

INTERNAL ARTICULATION POLICY

Policy 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. POLICY STATEMENT

Keyano College ("the College") acknowledges the importance of promoting smooth educational pathways for students pursuing additional credentials or shifting their program focus within the institution. The College supports the internal articulation of courses and credits among its diverse programs and divisions, ensuring students are recognized for their achievements without undue duplication of learning.

1. GUIDING PRINCIPLES

- 1.1 The College is committed to reducing barriers to student mobility, encouraging flexible learning pathways, and recognizing achievements gained through the College's various for-credit and non-credit offerings.
- 1.2 Internal articulation must reflect the College's rigorous academic standards, ensuring that awarded credits align with established learning outcomes. All articulation decisions must adhere to existing program-specific academic standards, including minimum grade requirements, residency requirements, and currency of coursework where applicable.
- 1.3 Assessment for internal articulation should be clear, transparent, and applied consistently across all programs that participate in internal articulation practices.
- 1.4 Articulation decisions and rationales will be documented and retained within the student information system in accordance with records management requirements and Access to Information and Protection of Privacy legislation.
- 1.5 Whenever possible, students' progression between programs should minimize duplication of coursework.
- 1.6 Each department, school, or division retains the right to determine academic prerequisites and program requirements in alignment with the College's policies and external regulatory or accreditation requirements.

B. DEFINITIONS

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| (1) | College: | means Keyano College |
| (2) | Credit Programs: | means a ministry-approved credential program offered for academic credit. |
| (3) | Internal Articulation: | means the formal recognition of coursework or credit between Keyano College programs (including credit, non-credit professional certificate, continuing education, or other institutionally recognized offerings), resulting in advanced standing or credit within a new program of study. |
| (4) | 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. |
| (5) | Non-Credit Professional Certificates: | means a group of related courses that, upon successful completion, demonstrate an individual's competency in a specific skill. These do not typically carry credit weight toward ministry-approved credentials but may be eligible for internal articulation if learning outcomes align. |
| (6) | Policy: | means this Internal Articulation Policy. |

C. RELATED POLICIES

- Admissions Policy
- Classification of Students Policy (currently waiting for AC approval)
- Credit Program Grading Policy
- Prior Learning Assessment and Recognition Policy

D. RELATED LEGISLATION

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

E. RELATED DOCUMENTS

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

F. 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 Policy. Note: Obsolete or conflicting references in internal documents are rescinded. This new Policy will be integrated into Keyano's articulation framework.		Registrar	Vice President Academic & Student Experience