

INTERNAL ARTICULATION PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	July 1, 2027
Policy Owner:	Vice President, Academic & Student Experience	Last Revised:	March 10, 2026
Policy Administrator:	Office of the Registrar	Review Scheduled:	Every 4 years
Approver:	Dean's Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance Office.			

A. PROCEDURES

Internal Articulation is the process through which students may transfer between Keyano College programs or apply courses taken in one Keyano division (e.g., credit, continuing education, or non-credit professional certificates) toward credit in another Keyano College program.

1. ELIGIBILITY FOR INTERNAL ARTICULATION

- 1.1 Students must be accepted or conditionally accepted into the receiving program or otherwise be eligible to register in the new area of study.
- 1.2 Students seeking internal articulation must be in good academic standing, as defined in the Academic Standing Policy and Procedure, in their current or previous Keyano College program.
- 1.3 Students must meet all prerequisites or co-requisites required by the receiving program. The receiving program may consider appropriate course substitutions where equivalencies have been established.

2. REQUESTING INTERNAL ARTICULATION

- 2.1 Students initiate a request by submitting a completed **Advanced Credit Request Form**, available on the College's website, to the Office of the Registrar.
- 2.2 Students must provide any required supporting documentation (e.g., course syllabi, detailed outlines of non-credit courses, official transcripts for prior Keyano College programs, if required).
- 2.3 An internal articulation request must be submitted prior to the add/drop deadline for the receiving program's term in which the student seeks to apply the credit. Late requests may be considered at the discretion of the Registrar.

3. REVIEW AND ASSESSMENT

- 3.1 The Office of the Registrar will conduct an initial review to verify completeness of the request.
- 3.2 The receiving program's Chair or designate will evaluate course equivalencies and ensure learning outcomes align with the receiving program's course requirements.
- 3.3 Internal articulation requests may be assessed by designated faculty within the relevant discipline, particularly when non-credit course outlines require detailed competency matching.
- 3.4 The receiving program reserves the right to deny or partially grant articulation credit if the coursework does not meet the required academic standards or learning outcomes.

4. RESIDENCY REQUIREMENT AND LIMITATIONS

- 4.1 Internal articulation credit will not override minimum residency requirements for the receiving program.
- 4.2 The maximum number of credits that may be granted through internal articulation will be determined at the program level, taking into account the structure of the receiving program and any applicable accreditation or regulatory requirements, and approved through the institution's academic governance processes.
- 4.3 Students must complete all remaining program requirements not satisfied through internal articulation credit to meet the graduation requirements of the receiving program.

5. DECISIONS AND NOTIFICATIONS

- 5.1 The Office of the Registrar will notify the student in writing of the outcome of their internal articulation request.
- 5.2 Approved credit will be noted on the student's record as 'CR' (Advanced Credit) or an equivalent designation. Credits granted through internal articulation do not carry a grade value and are not included in the calculation of the Grade Point Average (GPA).
- 5.3 If articulation credit is denied, the Office of the Registrar will provide a written rationale for the decision, and students may consider alternative processes for credit recognition (e.g., Prior Learning Assessment and Recognition, Challenge Examinations), where applicable.

6. APPEALS

- 6.1 Students have the right to appeal an internal articulation decision within five (5) business days of receiving notification of the decision.
- 6.2 Appeals must be submitted in writing to the Program Chair of the receiving program, clearly stating the grounds for appeal. If the matter cannot be resolved at that level, the appeal may be escalated to the Dean for further review and final decision.
- 6.3 Appeals shall be resolved promptly and, where feasible, reviewed by an impartial assessor appointed by the Dean (or designate). The assessor must not have participated in the original evaluation.
- 6.4 The decision arising from the appeal shall be final and shall be communicated in writing to the student and to the Office of the Registrar.

7. MAINTENANCE AND REVIEW OF INTERNAL ARTICULATION AGREEMENTS

- 7.1 Internal articulation pathways and equivalencies are to be reviewed regularly, at least once every four (4) years, by each program area in collaboration with the Office of the Registrar.
- 7.2 Changes to the curriculum, course outcomes, or College policies may warrant interim revisions to internal articulation equivalencies.
- 7.3 The Office of the Registrar will maintain a record of approved internal articulation agreements, procedures, and equivalency grids.

B. DEFINITIONS

- (1) **College:** means Keyano College.
- (2) **Internal Articulation:** means the process of granting formal credit recognition for coursework from one Keyano College program or division to another Keyano College program or division.
- (3) **Learning Outcomes:** means learning statements that outline what the learner is to know, do, value or demonstrate at the program and course level. The course assessments demonstrate the student achievement of the learning outcomes.
- (4) **Policy:** means the Internal Articulation Policy.
- (5) **Residency Requirement:** means the minimum proportion of credit coursework that students must complete at Keyano College to earn a credential.

C. RELATED LEGISLATION

- *Access to Information Act and regulation*
- *Alberta Council on Admissions & Transfer (ACAT) Guidelines*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act & regulations*

D. RELATED DOCUMENTS

- Admissions Policy
- Advanced Credit Request Form
- Classification of Students Policy & Procedure (currently waiting for AC approval)
- Credit Program Grading Policy & Procedure
- Internal Articulation Policy
- Prior Learning Assessment and Recognition Policy & Procedure

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
3/10/2026	New Procedure. Note: Obsolete or conflicting references in internal documents are rescinded. This new procedure will be integrated into Keyano's articulation framework.		Registrar	Interim Vice President Academic & Student Experience