5) years from the date of the last signature.
12. This Agreement may be amended or revised by mutual consent of the Parties. Any such amendment or revision shall only have effect if made in writing and signed by both Parties.
13. Either Party may terminate this Agreement by providing the other with 12 months' written notice. Students who have applied for admission to the University of Lethbridge Post Diploma Degree Transfer program pursuant to this Agreement at the time of any curricular change or notice of termination of this Agreement will be given the opportunity to complete their studies based on the terms of the Agreement in effect at the time of their Application for admission if so accepted by the University of Lethbridge.
14. Either party may terminate this Agreement immediately in the event of a breach by the other party of paragraphs 7 or 9 of this Agreement.

## **General**

15. Each party will designate representative at their respective institution to facilitate the coordination of the Post Diploma Degree Transfer program and this Agreement.
16. Any notice permitted under this Agreement may be provided to the Parties as follows:

If to the University of Lethbridge:

Attention: Kerry Godfrey, Dean, Dhillon School of Business  
Markin Hall | University of Lethbridge  
4401 University Drive, West | Lethbridge, AB T1K 3M4

Fax or Email: [kerry.godfrey@uleth.ca](mailto:kerry.godfrey@uleth.ca)

If to the College of the Rockies:

Attention: Karen Langan, Articulation Officer  
College of the Rockies  
PO Box 8500 Cranbrook, BC V1C 5L7

Fax or Email: [langan@cotr.bc.ca](mailto:langan@cotr.bc.ca)

17. Each party shall advise the other in writing of the primary contact and a secondary contact for the administration of this Articulation Agreement. The Parties will notify each other if there is any changes of their respective contact persons or the contact provisions contained in paragraph 15 herein.
18. The Parties agree to attempt to informally discuss any disputes, or issues arising from this Agreement or the Post Diploma Degree Transfer program, and seek to reach mutually acceptable resolutions of the same.

19. This Agreement is the entire Agreement of the parties with respect to its subject matter and no change or modification will be valid unless it is in writing and signed by both parties.
20. This Agreement may be signed in counterpart. Each counterpart shall constitute an original document and these counterparts taken together, shall constitute one and the same Agreement.
21. The division of this Agreement into sections, subsections, paragraphs, subparagraphs or any other subdivisions and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation thereof.
22. This Agreement shall be governed by the laws of the Province of Alberta.

**SIGNED ON BEHALF OF THE GOVERNORS OF THE UNIVERSITY OF LETHBRIDGE:**

Per:

  
\_\_\_\_\_  
**Michael J. Mahon**  
President & Vice Chancellor

Nov. 15, 2021  
Date


Per:

  
\_\_\_\_\_  
**Erasmus Okine**  
Provost & Vice-President, Academic

Nov 15-2021  
Date

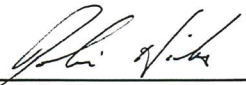
**SIGNED ON BEHALF OF THE COLLEGE OF THE ROCKIES:**

Per:

  
\_\_\_\_\_  
**Paul Vogt**  
President and CEO

Nov 22, 2021  
Date

Per:

  
\_\_\_\_\_  
**Robin Hicks**  
Vice President Academic and Applied Research

November 22, 2021  
Date

## APPENDIX A

### College of the Rockies – Business Management Diploma

- Admission to the Post Diploma Bachelor of Management program is guaranteed with a diploma GPA of 3.00 or higher (COTR GPA of 6.0 or higher). Students with a diploma GPA below a 3.0 (COTR 6.0) are admitted on a competitive basis.
- Diploma courses that satisfy Post-Diploma Bachelor of Management course requirements must meet the minimum grade requirement as outlined in the current Academic Calendar (see the Dhillon School of Business, Post-Diploma Bachelor of Management section).
- Courses may have minimum grade requirements for prerequisite purposes. This is outlined in the current Academic Calendar (see Course Catalog section).
- Applicants will be considered for admission, while this agreement is active, if they have completed an approved diploma, no more than eight years prior to admission.
- If possible, College of the Rockies (COTR) students should identify if they wish to attend the University of Lethbridge (U of L) early so they may take the below courses as options, where possible. Otherwise, these courses must be taken through the U of L. When the U of L Post Diploma Bachelor of Management degree program allows, courses listed below (if taken at the U of L) may be substituted within the degree, otherwise they will be extra to the degree.

**The following courses must be taken at the College of the Rockies (COTR) or the University of Lethbridge (UofL):**

**College of the Rockies Accounting Majors** must take the following course at the UofL. *If they choose a major other than Accounting at the UofL, additional courses may be required. Please speak with a UofL Advisor.*

- ACCT 3130 – Cost Accounting

**College of the Rockies Financial Services Majors** must take the following course at the UofL. *If they choose a major other than Finance at the UofL, additional courses may be required. Please speak with a UofL Advisor.*

- ACCT 2400 – Management Accounting

**College of the Rockies General Management Majors** should take the following courses as electives, in Year 2 of their diploma, or they will need to take the equivalent course at the UofL. *If they choose the Accounting major at the UofL, additional courses may be required. Please speak with a UofL Advisor.*

- Take ACCT 371 - Corporate Finance 1 AND ACCT 372 - Corporate Finance 2 at COTR
  - Or, take FINC 3040 – Finance at the UofL

**College of the Rockies Marketing Majors** must take the following course at the UofL. *If they choose the Accounting major at the UofL, additional courses may be required. Please speak with a UofL Advisor.*

- FINC 3040 - Finance