UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR DECISION

PRESENTED BY: Carolyn Augusta, chair, Academic Programs Committee

DATE OF MEETING: November 17, 2022

SUBJECT: **Change to Admissions Qualifications - Master of Arts and Doctor of Philosophy programs in Psychology**

MOTION: *It is recommended that Council approve the changes to the admissions qualifications for the Master of Arts and Doctor of Philosophy programs in Psychology, effective the 2024-25 intake.*

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 College of Graduate and Postdoctoral Studies and Department of Psychology is proposing to update the admissions requirements for the Master of Arts (M.A.) and the Doctor of Philosophy (Ph.D.) programs in Psychology to include a CV or Resume as a requirement.

The addition of a CV or resume will highlight applicants' academic and professional accomplishments and will aid the work of the Search Committee in reviewing applications and in evaluating student fit for scholarships and awards.

CONSULTATION:
These changes received approval at the Department of Psychology and Health Studies on February 8, 2022 and were reviewed and approved at the September 7, 2022 Graduate Programs Committee within CGPS. The Academic Programs Committee reviewed the proposed changes at its October 19, 2022 meeting and had no concerns about the addition of this requirement.

ATTACHMENTS:

1.   **Proposed change to admissions requirements for MA and PhD in Psychology**

M E M O R A N D U M

To: Academic Programs Committee of Council

Copy: Dr. Karen Lawson, Head, Department of Psychology and Health Studies

From: Graduate Academic Affairs Committee

Date: September 19, 2022

Re: Proposed change to admission requirements for MA and PhD in Psychology

The Department of Psychology and Health Studies is proposing to update their admission requirements to include a "CV or Resume" for all Psychology graduate programs.

The Graduate Programs Committee of the College of Graduate and Post-Doctoral Studies reviewed this proposal at its meeting on September 7, 2022. The committee felt this was a straightforward and sensible update to the admission requirements and the following motion was passed unanimously:

Motion: *To recommend approval of the admission requirement changes to Master of Arts and PhD in Psychology.*   Heavin/Eramian   CARRIED

Attached please find the proposal.

If you have any questions, please contact the Graduate Programs Administrator at gradprograms.academicaffairs@usask.ca

UNIVERSITY OF SASKATCHEWAN
College of
Arts and Science
DEPARTMENT OF PSYCHOLOGY AND HEALTH STUDIES
ARTSANDSCIENCE.USASK.CA

Arts 154, 9 Campus Drive
Saskatoon SK S7N 5A5 Canada
Telephone: **306-966-6657**
Email: **psychology.department@usask.ca**
Web: **artsandscience.usask.ca/psychology**

August 24, 2022

On February 8, 2022, The Department of Psychology and Health Studies approved the addition of the CV/Resume option for graduate student applications, starting with the Fall 2023 intake.

The Department believes the CV highlights the applicants' academic and professional accomplishments and will aid the work of the Search Committee members as they review over 150 applications annually. This is also the most efficient tool for evaluating student fit for many scholarships, including the Dean's Nomination Award.

If you have further questions, please feel free to contact myself, or our Graduate Program Coordinator, Joni Morman joni.morman@usask.ca

Thank you,

Karen Lawson, PHD CE
Professor and Dept Head
Department of Psychology and Health Studies

Psychology

Master of Arts (M.A.) - Applied Social Stream - Thesis-based

The M.A. in Applied Social Psychology trains students to conduct basic and applied social psychological research. Specifically, the program offers training in social psychological theory, research design and methodology, statistics, program evaluation, along with many independent research opportunities. Unique to this program is the emphasis placed on students obtaining research-based experience through diverse practicum and internship placements. Faculty interests are currently: acculturation, body image, criminal justice, diversity, gay and lesbian issues, immigration, intergroup relations, prejudice, reproductive health/mental health, sexuality, and stereotyping.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

- a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Doctor of Philosophy (Ph.D.) - Applied Social Stream

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- Master's degree, or equivalent, from a recognized university in a relevant academic discipline

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master's program)

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Master of Arts (M.A.) - Cognition and Neuroscience - Thesis-based

The M.A. is not normally awarded. Students enroll in M.A. for one year and then transfer to Ph.D

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

- a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Doctor of Philosophy (Ph.D.) - Cognition and Neuroscience - Non-Direct

The Cognition and Neuroscience Graduate Program is designed for students who wish to focus primarily on basic research and theoretical issues. Our objective is to train highly-qualified scientists for basic psychological research in university, hospital, community, industry, or government settings. CGNS offers two areas of specialization: Behavioural Neuroscience and Cognitive Science.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- Master's degree, or equivalent, from a recognized university in a relevant academic discipline

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master's program)

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Doctor of Philosophy (Ph.D.) - Cognition and Neuroscience - Direct Entry

Admission Requirements

With the recommendation of the unit, direct entry Ph.D. admission is available to exceptionally strong students, who show great promise in terms of academic accomplishments and potential for research.

- A cumulative weighted average of at least 80% in the last two years of undergraduate study (i.e. 60 credit units of course work).

- A four-year honours bachelor of arts degree in psychology or equivalent

- Demonstrated ability for independent thought, advanced study, and independent research.

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Master of Arts (M.A.) - Clinical Stream - Thesis-based

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

- a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Doctor of Philosophy (Ph.D.) - Clinical Stream

The Doctoral Program in Clinical Psychology is accredited by both the Canadian Psychological Association and the American Psychological Association. It follows a scientist-practitioner model, blending scholarly research with professional skill training. The program trains clinical psychologists for employment in academic, research, clinical, community, and private practice settings.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- Master's degree, or equivalent, from a recognized university in a relevant academic discipline

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master's program)

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Master of Arts (M.A.) - Culture, Health, and Human Development Stream - Thesis-based

The program is designed for students interested in the intersection of culture and human development across the lifespan, and promotes interdisciplinarity and mixed methods within a Psychology framework. Students can undertake research work locally, regionally, nationally, and internationally.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)

- a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

Psychology

Doctor of Philosophy (Ph.D.) - Culture, Health, and Human Development Stream

The Culture, Health, and Human Development program offers a Ph.D program. The program is designed for students interested in the intersection of culture and human development across the lifespan, and promotes interdisciplinarity and mixed methods within a Psychology framework. Students can undertake research work locally, regionally, nationally, and internationally.

Admission Requirements

- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English.

- Master's degree, or equivalent, from a recognized university in a relevant academic discipline

- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master's program)

- CV or Resume

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies **Academic Policies** for more information.

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 ☒
   Is an existing program being revised?   Yes ☐   No ☒
   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?
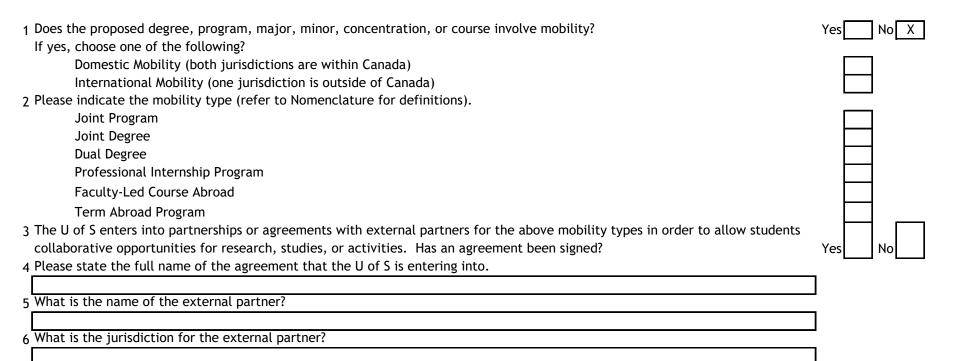
Section 3: Mobility

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 ☒

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 10 below

The change below applies to the following program, major, concentration combinations.

 - MA-T-GP [Master of Arts-Thesis] Program, PSY [Psychology] Major, ASOC [Applied Social] Concentration
 - MA-T-GP [Master of Arts-Thesis] Program, PSY [Psychology] Major, CGNS [Cognition and Neuroscience] Concentration
 - MA-T-GP [Master of Arts-Thesis] Program, PSY [Psychology] Major, CLIN [Clinical] Concentration
 - MA-T-GP [Master of Arts-Thesis] Program, PSY [Psychology] Major, CHHD [Culture, Health and Human Dev] Concentration

 - PHD-GP [Doctor of Philosophy] Program, PSY [Psychology] Major, ASOC [Applied Social] Concentration
 - PHD-GP [Doctor of Philosophy] Program, PSY [Psychology] Major, CGNS [Cognition and Neuroscience] Concentration
 - PHD-GP [Doctor of Philosophy] Program, PSY [Psychology] Major, CLIN [Clinical] Concentration
 - PHD-GP [Doctor of Philosophy] Program, PSY [Psychology] Major, CHHD [Culture, Health and Human Dev] Concentration

 - PHD-DIRCT-GP [Doctor of Philosophy (Direct)] Program, PSY [Psychology] Major, CGNS [Cognition and Neuroscience]
Concentration

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.)

Change is the addition of a requirement for an applicant to include a CV or Resume

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?

202405 (May 2024)

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.)

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[                                                                          ]
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2 Will students register themselves?   Yes[   ] No[   ]
  If YES, what priority group should they be in?

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[                                                                          ]
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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.)?

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[                                                                          ]
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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?

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[                                                                          ]
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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 CGPS been informed about this new / revised program?   Yes ☐ No ☐
5 Has TLSE, Transfer Credit, been informed about any new / revised courses?   Yes ☐ No ☐
6 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?   Yes ☐ No ☐
7 Has the Library been informed about this new / revised program?   Yes ☐ No ☐
8 Has ISA been informed of the CIP code for new degree / program / major?   Yes ☐ No ☐
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 ☐ No ☐
10 Has the Convocation Coordinator been notified of a new degree?   Yes ☐ No ☐
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   ☐
   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):