UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Yansun Yao, chair, Academic Programs Committee

DATE OF MEETING: March 16, 2023

SUBJECT: **Change to Admissions Qualifications – Doctor of Veterinary Medicine Program**

MOTION: *That Council approve the changes to admissions qualifications for the Doctor of Veterinary Medicine Program to add a situational judgment test, effective the 2024-25 admissions cycle.*

That Council approve the changes to admission qualifications for the Doctor of Veterinary Medicine Program to change the prerequisite requirements, effective the 2025-26 admissions cycle.

PURPOSE:
University Council has the authority to approve changes to admissions qualifications. Senate confirmation of the decision is required before the changes can take effect.

CONTEXT AND BACKGROUND:
The Western College of Veterinary Medicine is proposing changes to the admissions requirements for the Doctor of Veterinary Medicine (DVM) program.

The college is proposing the addition of a situational judgment test as a requirement for applicants to the DVM program. The test will provide additional information on professionalism and social intelligence to aid in making admissions decisions. WCVM will require the test in addition to their current interviews and will not be provided weighting as part of the selection criteria initially. As the test being proposed is readily available online, this change is being proposed for applicants for the 2024-25 admissions cycle.

The college is also proposing adjusting the prerequisite requirements for the program, namely requiring 3cu of Statistics instead of the previously required 6 cu of Math or Statistics and requiring 3 cu of English or Communications AND 3 cu of Indigenous Studies instead of the previously required 6 cu of English. The college noted that these changes will ensure that applicants are joining the program with the skills and knowledge that they will need in the DVM program at USask. Given that applicants are from across western Canada, the Admissions Office will compile and make available a list of courses that would fulfill the Indigenous Studies requirement at other institutions in western Canada. Given that students will need time to ensure they are able to meet these new prerequisite requirements, these changes are proposed to be effective for applicants for the 2025-26 admissions cycle.

CONSULTATION:

These changes were approved by the WCVM Faculty Council on January 18, 2023. The Academic Programs Committee reviewed the proposed changes at its February 15, 2023 meeting. While there were concerns about bias in situational judgment tests, and indeed all standardized tests, the committee agreed that such tests are useful tools for admissions committees and appreciated that the test will not be used in isolation, but will rather be used alongside the existing interview process in place in WCVM.

ATTACHMENTS:

1. **WCVM Admission Requirement Change – Prerequisites and Situational Judgment Test**

PROPOSAL IDENTIFICATION

Title of proposal: WCVM Admission Requirement Changes
– Prerequisites and Situational Judgment Test

Degree(s):   **Doctor of Veterinary Medicine - DVM**

Field(s) of Specialization:

Level(s) of Concentration:

Option(s):

Degree College: **Western College of Veterinary Medicine - WCVM**

Contact person(s):   **Nicole Fernandez**, WCVM Acting Associate Dean Academic
Ph: 7304, nicole.fernandez@usask.ca
Heather Mandeville, WCVM Manager Admissions & Recruitment
Ph: 7413, heather.mandeville@usask.ca

Proposed date of implementation: Students entering DVM Program Fall 2024 and 2025 entry

Proposal Document

The following admission requirement changes for applicants to the Doctor of Veterinary Medicine Program were approved at the WCVM Faculty Meeting held Jan 18/23.
Note: The Situational Judgment Test being proposed would be effective for fall 2024 entrants, since it is an online test taken at the point of application (no study/preparation required). Prerequisite changes being proposed would be effective for fall 2025 entrants to provide a full year notice (application deadline for 2025 entry is Dec. 1/2024).

1. **Situational Judgment Test (SJT)**

A Situational Judgment Test, i.e., Casper will be required for all applicants to the DVM Program effective fall 2024 entrants (application deadline Dec. 1, 2023). A minimum threshold will be determined annually by the WCVM Admissions Committee.

Note: (For Information Only): In addition to requiring a SJT, the WCVM Faculty also approved a process change (effective fall 2024 entrants) whereby the SJT test will be a weighted component for applicants being considered through the WCVM's agriculture-focused seats. These applicants will be ranked to determine who is offered admission based on a weighted score: 80% interview, 20% SJT (currently rank order is entirely on the interview).

2. Prerequisites

Recommendation to change existing prerequisites as follows:

Current	Recommended change
6 cr Biology (lab required)	n/a
6 cr Chemistry (lab required)	n/a
6 cr English (3 cr must incl literature)	3 cr English/Communications (English may be literature, composition or writing)
	3 cr Indigenous/Native Studies (list of acceptable courses from western Cdn universities and colleges will be compiled and posted online)
6 cr Math or Statistics	3 cr Statistics
3 cr Organic Chemistry	n/a
3 cr Physics (lab required)	n/a
3 cr Biochemistry	n/a
3 cr Genetics	n/a
3 cr Microbiology	n/a
21 cr Electives	24 cr Electives

Academic justification:

More detailed information included in **"Appendix A" - WCVM Admissions Report to Faculty**.

Situational Judgment Test (SJT) evaluates social intelligence and professionalism. Such a test helps determine behavioral tendencies of applicants pursuing people-centered professions. Most health-science colleges at the University of Saskatchewan (Colleges of Medicine, Nursing, Pharmacy and Nutrition and Dentistry) require a SJT to apply.

Prerequisite changes - the requirement of a 3-credit (one-term) Indigenous/Native Studies course aligns with the WCVM's strategic priorities and responds to the Calls of Action from the Truth and Reconciliation Commission, as well as requests from the WCVM Committee on Indigenous Engagement and students completing the 4 Seasons of Reconciliation course. There will be some flexibility in courses that will satisfy this requirement from the varying institutions WCVM applicants attend; however, the focus should be on historical context and effects of colonialism on Indigenous people. The WCVM Admissions Office will compile and post a list of acceptable courses from western Canadian institutions, as well as review courses from applicants attending institutions outside western Canada to confirm acceptability.

The Math/Statistics requirement change being recommended is based on realization of the wide variance of Mathematics courses being taken by applicants currently, and that Statistics is the more relevant material required for DVM students to understand how to assess scientific data/information.

Consultation

Background information regarding the WCVM

The Western College of Veterinary Medicine is a regional college which is jointly funded through the provinces of British Columbia, Manitoba and Saskatchewan. Currently 88 students are admitted to the first-year class yearly, and seat allocations that have been confirmed for fall 2023 entry are: 20 British Columbia, 25 Saskatchewan, 20 Manitoba, 1 Other/Territory, and 2 Education Equity. Note: In March 2022, British Columbia government made an announcement to increase their provincially-funded seat quota from 20 to 40 for fall 2022 entry, and they have indicated it is their intention to do the same for fall

2023 entry (pending provincial budget funding to be announced March 2023). In the event that British Columbia doesn't fund 40 seats, the 20 seats may be allocated to other provinces or non-interprovincial agreement seats (as offered in 2020, 2021 and 2022).

Based on the regional nature of the WCVM described above, applicants to the DVM Program are residents from across British Columbia, Manitoba, Saskatchewan and the Territories attending universities and colleges primarily in western Canada, but often include institutions across Canada, the US or outside North America. For this reason, consultation with the University of Saskatchewan Colleges of Arts & Sciences and Agriculture & Bioresources wasn't done extensively to ensure capacity with the U of S' Indigenous Studies courses. However, meetings were held with both Colleges' Associate Academic Deans to ensure this recommended change was known. Notices of pending changes to the WCVM prerequisites will be added to the sequence of courses for pre-veterinary students within both the BSA Animal Science and BSc Animal Bioscience programs - https://agbio.usask.ca/programs/pre-veterinary-medicine.php.

Summary of WCVM consultation with the College of Arts & Sciences, including email confirmation received from Alexis Dahl, Arts & Sciences Director of Programs Office included in *"Appendix B" – WCVM Consultation Meeting with College of Arts & Sciences.*

College Statement

As outlined in *"Appendix A" - WCVM Admissions Report to Faculty* the changes put forward to WCVM Faculty are a result of a full review of all admissions requirements and processes completed by the WCVM Admissions Task Force and approved by the WCVM Admissions Committee. Minutes for the January 18th WCVM Faculty Meeting are available if required.

Consultation Forms At the online portal, attach the following forms, as required

Required for all submissions:
- Consultation with the Registrar form – 2 forms attached
- Complete Catalogue entry, if proposing a new program, or excerpt of existing of existing program with proposed changes marked in red – WCVM Admissions Website is being updated with notice of pending changes for both 2024 and 2025 entry. Pending approval from Academic Programs Committee, University Council and Senate; changes will be further incorporated to the website and WCVM Applicant Manual.
- In addition, the WCVM Admissions Office will alert advisors and pre-veterinary clubs across western Canadian universities and colleges, as well as post updates/notices on the college's social media platforms of pending changes and updates once changes are approved for implementation (Senate).

Admissions Committee
- Motions for Change -

WCVM Faculty Council Meeting
Jan 18, 2023

An Admissions Task Force was appointed in early 2022 to review WCVM admissions requirements and processes relating to entry to the DVM Program taking into consideration correlations/outcomes of current student admissions data and performance in the WCVM program, the AVMA Council on Education accreditation requirements, WCVM Strategic Plan and the University Plan 2025. The Task force put forward several recommendations to the Admissions Committee which have been approved and subsequently are being put forward to WCVM Faculty. <u>Note</u>: Changes related to process only require college-level approval (WCVM Faculty), and requirement changes require university-level approval (Academic Programs Committee, University Council and Senate).

Summary of Recommendations:

3. **Prerequisites**
    Recommendation to change existing prerequisites as follows:
    (Requirement changes – Senate approval required & advertise full year – effective 2025 entrants)

Current	Recommended change
6 cr Biology (lab required)	n/a
6 cr Chemistry (lab required)	n/a
6 cr English (3 cr must incl literature)	3 cr English/Communications (English may be literature, composition or writing) 3 cr Indigenous/Native Studies (list of acceptable courses from western Cdn universities and colleges will be compiled)
6 cr Math or Statistics	3 cr Statistics
3 cr Organic Chemistry	n/a
3 cr Physics (lab required)	n/a
3 cr Biochemistry	n/a
3 cr Genetics	n/a
3 cr Microbiology	n/a
21 cr Electives	24 cr Electives

Rationale: The requirement of a 3-credit (one-term) Indigenous/Native Studies course aligns with the WCVM's strategic priorities and responds to the Calls of Action from the Truth and Reconciliation Commission, as well as requests from the WCVM Committee on Indigenous Engagement and students completing the 4 Seasons of Reconciliation course. There will be some flexibility in courses that will satisfy this requirement from the varying institutions WCVM applicants attend; however, the focus should be on historical context and effects of colonialism on Indigenous people. The admissions office will compile and post a list of acceptable courses from western Canadian institutions, as well as review courses from applicants attending institutions outside western Canada to confirm acceptability.

The requirement change being recommended in terms of the current 6 credits Math/Statistics (any combination of 2 terms being acceptable) is that Statistics is more relevant than university math (especially with the variability of math courses) – knowing how to assess scientific data/information.

4. **Removing Earlier Year(s) Policy**
    (Process change – College approval required & notice required based on significant change from current – effective 2025 entrants)

Current	Recommended change
The Admissions Committee will consider removing one or two earlier years of university grades from an applicant's overall average calculation at the point of completing 5 or 6 full years of university, respectively. The number of credits required to be considered a 5-year student is 150 credits (50 one-term courses), and 180 credits (60 one-term courses) to be considered a 6-year student. Removal of an earlier year (or two) is not automatic, as the Committee requires specific criteria to be met – generally speaking, this includes completing three higher, more current years of university with sustained improved academic performance. More current/higher years should be full (30 credits within the Sept-Apr year) and consist predominantly of upper-level courses. Applicants hoping to have earlier year(s) removed should contact the Admissions Office for approval of courses prior to enrollment. If an applicant's change in rank from a year being removed doesn't result in a change in outcome of the application, the earlier year(s) will not be removed.	Allow one earlier year to be removed at the point of completing a Bachelor's degree assuming sustained improved progress of grades and full-time academic years. No possibility to remove 2 earlier years. 2 higher sustained full years (at least 24 credits/full years).

Rationale: Analysis of student data shows applicants are 9x more likely to be in severe academic difficulty (fail one course or average below 60%), if they had two previous years remove.

5. **Situational Judgment Test (SJT)**
    (Requirement change – Senate approval required – effective 2024 entrants, not viewed same as prerequisite change requiring full-year notice)

Current	Recommended change
n/a	A Situational Judgment Test, i.e., Casper will be required for all applicants. A minimum threshold will be determined annually by the Admissions Committee.
Agriculture-focused seats – interview selection determined by academic score (2 interviews/seat). Final selection based entirely on interview. Note: SK Ag seats introduced fall 2022 entry, MB and BC Ag seats introduced fall 2023 entry.	Agriculture-focused seats – interview selection remains as current. Final selection based on weighted score – 80% interview, 20% SJT

Rationale: A situational judgment test (SJT) to evaluate social intelligence and professionalism is recommended. Further information on the specific SJT being considered (Casper) is included in this package.

Situational Judgment Test (SJT) Background Information

e.g., Casper - https://takealtus.com/casper/

Casper is the SJT initially being suggested and is offered online through Altus Assessments, but other SJT's may be considered in the future. Applicants would take the test yearly – at point of application, and results are scored by Altus and released as a z-score to institutions chosen by the applicant. The fee to write Casper is $40 and $12 to release scores. Casper data will be compared with other metrics in the future to determine as to how best utilize it in the admissions process.

What is Casper?

Casper is an online, open-response situational judgment test (SJT). It asks what you would do in a tough situation, and more importantly, why. This helps determine behavioral tendencies of applicants pursuing people-centered professions.

Supports the holistic review of applicants beyond their GPA, MCAT/GMAT, Dean's letter, and other traditional admissions criteria.

- Provides a standardized evaluation of social intelligence and professionalism

- Is an open-response format that elicits authentic answers, with less chance of "gaming" the system

- Gives a single score which is easily integrated into your admissions process

Casper consistently predicts future performance by evaluating an applicant's social intelligence and professionalism.

- Delivers strong validity and reliability, tested across programs and verticals

- Ensures consistently lower demographic differences relative to other admissions assessments

What does Casper assess for?

COLLABORATION	COMMUNICATION	EMPATHY	EQUITY	ETHICS

MOTIVATION	PROBLEM SOLVING	PROFESSIONALISM	RESILIENCE	SELF AWARENESS

Made up of 2 sections

The test is divided into 2 sections. The first is the typed response section. In this section, you will be presented with 3 word-based scenarios and 6 video-based scenarios. The second section is the video response section. Here, you will be presented with 2 word-based scenarios and 4 video-based scenarios.

Made up of 15 scenarios

Each scenario contains three open-ended questions. Test takers have 5 minutes to type their responses to all three questions in the typed response section and 1 minute to video-record their responses to each of the 3 questions in the video response section.

100-120 minutes in length

Casper progresses from one scenario to the next automatically. It typically takes 100-120 minutes to complete the whole test. We provide an optional 5 minute break half-way through the typed response section and an optional 10-minute break before the video response section.

Scored by a group of human raters

Each scenario of a test is scored by a different rater. The group of raters reflects the diversity of the population. All raters are extensively trained, put through implicit bias training, vetted, and understand the importance of their work as a Rater and the impact it has on an applicant's future. The Altus team has numerous quality assurance measures in place to ensure the integrity of scores assigned by our raters.

Scores get sent to selected programs automatically

Once a test is rated, 2-3 weeks after the test date, the score from the typed response section is sent automatically to the programs that the applicant has selected for distribution. Programs then update application statuses within their individual application portals.

Research and Evidence: https://acuityinsights.com/casper-research-and-evidence/

Access the Evidence

Using Casper in your Admissions Process Guide

Guide on the design, scoring, and use of the Casper test in higher education admissions

Case Studies with Partners

Learn how our customers have implemented Acuity Insights

Academic Publications

List of useful research resources for Casper and Duet

Science behind Casper: https://acuityinsights.com/science-behind-casper/

Further Resources provided to WCVM Admissions Committee:

Casper Technical Manual

Understanding Scores Guide

Peer-reviewed Casper Research

WCVM Consultation Meeting with College of Arts & Sciences

Date: Feb 1, 2023 – 11:30 am (via Zoom)

Re: Indigenous Studies prerequisite (3 credits) effective for Fall 2025 entry to the
                Doctor of Veterinary Medicine Program

Attendees: Dr. Nicole Fernandez, Acting Associate Academic Dean, WCVM
                Heather Mandeville, Manager of Recruitment and Admissions, WCVM
                Dr. Lorin Elias, Vice Dean Academic, Arts & Sciences
                Alexis Dahl, Director of the Programs Office, Arts & Sciences

An informal meeting/consultation as outlined above was held to discuss the WCVM's current motion to require a 3-credit Indigenous Studies prerequisite as per the WCVM's proposal being submitted to Academic Programs Committee for consideration at the Feb. 15, 2023 meeting. Further information considered (as included in the Proposal to APC):

> There will be some flexibility in courses that will satisfy this requirement from the varying institutions WCVM applicants attend; however, ***the focus should be on historical context and effects of colonialism on Indigenous people***. The WCVM Admissions Office will compile and post a list of acceptable courses from western Canadian institutions, as well as review courses from applicants attending institutions outside western Canada to confirm acceptability.
>
> **Background information regarding the WCVM**
> The Western College of Veterinary Medicine is a regional college which is jointly funded through the provinces of British Columbia, Manitoba and Saskatchewan. Currently 88 students are admitted to the first-year class yearly, and seat allocations that have been confirmed for fall 2023 entry are: 20 British Columbia, 25 Saskatchewan, 20 Manitoba, 1 Other/Territory, and 2 Education Equity. Note: In March 2022, British Columbia government made an announcement to increase their provincially-funded seat quota from 20 to 40 for fall 2022 entry, and they have indicated it is their intention to do the same for fall 2023 entry (pending provincial budget funding to be announced March 2023). In the event that British Columbia doesn't fund 40 seats, the 20 seats may be allocated to other provinces or non-interprovincial agreement seats (as offered in 2020, 2021 and 2022).
>
> Based on the regional nature of the WCVM described above, applicants to the DVM Program are residents from across British Columbia, Manitoba, Saskatchewan and the Territories attending universities and colleges primarily in western Canada, but often include institutions across Canada, the US or outside North America. For this reason, consultation with the University of Saskatchewan Colleges of Arts & Sciences and Agriculture & Bioresources wasn't done extensively to ensure capacity with the U of S' Indigenous Studies courses. However, meetings were held with both Colleges' Associate Academic Deans to ensure this recommended change was known. Notices of pending changes to the WCVM prerequisites will be added to the sequence of courses for pre-veterinary students within both the BSA Animal Science and BSc Animal Bioscience programs - https://agbio.usask.ca/programs/pre-veterinary-medicine.php.

Alexis Dahl provided the following list of courses which the College of Arts & Sciences allow to fulfill the **Indigenous Learning Requirement** in each of their degree programs (starting in 2020-21) as follows:

- **ANTH 202.3** Anthropology and Indigenous Peoples in Canada
- **ANTH 480.3** Indigenous Peoples and Mental Health Anthropological and Related Perspectives

- **ARCH 350.3** Introduction to Boreal Forest Archaeology
- **DRAM 111.3** Practicum I Indigenous Performance Methods
- **ENG 242.3** Indigenous Storytelling of the Prairies
- **ENG 243.3** Introduction to Indigenous Literatures
- **ENG 335.3** The Emergence of Indigenous Literatures in Canada
- **ENG 338.3** Contemporary North American Indigenous Literatures
- **GEOG 465.3** Environment and Health in Indigenous Communities
- **HIST 195.3** History Matters Indigenous Perspectives on Canadian History
- **HIST 257.3** The Canadian Prairie to 1905 (may only be used if taken in 2022-23 or later)
- **HIST 266.3** History Wars Issues in Native Newcomer Relations
- **HIST 315.3** Indigenous Health History
- **HIST 316.3** History of the Metis in Twentieth Century Prairie Canada
- **INDG 107.3** Introduction to Canadian Indigenous Studies
- **LING 253.3** Indigenous Languages of Canada
- **PLAN 445.3** Planning with Indigenous Communities
- **POLS 222.3** Indigenous Governance and Politics
- **INDG — 200-Level, 300-Level, 400-Level**

Upon review of this list, the WCVM doesn't expect all courses to fulfill the WCVM's Indigenous Studies requirement, e.g., similar to the College of Medicine's current listing which includes approximately half of these courses as per the specific intent of this prerequisite - the focus should be on historical context and effects of colonialism on Indigenous people.

A similar list of acceptable courses for the WCVM will be compiled in the next few months and continue to be built over time as applicants submit courses for review.

Discussion and follow-up points from meeting:

- WCVM doesn't require a degree to apply, only two full years (60 credits), so slight difference when comparing students completing an Arts & Sciences degree vs. applying to WCVM (need Indigenous Studies in first two years.
- Suggestion to consult with specific departments, i.e., Indigenous Studies and possibly History/Political Studies of courses being accepted – to make them aware of the new requirement and anticipate increased pressure/interest in these courses.
- List of acceptable courses will be comprehensive of the most commonly accepted first-year Indigenous Studies from institutions across western Canada where the majority of WCVM applicants apply for yearly. This list will be expanded as new courses are reviewed and approved.
- Other courses to consider – discussed why AREC 220 (land-based course) didn't meet the intent of this requirement. Arts & Sciences gave further information on DRAM 111, HIST 195 and POLS 222, as well as recommended adding any 200+ level Indigenous Studies from the U of S on the acceptable list describing with the latter than any transfer student coming into the U of S who obtains transfer credit for INDG 100 JR (3 credits) would proceed into upper-level courses which all cover some aspect of colonialism.
- Identified possible areas of concern with registration dates opening to 1st year Arts & Sciences students prior to students from other colleges, i.e., AgBio, for courses. This may result in an increased demand for overrides. Similarly, POLS 222 (if accepted) has a prerequisite listing of 60 credits university level, but this may be waived – or at minimum should be a discussion point with the department.
- Approximate gauge of impact – number of potential pre-vet students. This is difficult to know, but WCVM is able to report that 90/300 applicants for 2023 entry have a U of S student number which is highly variable in terms of taking as little as one summer course, to completing a full Bachelor's degree, to students here for graduate program. Rough estimate for demand may be 50 students every 2-year cycle.

From: Dahl, Alexis <alexis.dahl@usask.ca>
Sent: Thursday, February 2, 2023 8:58 AM
To: Mandeville, Heather <heather.mandeville@usask.ca>; Elias, Lorin <lorin.elias@usask.ca>
Cc: Fernandez, Nicole <nicole.fernandez@usask.ca>
Subject: RE: WCVM Indigenous Studies prerequisite - Consultation Summary

Hi Heather,

Your summary of our conversation looks good to me.

Take care,
Alexis

From: Mandeville, Heather <heather.mandeville@usask.ca>
Sent: Wednesday, February 1, 2023 3:40 PM
To: Elias, Lorin <lorin.elias@usask.ca>; Dahl, Alexis <alexis.dahl@usask.ca>
Cc: Fernandez, Nicole <nicole.fernandez@usask.ca>
Subject: WCVM Indigenous Studies prerequisite - Consultation Summary

Dr. Elias and Alexis,

Thank you both for taking the time to meet with us today and discuss the WCVM's recommendation to require 3 credits Indigenous Studies of applicants effective Fall 2025 – as being put forward at the Feb 15th Academic Programs Committee. The information and suggestions you provided are most useful, and we will definitely reach out to departments within the College of Arts & Sciences for courses we would allow to fulfill this requirement to ensure they are aware and allow them to anticipate demand/capacity of such courses in the upcoming years.

I've attached a summary of my notes from our meeting and ask you both to feel free to add any comments or further feedback you have through email. In addition, your confirmation email would be most appreciated to include with our proposal being put forward to APC by Friday.

Thanks again,

Heather Mandeville
Manager, Admissions & Recruitment
Western College of Veterinary Medicine
WCVM 4104.2
52 Campus Drive
Saskatoon SK S7N 5B4

Website: http://www.usask.ca/wcvm/
Email: heather.mandeville@usask.ca
Phone: 306-966-7413

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 [ ]   No [X]

   Is an existing degree, diploma, or certificate being renamed?   Yes [ ]   No [X]

   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?

   [60 character maximum for the long description; 30 character maximum for short description; 6 character maximum for code]

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 [ ]   No [ ]

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.

    One major is required on all programs [4 characters for code and 30 characters for description]

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 [ ] No [X]

   Is an existing program being revised?   Yes [ ] No [X]

   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?

[   ]

3 What is the name of this new/revised program?

[   ]

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

[   ]

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

[   ]

6 Is this a replacement for a current program?   Yes [ ] No [ ]

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?

[   ]

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 [X]
   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 <u>and</u> 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?   Yes [ ]   No [X]
  Is an existing college, school, center, or department being renamed?   Yes [ ]   No [X]
  Is an existing college, school, center, or department being deleted?   Yes [ ]   No [X]
  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 (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 or 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 OTHER THAN NOTED BELOW

NOTE: This change is for the DVM [Doctor of Veterinary Medicine] and DVM-NONIPA [Doctor of Veterinary Medicine] Programs

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

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

3 What is the application deadline for each term(s) students can be admitted to?

4 For undergraduate programs, will students be admitted to one of the approved majors or an undeclared major?

5 For undergraduate programs, if there's more than one degree proposed (ex. 3Y and 4Y), which program/degree will students be admitted to?

6 Does this impact enrollment?

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

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

9 What is the application deadline?

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

Addition of Situational Judgment Test (SJT)

A Situational Judgment Test, i.e., Casper will be required for all applicants.
A minimum threshold will be determined annually by the Admissions Committee.

11 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.)

Addition

The SJT (Situational Judgment Test) will be a weighted component for applicants being considered for the Agriculture-focused seats. Currently, the interview is weighted 100% to rank applicants for admission for these seats, but the new weighting will be 80% interview and 20% SJT.

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

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

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

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

16 Will the standard application fee apply?

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

18 Are international students admissible to this program? If YES, see Section 18 for Tuition and Fees information.   Yes ☐ No ☐

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) - NOT APPLICABLE

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?

202409 [September 2024]

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; undergraduate
degree level certificates will use numeric year.)

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 [X]
   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 If international students are admissible to the program, will they pay the international tuition differential? If YES, explain the amount.   Yes ☐ No ☐

14

If YES, what is the tuition amount for the first 12 months for a full-time international student? This information is required for the Immigration, Refugees and Citizenship Canada [IRCC] form (this form is for students who need to get a visa to study here).

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 ☐ No ☐

2 Has TLSE, Admissions, been informed about this new / revised program?   Yes ☐ No ☐

3 Has TLSE, Student Finance and Awards, been informed about this new / revised program?   Yes ☐ No ☐

4 Has TLSE, Transfer Credit, been informed about any new / revised courses?   Yes ☐ No ☐

5 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?   Yes ☐ No ☐

6 Has the Library been informed about this new / revised program?   Yes ☐ No ☐

7 Has ISA been informed of the CIP code for new degree / program / major?   Yes ☐ No ☐

8 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 ☐ No ☐

9 Has the Convocation Coordinator been notified of a new degree?   Yes ☐ No ☐

10 What is the highest level of financial approval required for this submission? Check all that apply.

   a. None - as it has no financial implications   ☐

   OR

   b. Fee Review Committee   ☐

   c. Institutional Planning and Assessment (IPA)   ☐

   d. Provost's Committee on Integrated Planning (PCIP)   ☐

   e. Board of Governors   ☐

   f. Other   ☐

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):

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 [ ] No [X]

Is an existing degree, diploma, or certificate being renamed?   Yes [ ] No [X]

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?

[60 character maximum for the long description; 30 character maximum for short description; 6 character maximum for code]

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 [ ] No [ ]

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.

One major is required on all programs [4 characters for code and 30 characters for description]

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 ☐ No X

  Is an existing program being revised?   Yes ☐ No X

  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?

  [   ]

3 What is the name of this new/revised program?

  [   ]

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

  [   ]

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

  [   ]

6 Is this a replacement for a current program?   Yes ☐ No ☐

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?

  [   ]

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 [X]
    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 <u>and</u> 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?   Yes [ ] No [X]
  Is an existing college, school, center, or department being renamed?   Yes [ ] No [X]
  Is an existing college, school, center, or department being deleted?   Yes [ ] No [X]
  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 (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 or 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 OTHER THAN NOTED BELOW

NOTE: This change is for the DVM [Doctor of Veterinary Medicine] and DVM-NONIPA [Doctor of Veterinary Medicine] Programs

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

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

3 What is the application deadline for each term(s) students can be admitted to?

4 For undergraduate programs, will students be admitted to one of the approved majors or an undeclared major?

5 For undergraduate programs, if there's more than one degree proposed (ex. 3Y and 4Y), which program/degree will students be admitted to?

6 Does this impact enrollment?

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

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

9 What is the application deadline?

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

Update of Prerequisites	
Current	Recommended Change
6 cr Biology (lab required)	n/a
6 cr Chemistry (lab required)	n/a
6 cr English (3 cr must incl literature)	3 cr English/Communications (English may be literature, composition, or writing) 3 cr Indigenous/Native Studies (list of acceptable courses from western Cdn universities and colleges will be compiled)
6 cr Math or Statistics	3 cr Statistics

3 cr Organic Chemistry	n/a
3 cr Physics (lab required)	n/a
3 cr Biochemistry	n/a
3 cr Genetics	n/a
3 cr Microbiology	n/a
21 cr Electives	24 cr Electives

11 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.)

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

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

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

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

16 Will the standard application fee apply?

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

18 Are international students admissible to this program? If YES, see Section 18 for Tuition and Fees information.   Yes [ ]   No [ ]

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) - NOT APPLICABLE

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?

202509 [September 2025]

2 Are students required to do anything prior to the above date (in addition to applying for admission)?   Yes ____   No X

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; undergraduate degree level certificates will use numeric year.)

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 If international students are admissible to the program, will they pay the international tuition differential? If YES, explain the
  amount.   Yes ☐ No ☐

14

If YES, what is the tuition amount for the first 12 months for a full-time international student? This information is required for the Immigration, Refugees and Citizenship Canada [IRCC] form (this form is for students who need to get a visa to study here).

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)

		Yes	No
1	Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?	☐	☐
2	Has TLSE, Admissions, been informed about this new / revised program?	☐	☐
3	Has TLSE, Student Finance and Awards, been informed about this new / revised program?	☐	☐
4	Has TLSE, Transfer Credit, been informed about any new / revised courses?	☐	☐
5	Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?	☐	☐
6	Has the Library been informed about this new / revised program?	☐	☐
7	Has ISA been informed of the CIP code for new degree / program / major?	☐	☐
8	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?	☐	☐
9	Has the Convocation Coordinator been notified of a new degree?	☐	☐

10 What is the highest level of financial approval required for this submission? Check all that apply.

   a. None - as it has no financial implications ☐

   <u>OR</u>

   b. Fee Review Committee ☐

   c. Institutional Planning and Assessment (IPA) ☐

   d. Provost's Committee on Integrated Planning (PCIP) ☐

   e. Board of Governors ☐

   f. Other ☐

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):