

**UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE  
REPORT FOR INFORMATION**

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**PRESENTED BY:** Alison Oates, vice- chair, Academic Programs Committee

**DATE OF MEETING:** January 28, 2021

**SUBJECT:** **Second Degree Policy – College of Engineering**

**COUNCIL ACTION:** **For Information Only**

**SUMMARY:**

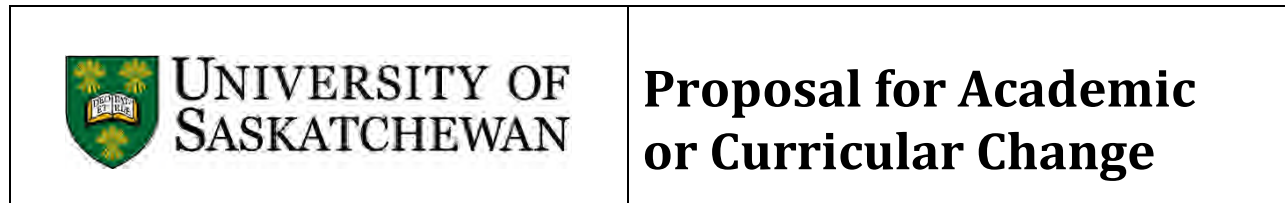
At its meeting of December 2, 2020 meeting the Academic Programs Committee approved the attached second degree policy for the College of Engineering.

The attached policy provides clarity for students wishing to complete a second undergraduate degree in the College of Engineering and ensure that the College of Engineering is aligned with the requirements of the Canadian Engineering Accreditation Board.

The academic programs committee recognized that this policy will ensure a consistent approach within the College of Engineering to requests by students seeking to pursue a second degree and will ensure that students are aware of the requirements for obtaining that second degree.

**ATTACHMENTS:**

1. Proposal for Academic or Curricular Change – Second Undergraduate Degree Option



## PROPOSAL IDENTIFICATION

**Title of proposal:** Second Undergraduate Degree Option

Degree(s): Bachelor of Science in Engineering (B.E.)

Field(s) of Specialization: All

Level(s) of Concentration:

Option(s):

Degree College: College of Engineering

Contact person(s) (name, telephone, fax, e-mail):

Bruce Sparling

Associate Dean, Academic

College of Engineering, University of Saskatchewan

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Saskatoon, SK S7N 5A9

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Proposed date of implementation: September 2021

## Proposal Document

*Please provide information which covers the following sub topics. The length and detail should reflect the scale or importance of the program or revision. Documents prepared for your college may be used. Please expand this document as needed to embrace all your information.*

## 1. Academic justification:

The College of Engineering does not have a formal policy in place regarding students receiving a second undergraduate degree in Engineering. Students who have completed an undergraduate degree through the College of Engineering have expressed interest in obtaining an additional undergraduate degree.

Other colleges at the University of Saskatchewan have policies to allow students to obtain two degrees in less time than if the two programs were taken separately, in sequence. The College of Engineering does not have a policy in place to streamline the achievement of a second degree. This policy will allow students who already hold a Bachelor of Science in Engineering degree from the U of S or another Canadian Engineering Accreditation Board (CEAB) accredited institution to obtain a second Bachelor of Science in Engineering degree in a different field of study. It will also provide opportunity to better respond to the requirements of changing work force and evolving markets.

The following provides clarity for students wishing to complete a second undergraduate degree in the College of Engineering.

## 2. Admissions

Admission standards and requirements remain the same.

## 3. Description of the program

The following policy applies to students who have completed an undergraduate degree from the College of Engineering, or any other CEAB accredited engineering program in Canada, and wish to complete a second undergraduate degree program from the College of Engineering:

**Program requirement:** Students must satisfy all program requirements and the graduation standards for the degree being attempted.

**Date of commencement of a program:** Students must complete the program requirements and the graduation standards that are in place for the academic session in which they begin their second B.E. degree. Students are expected to maintain continuous registration in their studies in the College of Engineering, and to actively pursue completion of a Bachelor of Science in Engineering degree within the approved timeframe.

All courses used towards a second degree would be subject to our time-in-program policies, which would create consistency among all students, including those who are just starting out in a program.

**Bachelor of Science in Engineering (B.E.) degree from the U of S:** After completion of a B.E. degree at the University of Saskatchewan, it is possible to obtain a second B.E. degree that is in a different major. In this circumstance, students must complete all program core requirements of the second major, including the capstone design course. Students do not need to retake courses that are common between the two majors, as long as they take at least 50% of the total credit units of the second major.

**Degree from another institution:** Students with an undergraduate degree from an accredited engineering program other than the University of Saskatchewan, may apply to complete a B.E. from the University of Saskatchewan. Such applications will follow the regular processes for admissions, transfer credit assessment and application, and date of commencement rules.

#### **4. Consultation**

We have consulted with our College of Engineering Undergraduate Academic Programs Committee, as well as our Faculty Council, and the Registrar's Office.

#### **5. Budget**

No new resources are needed for this change.

No changes in the budget of the College or any of our Departments are required for this change.

### **College Statement**

*Please provide here or attach to the online portal, a statement from the College which contains the following:*

- *Recommendation from the College regarding the program*
- *Description of the College process used to arrive at that recommendation*
- *Summary of issues that the College discussed and how they were resolved*

The College of Engineering is highly supportive of this change, which will allow students to more easily complete the requirements for two degrees in a more realistic time-frame and budget.

Allowing students to return for further education and earn a second B.E. will enable students to pursue multiple academic goals, and also react to the needs of our dynamic profession, often after gaining some professional experience.

This proposal discussed and approved by the College's Undergraduate Academic Programs Committee on October 13, 2020, and by the Faculty Council on November 24, 2020. The issues that were specifically considered were the accreditation standards and requirements of our national accreditation body, as well as the transfer credit limits.

The proposal is now submitted to the Academic Programs Committee for approval.

## **Consultation Forms**

*At the online portal, attach the following forms, as required*

### *Required for all submissions:*

- *Consultation with the Registrar form- Attached*
- *Complete Catalogue entry, if proposing a new program, or excerpt of existing of existing program with proposed changes marked in red- There are no changes to the Catalogue entries.*

### Consultation with the Registrar Form

This form is to be completed by the Registrar (or his/her designate) during an in-person consultation with the faculty member responsible for the proposal. Please consider the questions on this form prior to the meeting.

#### Section 1: New Degree / Diploma / Certificate Information or Renaming of Existing

1 Is this a new degree, diploma, or certificate?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Is an existing degree, diploma, or certificate being renamed?

If you've answered NO to each of the previous two questions, please continue on to the next section.

2 What is the name of the new degree, diploma, or certificate?

3 What is the credential of this new degree, diploma, or certificate? [Example - D.M.D. = Doctor of Dental Medicine]

4 If you have renamed an existing degree, diploma, or certificate, what is the current name?

5 Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?

6 If this is a new degree level certificate, can a student take it at the same time as pursuing another degree level program?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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7 If YES, a student attribute will be created and used to track students who are in this certificate alongside another program. The attribute code will be:

8 Which College is responsible for the awarding of this degree, diploma, or certificate?

9 Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.

10 Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.

11 If this is a new graduate degree, is it thesis-based, course-based, or project-based?

**Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information**

1 Is this a new program?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Is an existing program being revised?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If you've answered NO to each of the previous two questions, please continue on to the next section.

2 If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?

BE [Bachelor of Science in Engineering]
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3 What is the name of this new/revised program?

Bachelor of Science in Engineering - Second [BE-SECOND Bach of Sc Engineering-Second] - suggested Banner code and description
---

4 What other program(s) currently exist that will also meet the requirements for this same degree(s)?

BE [Bachelor of Sc Engineering] and EPIP [EN Professional Intern Prog]
--

5 What College/Department is the academic authority for this program?

College of Engineering and individual departments for majors as per current set-up in the BE program
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6 Is this a replacement for a current program?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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7 If YES, will students in the current program complete that program or be grandfathered?

--

8 If this is a new graduate program, is it thesis-based, course-based, or project-based?

--

9 If this is a new non-degree or undergraduate level program, what is the expected completion time?

four years
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**NOTE 1:** The currently offered majors in the BE program will be offered in this program.

**NOTE 2:** The College has requested information in Degree Works to indicate the requirements are student-specific and to contact an Advisor.

**NOTE 3:** This change is to allow a student to receive a second undergraduate Bachelor of Science in Engineering degree in a different major than their initial degree. The admission standards and requirements remain the same. This option is available to students who have already completed their initial B.E. program.

**Section 3: Mobility**

Mobility is the ability to move freely from one jurisdiction to another and to gain entry into an academic institution or to participate in a learning experience without undue obstacles or hindrances.

1 Does the proposed degree, program, major, minor, concentration, or course involve mobility?

Yes  No

If yes, choose one of the following?

Domestic Mobility (both jurisdictions are within Canada)

International Mobility (one jurisdiction is outside of Canada)

2 Please indicate the mobility type (refer to Nomenclature for definitions).

Joint Program

Joint Degree

Dual Degree

Professional Internship Program

Faculty-Led Course Abroad

Term Abroad Program

3 The U of S enters into partnerships or agreements with external partners for the above mobility types in order to allow students collaborative opportunities for research, studies, or activities. Has an agreement been signed?

Yes  No

4 Please state the full name of the agreement that the U of S is entering into.

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?



**Section 4: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)**

1 Is this a new or revised major, minor, or concentration attached to an existing degree program?

Yes  No  Revised

If you've answered NO, please continue on to the next section.

2 If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.

3 What is the name of this new / revised major, minor, or concentration?

4 Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the Jurisdictional College and the Adopting College.

5

Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?

**Section 5: New / Revised Disciplinary Area for Existing Degree Information (Graduate)**

1 Is this a new or revised disciplinary area attached to an existing graduate degree program?

Yes  No  Revised

If you've answered NO, please continue on to the next section.

2 If YES, what is the name of this new / revised disciplinary area?

3 Which Department / School is the authority for this new / revised disciplinary area? (NOTE - if this disciplinary area is being offered by multiple departments see question below.)

4 Which **multiple** Departments / Schools are the authority for this new / revised disciplinary area?

4a Of the **multiple** Departments / Schools who are the authority for this new / revised disciplinary area and what allocation percentage is assigned to each? (Note - must be whole numbers and must equal 100.)

4b

Of the **multiple** Departments / Schools who is the primary department? The primary department specifies which department / school policies will be followed in academic matters (ex. late adds, re-read policies, or academic misconduct). If no department / school is considered the primary, please indicate that. (In normal circumstances, a department / school with a greater percentage of responsibility - see question above - will be designated the primary department.)

5 Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?



**Section 6: New College / School / Center / Department or Renaming of Existing**

1 Is this a new college, school, center, or department?

Is an existing college, school, center, or department being renamed?

Is an existing college, school, center, or department being deleted?

If you've answered NO to each of the previous two questions, please continue on to the next section.

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

2 What is the name of the new (or renamed or deleted) college, school, center, or department?

3 If you have renamed an existing college, school, center, or department, what is the current name?

4 What is the effective term of this new (renamed or deleted) college, school, center, or department?

5 Will any programs be created, changed, or moved to a new authority, removed, relabelled?

6 Will any courses be created, changed, or moved to a new authority, removed, relabelled?

7 Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?

**Section 7: Course Information - as per current set-up**

- 1 Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?

2

- If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?

- 3 Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?

- 4 Does the program timetable use standard class time slots, terms, and sessions?

Yes  No 

If NO, please describe.

- 5 Does this program, due to pedagogical reasons, require any special space or type of rooms?

Yes  No 

If YES, please describe.

NOTE: Please remember to submit a new "Course Creation Form" for every new course required for this new program / major. Attached completed "Course Creation Forms" to this document would be helpful.

**Section 8: Admissions, Recruitment, and Quota Information - as per current set-up**

1 Will students apply on-line? If not, how will they apply?

2 What term(s) can students be admitted to?

3 Does this impact enrollment?

4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?

5 Can classes towards this program be taken at the same time as another program?

6 What is the application deadline?

7 What are the admission qualifications? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)

8 What is the selection criteria? (IE. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)

9 What are the admission categories and admit types? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

10 What is the application process? (IE. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)

11 Who makes the admission decision? (IE. Admissions Office or College/Department/Other?)

12 Letter of acceptance - are there any special requirements for communication to newly admitted students?

13 Will the standard application fee apply?

14 Will all applicants be charged the fee or will current, active students be exempt?

15 Are international students admissible to this program?

**Section 9: Government Loan Information - as per current set-up**

NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter term(s) depending on the length of the loan.

1 If this is a change to an existing program, will the program change have any impact on student loan eligibility?

2 If this is a new program, do you intend that students be eligible for student loans?

**Section 10: Convocation Information (only for new degrees)**

1 Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?

2 If YES, has the Office of the University Secretary been notified?

3 When is the first class expected to graduate?

4

What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?

**Section 11: Schedule of Implementation Information**

1 What is the start term?

202209 [September 2022]

2 Are students required to do anything prior to the above date (in addition to applying for admission)?

Yes  No

If YES, what and by what date?

**Section 12: Registration Information - as per current set-up**

1 What year in program is appropriate for this program (NA or a numeric year)?

(General rule = NA for programs and categories of students not working toward a degree level qualification.)

2 Will students register themselves?

Yes  No

If YES, what priority group should they be in?

**Section 13: Academic History Information - as per current set-up**

1 Will instructors submit grades through self-serve?

Yes  No

2 Who will approve grades (Department Head, Assistant Dean, etc.)?

**Section 14: T2202 Information (tax form) - as per current set-up**

1 Should classes count towards T2202s?

Yes  No

**Section 15: Awards Information - as per current set-up**

1 Will terms of reference for existing awards need to be amended?

Yes  No

2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?

**Section 16: Government of Saskatchewan Graduate Retention (Tax) Program - as per current set-up**

1 Will this program qualify for the Government of Saskatchewan graduate retention (tax) program?

Yes  No

To qualify the program must meet the following requirements:

- be equivalent to at least 6 months of full-time study, and
- result in a certificate, diploma, or undergraduate degree.

**Section 17: Program Termination**

1 Is this a program termination? Yes  No

If yes, what is the name of the program?

2 What is the effective date of this termination?

3 Will there be any courses closed as a result of this termination? Yes  No

If yes, what courses?

4 Are there currently any students enrolled in the program? Yes  No

If yes, will they be able to complete the program?

5 If not, what alternate arrangements are being made for these students?

6 When do you expect the last student to complete this program?

7 Is there mobility associated with this program termination? Yes  No

If yes, please select one of the following mobility activity types.

Dual Degree Program

Joint Degree Program

Internship Abroad Program

Term Abroad Program

Taught Abroad Course

Student Exchange Program

Partnership agreements, coordinated by the International Office, are signed for these types of mobility activities. Has the International Office been informed of this program termination?

Yes  No



**Section 18: Proposed Tuition and Student Fees Information - as per current set-up**

1 How will tuition be assessed?

- Standard Undergraduate per credit
- Standard Graduate per credit
- Standard Graduate per term
- Non standard per credit\*
- Non standard per term\*
- Other \*
- Program Based\*

\* See attached documents for further details

2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category or rate?

3 If program based tuition, how will it be assessed? By credit unit? By term? Elsehow?

4 Does proponent's proposal contain detailed information regarding requested tuition?

Yes  No

If NO, please describe.

5 What is IPA's recommendation regarding tuition assessment? When is it expected to receive approval?

6 IPA Additional comments?

7 Will students outside the program be allowed to take the classes?

8 If YES, what should they be assessed? (This is especially important for program based.)

9 Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?

10 Do standard cancellation fee rules apply?

11 Are there any additional fees (e.g. materials, excursion)? If yes, see NOTE below.

12 Are you moving from one tuition code (TC) to another tuition code?

Yes  No

If YES, from which tuition code to which tuition code?

13 Are international students admissible to the program? If yes, will they pay the international tuition differential?

NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.

**Section 19: TLSE - Information Dissemination (internal for TLSE use only)**

1 Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2 Has TLSE, Admissions, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3 Has TLSE, Student Finance and Awards, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4 Has CGPS been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5 Has TLSE, Transfer Credit, been informed about any new / revised courses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7 Has the Library been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8 Has ISA been informed of the CIP code for new degree / program / major?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9 Has Room Scheduling/Scheduling Hub/Senior Coordinator of Scheduling been informed of unique space requirements for the new courses and/or informed of program, course, college, and department changes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10 Has the Convocation Coordinator been notified of a new degree?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11 What is the highest level of financial approval required for this submission? Check all that apply.				
a. None - as it has no financial implications		<input type="checkbox"/>		
<u>OR</u>				
b. Fee Review Committee		<input type="checkbox"/>		
c. Institutional Planning and Assessment (IPA)		<input type="checkbox"/>		
d. Provost's Committee on Integrated Planning (PCIP)		<input type="checkbox"/>		
e. Board of Governors		<input type="checkbox"/>		
f. Other		<input type="checkbox"/>		

**SIGNED**

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):

**Archived:** Wednesday, November 25, 2020 11:52:52 AM

**From:** [Isinger, Russ](#)

**Sent:** Thu, 12 Nov 2020 16:19:45

**To:** [Bruce Sparling \(AD Academic, Engineering\)](#)

**Cc:** [Warrington, Seanine](#); [Doell, Jason](#); [Pajic, Aleksandra](#); [Zagiel, Eileen](#); [Vuong, Lucy](#)

**Subject:** Re: Consultation with the Registrar Form - B.E. Second Degree Proposal

**Importance:** Normal

**Sensitivity:** None

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Approved.

Russell Isinger, BA, MA  
University Registrar  
and Professional Affiliate, Department of Political Studies

University Registrar's Office  
Teaching, Learning and Student Experience  
University of Saskatchewan  
E34 105 Administration Place  
Saskatoon, Saskatchewan, Canada  
S7N 5A2  
Work Phone - [306-966-6723](tel:306-966-6723)  
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Sent from Russell Isinger's iPhone XSMAX

On Nov 12, 2020, at 10:04 AM, Bruce Sparling (AD Academic, Engineering) <[enr.academicdean@usask.ca](mailto:enr.academicdean@usask.ca)> wrote:



Good morning,

I have reviewed the Consultation with the Registrar Form for the B.E. Second Degree Proposal and agree that the information on the form is correct.

All the best,

Bruce

---

<image001.jpg>

Bruce Sparling, Ph.D., P.Eng., FCSCE

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**From:** Warrington, Seanine <seanine.warrington@usask.ca>

**Sent:** Monday, November 9, 2020 11:04 AM

**To:** Isinger, Russell <russell.isinger@usask.ca>; Bruce Sparling (AD Academic, Engineering) <engr.academicdean@usask.ca>

**Cc:** Doell, Jason <jason.doell@usask.ca>; Pajic, Aleksandra <aleksandra.pajic@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>; Vuong, Lucy <lucy.vuong@usask.ca>

**Subject:** Consultation with the Registrar Form - B.E. Second Degree Proposal

Good morning,

Please see the completed Consultation with the Registrar Form that proposes a Second Degree Option for the Bachelor of Science in Engineering (B.E.) programs.

Russ and Bruce, please "reply-all" with your confirmation that the details of the form are correct. Your confirmation email will replace a signature of approval in the midst of the coronavirus pandemic (COVID-19) disruptions.

Thank you,

Seanine

Seanine Warrington, M.A.  
Senior Editor and Coordinator  
Catalogue and Academic Programs  
Registrarial Services  
**University of Saskatchewan**  
**Teaching, Learning and Student Experience**  
**Ph: 306-966-1874**

I acknowledge that I live and work on Treaty 6 Territory and the Homeland of the Métis. I pay respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.