

UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Carolyn Augusta, Chair, Academic Programs Committee

DATE OF MEETING: January 30, 2025

SUBJECT: CHEM 801 and CHEM 802 Increase to Minimum Passing Grade

MOTION: *It is recommended by the Academic Programs Committee that Council approve the minimum pass score for CHEM 801 and CHEM 802 effective May 2025.*

CONTEXT AND BACKGROUND:

The College of Graduate and Postdoctoral Studies is proposing an increase to the minimum passing grade from 60% to 70% for two courses in the Department of Chemistry, CHEM 801.6 Modern Aspects of Chemistry and CHEM 802.3 Modern Aspects of Chemistry. This change will help to ensure that students in graduate programs in Chemistry have the foundation to succeed in specialized courses later in their programs.

The minimum passing grade for Ph.D. students is already 70%. This proposal would raise the minimum passing grade for M.Sc. students to 70% from 60%, making the academic expectation uniform for all graduate students. The current practice is highly variable: some students are given probationary letters of offer requiring a 75% or higher in CHEM 801.6 or CHEM 802.3; others are not. Students who do poorly in CHEM 801/802 almost invariably do not do well in more specialized courses, significantly dragging out an eventual requirement to discontinue. This proposal aims to set one clear academic expectation that applies equally to all graduate students in chemistry.

CONSULTATION:

On December 18, 2024, the College of Graduate and Postdoctoral Studies brought forward a proposal to the Academic Programs Committee of Council (APC). Members had the opportunity to review the proposal and ask questions. A thorough discussion was had between committee members and the proponents. APC voted in favour of this change.

ATTACHMENTS:

1. CHEM 801 and CHEM 802 Increase to Minimum Passing Grade Proposal



MEMORANDUM

To: Academic Programs Committee of Council

From: Graduate Programs Committee, College of Graduate and Postdoctoral Studies (CGPS)

Date: December 6, 2024

Re: Chemistry minimum passing grade changes and associated degree requirement changes

The College of Graduate and Postdoctoral Studies is recommending the approval an increase to the minimum passing grade from 60% to 70% for two courses in the Department of Chemistry, CHEM 801.6 Modern Aspects of Chemistry and CHEM 802.3 Modern Aspects of Chemistry. This change will help to ensure that students in graduate programs in Chemistry have the foundation to succeed in specialized courses later in their programs. The changes will be effective May 2025.

The College of Graduate and Postdoctoral Studies is recommending associated degree requirement changes to graduate programs in Chemistry. The changes will reflect the minimum passing grade increase, add the requirement to complete CHEM 802.3 or CHEM 801.6, and clarify the requirement to complete CHEM 802.3 or CHEM 801.6 within the first 12 months of study. The changes will be effective May 2025.

The Graduate Programs Committee (GPC) reviewed the proposals in on September 11, 2025. They approved the degree requirement changes and conditionally approved the increase to the minimum passing grade for CHEM 801 and 802, pending submission of a clear policy for when/if students fail the courses. The Department of Chemistry confirmed that students failing either course will be recommended to CGPS to be required to discontinue (RTD) from their program and clarified that CHEM 801 and 802 are only offered in the Fall Term. GPC members expressed concern that an RTD recommendation would only be based on one course in a student's first term of study. Through consultation with the GPC and CGPS, the Department of Chemistry revised their policy to add the option of a supplemental exam for any student who fails CHEM 801.6 or CHEM 802.3, thus providing them with an opportunity to increase their grade to the minimum 70% pass. Conditions were cleared November 28, 2025 by the GPC chair.

Motions:

1. To approve an increase of the minimum passing grade for CHEM 801.6 and CHEM 802.3 conditional on clarification of the consequences of not passing the course with a minimum 70% - **Singh/Martin – CARRIED unanimously**
2. To approve the degree requirement changes proposed to the MSc, PhD non-direct entry, PhD direct entry, and Transfer from Master's to PhD programs - **Heavin/AI-Aneed – CARRIED unanimously**

Attached please find the proposal to increase the minimum passing grade for CHEM 801.6 and CHEM 802.3 and the degree requirements changes for the MSc, PhD non-direct entry, PhD direct entry, and Transfer from Master's to PhD programs in Chemistry.

If you have any questions, please contact the Academic Affairs Specialist at gradprograms.academicaffairs@usask.ca.

Proposal for Changes to Minimum Grades

Title of proposal:	Minimum grade changes for CHEM 801.6 and CHEM 802.3
Degree College:	College of Graduate and Postdoctoral Studies
Contact Persons:	Timothy Kelly, tim.kelly@usask.ca , 306-966-4666 Department of Chemistry
	Jaswant Singh, Jaswant.singh@usask.ca College of Graduate and Postdoctoral Studies
Proposed Date of Implementation:	May 1, 2025

Proposal Document

Proposed Changes to Courses

To set the minimum passing grade for CHEM 801.6 at 70% for both M.Sc. and Ph.D. students.

Rationale for Changes to Courses

Minimum passing grade. This proposal accompanies a revision to both the M.Sc. and Ph.D. program requirements: CHEM 802.3 will become a program requirement for the Ph.D. program, while M.Sc. students have the option of either CHEM 801.6 or CHEM 802.3. In both cases, the course must be completed within the first 12 months of study. All graduate students in chemistry will therefore take one of these two courses in their first year. The material taught in CHEM 801/802 relates to core chemistry concepts (e.g., thermodynamics, chemical reactivity). Without a solid grasp of such core material, students are unlikely to have the foundation with which to succeed in more specialized courses. As a result, we have found that students who achieve < 70% in either course are extremely unlikely to succeed in their graduate program.

The minimum passing grade for Ph.D. students is already 70%. This proposal would raise the minimum passing grade for M.Sc. students to 70% from 60%, making the academic expectation uniform for all graduate students. Current practice is highly variable: some students are given probationary letters of offer requiring a 75% or higher in CHEM 801.6 or CHEM 802.3; others are not, and when they score < 70%, they take additional course after additional course in the hopes of bringing up their average. But those students who do poorly in CHEM 801/802 almost invariably do not do well in more specialized courses, significantly dragging out an eventual requirement to discontinue. This proposal aims to set one clear academic expectation that applies equally to all graduate students in chemistry.

Proposal for Graduate Program Changes in Chemistry

Title of proposal:	CHEM 802.3-related Program Changes to Graduate Programs in Chemistry
Degrees:	M.Sc. and Ph.D.
Fields of study:	Chemistry
Levels of concentration:	N/A
Options:	N/A
Degree College:	College of Graduate and Postdoctoral Studies
Contact Persons:	Timothy Kelly, tim.kelly@usask.ca , 306-966-4666
Proposed Date of Implementation:	September 2025

Proposal Document

Academic Justification

CHEM 801.6 is currently a requirement of the M.Sc. program in chemistry; it is not currently a requirement of the Ph.D. program. In practice, many M.Sc. students end up being granted exemptions to the 801 program requirement based on an enumerated list of exemptions (which are publicly available on the department website). Conversely, many Ph.D. students are required to take CHEM 801.6 (or CHEM 802.3, essentially CHEM 801-lite) in addition to their other course requirements; this is often done on an ad hoc basis by inserting probationary clauses into students' letters of offer. The status quo is extremely confusing for both students and faculty to navigate – CHEM 801.6 is required. Sometimes. Unless it's not. Even worse, since the requirements for Ph.D. students are done on an ad hoc basis, the consequences for a sub-par performance can be varied: situations have arisen where a student with a 74% was required to discontinue, while their classmate with a 73% was allowed to continue in the program. The outcomes are entirely contingent on what was originally written into the student's letter of offer. By formally making CHEM 802.3 a program requirement for both M.Sc. and Ph.D. programs, and setting explicit expectations on academic performance, all students will be subject to the same academic standard.

As part of these changes, we are choosing to make CHEM 802.3 the program requirement rather than CHEM 801.6 (although CHEM 801.6 is retained as an option for M.Sc. students looking to complete 6 cu of coursework in their first term of study). The intense workload of CHEM 801.6 was flagged as an issue by many former students from our program. The calendar description for CHEM 801.6 lists 9 lecture hours per week. In combination with students' TA duties (typically 6 hours of in-lab instruction plus marking per week) and research commitments, students anecdotally reported high levels of stress and anxiety; this was particularly the case for international students, creating a source of inequality with the potential to snowball through a student's program. Using CHEM 802.3 as the program requirement

creates a much more manageable workload in a student's first term of study. For any M.Sc. students opting for CHEM 801.6, a separate course-level change will reduce the lecture hours from 9 hours per week to 6 hours per week, much more in keeping with the usual expectations of a 6 cu course.

A separate course-level change will also set the passing grades for CHEM 801.6 and CHEM 802.3 at 70% for **both** Ph.D. and M.Sc. students (the passing grade for Ph.D. students is already 70%; this simply increases the M.Sc. passing threshold to match). Over the years, we have found that students who achieve < 70% in either course are extremely unlikely to succeed in their graduate program. The material taught in CHEM 801/802 relates to core chemistry concepts (e.g., thermodynamics, chemical reactivity). Without a solid grasp of such core material, students are unlikely to have the foundation on which to succeed in more specialized courses. This will help set a clear academic expectation for all students entering the program.

Admission

Admission requirements for the various graduate programs in chemistry (M.Sc., M.Sc.-to-Ph.D. transfer, Ph.D., and Ph.D.-direct entry) would be unchanged.

Description of the Program

The calendar entries are written such that M.Sc. students have the option of taking *either* CHEM 801.6 or CHEM 802.3. They will require a total of 9 cu of coursework, with the remainder being normal 8XX-level courses approved as part of their program of study.

Ph.D. students would need to complete CHEM 802.3 plus an additional 6 cu of coursework. Students who **complete** their M.Sc. at USask and then go on to enroll in the PhD program would **not** need to take CHEM 802.3 a second time, nor would they need to replace the course with additional coursework. The calendar description is therefore written in such a way that everyone takes CHEM 802.3 + 6 cu; but for those students with a M.Sc. degree from USask, the requirement is still only 6 cu.

This does mean that students with M.Sc. degrees from USask are treated differently than those with M.Sc. degrees from elsewhere. However, we have found that, historically, the vast majority of Ph.D. students arrive with weaker-than-desired skills in core areas of chemistry – the coursework in most M.Sc. programs is geared toward highly specialized electives. Our opinion is that every USask graduate should receive a solid grounding in these core areas of chemistry before proceeding to more specialized topics.

Consultation

The Graduate Affairs Committee (GAC) of the chemistry department developed this proposal during the 2023 – 2024 academic year. One of the voting members of GAC is a representative from the Chemistry Course Council (CCC), the chemistry graduate students society. The CCC also conducted a survey of graduate students regarding CHEM 801, where issues like the high workload and its disproportionate impact on international students were noted. GAC then developed the current proposal, which was formally approved at a department meeting in April.

No other programs use CHEM 801.6 or CHEM 802.3 as program requirements, nor are these courses taken by students outside of the chemistry department. Therefore, no other units were consulted during the development of this proposal.

Budget

CHEM 801.6 and CHEM 802.3 are both offered in Term 1 of each academic year as part of our regular assignment of duties, and this proposal would change neither the number nor frequency of course offerings. This proposal has no budgetary impact.

Chemistry

Master of Science (M.Sc.) - Thesis-based

Degree Requirements

Students must maintain continuous registration in the 994 course.

- [GPS 960.0](#) Introduction to Ethics and Integrity
- [GPS 961.0](#) Ethics and Integrity in Human Research, if research involves human subjects
- [GPS 962.0](#) Ethics and Integrity in Animal Research, if research involves animal subjects

A minimum of 9 credit units, including the following:

- ~~[CHEM 801.6](#) Modern Aspects of Chemistry (Normally required for all students. Alternate coursework may be assigned for students having satisfied the [CHEM 801.6](#) Modern Aspects of Chemistry learning objectives as determined by the department.)~~
- [CHEM 802.3](#) Modern Aspects of Chemistry or [CHEM 801.6](#) Modern Aspects of Chemistry*
- [3 – 6 credits of 800-level courses, as approved by the advisory committee](#)
- [CHEM 990.0](#) Seminar
- [CHEM 991.0](#) Literature Core Course
- [CHEM 994.0](#) Research – Thesis
- oral thesis defense

*Students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%.

Doctor of Philosophy (Ph.D.) - Non-Direct Entry

Degree Requirements

Students must maintain continuous registration in the 996 course.

- [GPS 960.0](#) Introduction to Ethics and Integrity
- [GPS 961.0](#) Ethics and Integrity in Human Research, if research involves human subjects
- [GPS 962.0](#) Ethics and Integrity in Animal Research, if research involves animal subjects

A minimum of 6 credit units, including the following:

- [CHEM 990.0](#) Seminar
- [CHEM 991.0](#) Literature Core Course

- **CHEM 996.0** Research – Dissertation
- a minimum of 6 credit units of 800-level courses, as approved by the advisory committee
- Dissertation defense
- Doctoral candidacy assessment

* Students entering the program without a M.Sc. in Chemistry from the University of Saskatchewan will also be required to complete CHEM 802.3. If CHEM 802.3 is required, students must complete it within 12 months of initial registration, with a minimum passing grade of 70%.

Doctor of Philosophy (Ph.D.) - Direct Entry

Degree Requirements

Students must maintain continuous registration in the CHEM 996 course.

At least 9 credit units of course work at the graduate level must be successfully completed within the first 20 months of the program with a cumulative average of at least 80%.

- **GPS 960.0** Introduction to Ethics and Integrity
- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects
- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects

A minimum of 12 credit units, including the following:

- **CHEM 802.3 Modern Aspects of Chemistry or CHEM 801.6 Modern Aspects of Chemistry***
- ~~A minimum of 12 credit units~~
- **6 – 9 credit units of 800-level courses, as approved by the student's advisory committee**
- **CHEM 990.0** Seminar
- **CHEM 991.1** Literature Core Course
- **CHEM 996.0** Research – Dissertation
- doctoral candidacy assessment
- write and successfully defend a dissertation based on original investigation

* Students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%.

Transfer from Master's to Ph.D.

Students must maintain continuous registration in the 996 course.

- **GPS 960.0** Introduction to Ethics and Integrity
- **GPS 961.0** Ethics and Integrity in Human Research, if research involves human subjects
- **GPS 962.0** Ethics and Integrity in Animal Research, if research involves animal subjects

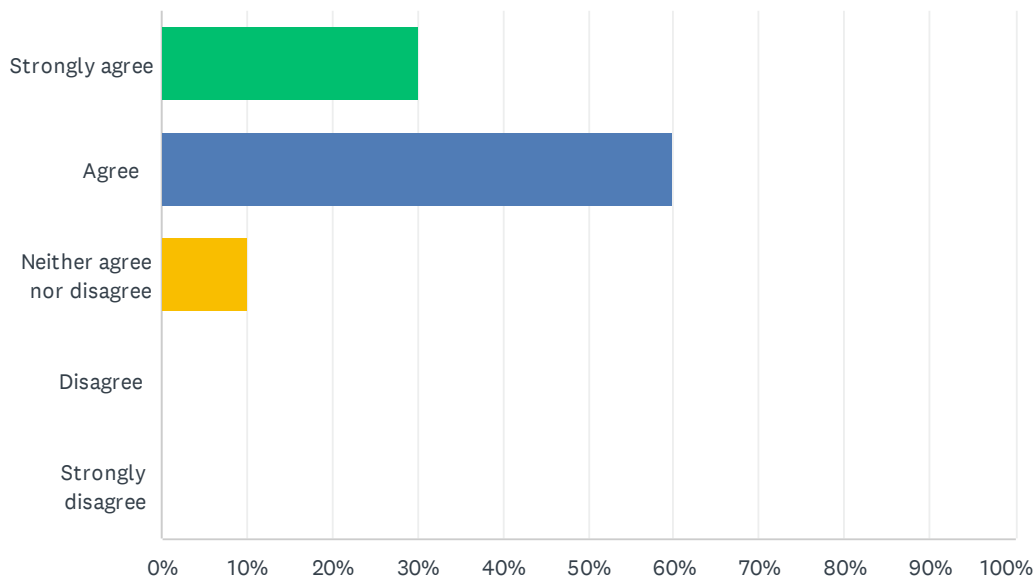
A minimum of 15 credit units, including the following:

- ~~**CHEM 801.6** Modern Aspects of Chemistry (Normally required for all students. Alternate coursework may be assigned for students having satisfied the **CHEM 801.6** Modern Aspects of Chemistry learning objectives as determined by the department.)~~
- **CHEM 802.3 Modern Aspects of Chemistry or CHEM 801.6 Modern Aspects of Chemistry***
- **9 – 12 credit units of 800-level courses, as approved by the student's advisory committee**
- **CHEM 990.0** Seminar
- **CHEM 991.0** Literature Core Course
- **CHEM 996.0** Research – Dissertation
- doctoral candidacy assessment
- dissertation defense

* Students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%.

Q1 Do you agree with the proposal to make CHEM 802.3 a requirement of the PhD program?

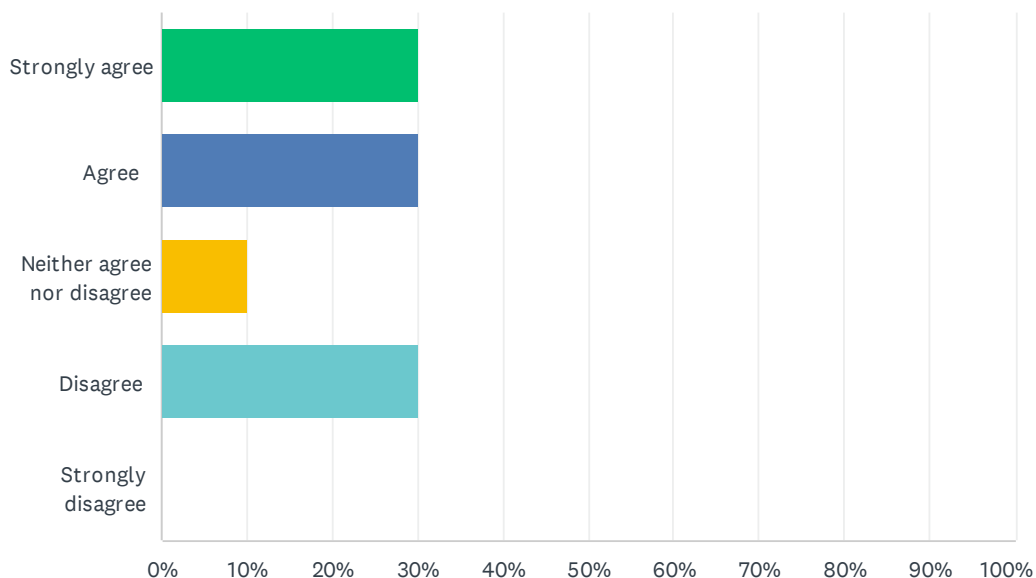
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	30.00%	3
Agree	60.00%	6
Neither agree nor disagree	10.00%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		10

Q2 CGPS sets the minimum grades required to pass courses: The passing grade for PhD students is 70%. The passing grade for MSc students is 60% (although students must maintain an overall average > 70%). Do you agree with the proposal to set the passing grade of CHEM 801.6 / CHEM 802.3 as 70% for all students (both MSc and PhD)?

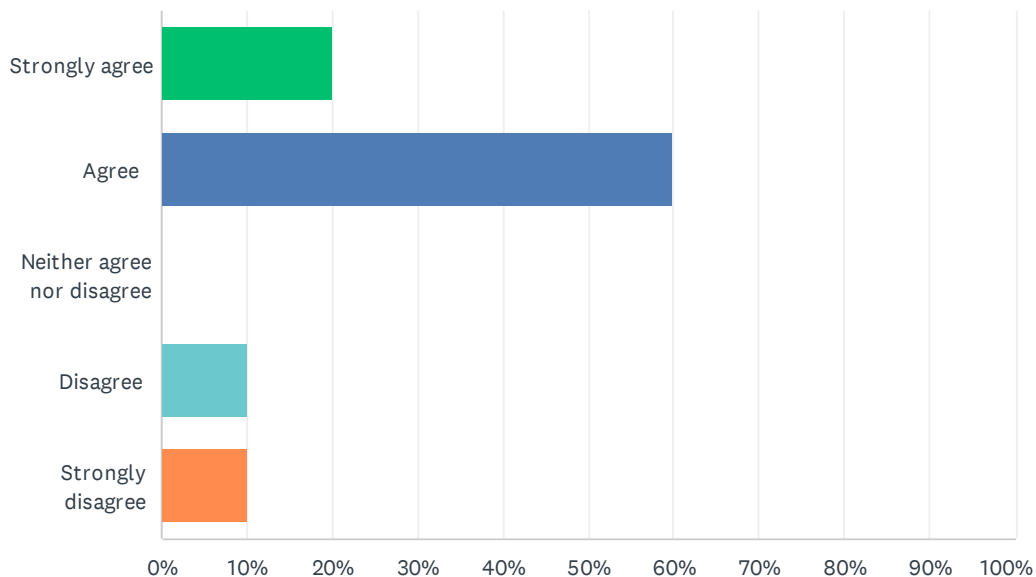
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	30.00%	3
Agree	30.00%	3
Neither agree nor disagree	10.00%	1
Disagree	30.00%	3
Strongly disagree	0.00%	0
TOTAL		10

Q3 Do you agree with the proposed changes to the course structure of CHEM 801.6 / CHEM 802.3 (e.g., fewer modules, eliminating mini-terms)?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	20.00%	2
Agree	60.00%	6
Neither agree nor disagree	0.00%	0
Disagree	10.00%	1
Strongly disagree	10.00%	1
TOTAL		10

Q4 Do you have any other comments on the proposed changes?

Answered: 5 Skipped: 5

#	RESPONSES	DATE
1	The synthetic module should be worth 2 modules instead of the proposed 1 module. The work required to prep for the lab time and the amount of lab time exceeds the time for the lectures.	6/19/2024 4:34 PM
2	None	6/18/2024 3:01 PM
3	The passing scores should be higher than 70 a 80% for Phd. We are talking about a person doctoring the subject and if he cannot get 80% in core chemistry, I don't feel the person is capable to doctor the subject	6/18/2024 2:26 PM
4	The pass grade maybe higher. I think 60% is a better benchmark.	6/18/2024 2:12 PM
5	no comments	6/18/2024 2:09 PM

Consultation with the Registrar (CWR) – Proposal Highlights

Title of Proposal: Graduate Programs in Chemistry – Minor Program Revisions and Change to Pass Score for CHEM 801.6 and CHEM 802.3

General Description: The college proposes that CHEM 802.3 become the required course for the M.Sc. and Ph.D. programs in Chemistry, allowing CHEM 801.6 as an option. These courses are not new and are currently part of these programs. This is a minor program change, normally approved through the APC's University Course Challenge (UCC) process. However, the proposal also seeks to increase to the pass score for both courses from 60% to 70%. This is an exception to USask's Council-approved literal grade descriptors; therefore, it necessitates oversight and approval of the APC. Students must achieve a minimum of 70% in these courses within 12 months of initial registration. Per the *University Catalogue*, students who do not achieve that minimum grade may be required to discontinue.

Degree College: College of Graduate and Postdoctoral Studies

College Approval: Graduate Programs Committee approval on November 28, 2024

Effective Term: May 2025

Course implications

- No new courses or deletions; change pass score from 60% to 70% for CHEM 801.6 and CHEM 802.3

Registration and classes

- N/A

Convocation

- N/A

Financial and Budget

- N/A

Student Mobility

- No unique mobility or external partners/agreements

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?

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

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

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

2 What is the name of the new 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	<input type="checkbox"/>	No	<input type="checkbox"/>
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7 Which College is responsible for the awarding of this degree, diploma, or certificate?

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

9 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.

NOTE: Minors and concentrations are listed on transcripts, but not on parchments (this note also applies to options which are built as concentrations in Banner).

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

10 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 - AS PER CURRENT SET-UP OTHER THAN INFORMATION IN "NOTE" BELOW

NOTE: This change is for the following program and major combinations

- Master of Science-Thesis [MSC-T-GP] program and CHEM [Chemistry] major
- Doctor of Philosophy [PHD-GP] program and CHEM [Chemistry] major
- Doctor of Philosophy (Direct) [PHD-DIRECT-GP] program and CHEM [Chemistry] major
- Doctor of Philosophy(Transfer) [PHD-TRANS-GP] program and CHEM [Chemistry] major

NOTE 2: Master of Science (Thesis-Based) Program - Degree Requirements

- remove CHEM 801.6
- include CHEM 802.3 or CHEM 801.6
- include 3-6 credits of 800-level courses, as approved by the advisory committee
- include statement that students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%

NOTE 3: Doctor of Philosophy (Non-Direct Entry) Program - Degree Requirements

- include statement that students entering the program without a MSc from USask will also be required to complete CHEM 802.3. If CHEM 802.3 is required, students must complete it within 12 months of initial registration, with a minimum passing grade of 70%

NOTE 4: Doctor of Philosophy (Direct Entry) Program - Degree Requirements

- add CHEM 802.3 or CHEM 801.6
- remove "A minimum of 12 credit units"
- add "6-9 credit units of 800-level courses, as approved by the student's advisory committee"
- include statement that students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%

NOTE 5: Transfer from Master's to PhD

- remove CHEM 801.6
- add CHEM 802.3 or CHEM 801.6
- add 9-12 credit units of 800-level courses, as approved by the student's advisory committee
- include statement that students must complete either CHEM 801.6 or CHEM 802.3 within 12 months of initial registration, with a minimum passing grade of 70%

1 Is this a new program?

Is an existing program being revised?

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

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

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?

[30 character maximum for description; 12 character maximum for code]

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 - AS PER CURRENT SET-UP

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

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

Yes No

If yes, choose one of the following?

Domestic Mobility (both jurisdictions are within Canada)

International Mobility (one jurisdiction is outside of Canada)

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

Joint Program

Joint Degree

Dual Degree

Professional Internship Program

Faculty-Led Course Abroad

Term Abroad Program

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

Yes No

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

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?

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

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

Yes No Revised

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

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

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

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

5

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

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

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

Yes No Revised

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

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

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

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

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

4b

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 7: Course Information - AS PER CURRENT SET-UP

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

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

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

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

Yes No

If NO, please describe.

If NO, a class schedule including the start and end dates, contact hours per week, and special requirements of classes, must be included in the submission package. Has a schedule been provided?

Yes No

- 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

1 Which of the following applications do you expect this program to be included on? Choose ONE option only.

Graduate Certificate, Post-Graduate Diploma, Master's or PhD Degree	Yes	<input type="checkbox"/>
Bachelor's Degree, Diploma or Certificate (includes Colleges of Agriculture and Bioresources, Arts and Science, Education, Edwards School of Business, Engineering, Kinesiology, and Certificate in Dental Assisting)	Yes	<input type="checkbox"/>
Undergraduate program that requires previous post-secondary study (includes Colleges of Dentistry, Law, Medicine, Nursing, Nutrition, Pharmacy, and Veterinary Medicine)	Yes	<input type="checkbox"/>
None of the above (this will require the creation of a new application)	Yes	<input type="checkbox"/>

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 Is this new program a certificate (graduate or undergraduate level) or a non-degree level program?

Yes No

5 In which of the following situations can a student have this program on their record?

As their primary program.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
As their secondary program.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

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

8 Does this impact enrollment?

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

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

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

12 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.)

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

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

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

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

17 Will the standard application fee apply?

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

19 Is there a tuition deposit required?

Yes No

NOTE: Tuition deposits are non-refundable.

If YES, what is the amount?

If YES, has it been approved by the Fee Review Committee?

20 Are international students admissible to this program? If YES, see Section 18 for Tuition and Fees information.

Yes No

NOTE

If YES and the program is an undergraduate program, a non-refundable tuition deposit of \$1,000.00 will be required to accept the offer of admission.

This is part of the new (Jan. 22, 2024) study permit application process which includes a requirement of a Provincial Letter of Attestation (PAL) be included in the application. USask has an institutional quota for PALs.

These programs will impact our PAL allocations and could also be a limiting factor in some programs and our Strategic Enrolment Management (SEM) plans.

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 University Governance Office 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?

202505 [May 2025]

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

[Internship/Coop CRA Requirements](#)

2 Is this an internship or coop program?

Yes No

If yes, proceed to the following questions.

3 Is the coop a requirement of the student's degree program? If this is a requirement of their degree proceed to the below questions; otherwise, no months are to be provided.

Yes No

4 Is the student required to work 10 hours per week on "work in the program" that is evaluated (i.e. graded) by someone from the University (for full time months) or 12 hours per month (for part-time months)? These hours would typically be over and above the hours worked for the 3rd party employer (see question 5 below).

Yes No

5 Is the "work in the program that is graded by USask" a minimum of 3 consecutive weeks?

Yes No

6

The work hours done in the coop for 3rd party employer typically, would not count unless it was graded by someone hired by USask. If it is graded by someone hired by USask, please explain exactly what is graded and how many hours approximately a student spends each week on these assignments (for full time months) or time spent each month (for part-time months).

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	<input type="checkbox"/>
Standard Graduate per credit	<input type="checkbox"/>
Standard Graduate per term	<input type="checkbox"/>
Non standard per credit*	<input type="checkbox"/>
Non standard per term*	<input type="checkbox"/>
Other *	<input type="checkbox"/>
Program Based*	<input type="checkbox"/>

* 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 Has the Provost's Office and Strategic Finance Office reviewed the proposed tuition and fees as well as financial sustainability assessment and provided support to move this proposal forward to Academic Programs Committee?

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

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

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

9 Do standard cancellation fee rules apply?

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

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

Yes No

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

12 If international students are admissible to the program, will they pay the international tuition differential? If YES, explain the amount.

Yes No

13

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	<input type="checkbox"/>	No	<input type="checkbox"/>
2 Has TLSE, Admissions, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3 Has TLSE, Student Finance and Awards, been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4 Has TLSE, Transfer Credit, been informed about any new / revised courses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6 Has the Library been informed about this new / revised program?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7 Has ISA been informed of the CIP code for new degree / program / major?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
9 Has the Convocation Coordinator been notified of a new degree?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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		<input type="checkbox"/>		
<u>OR</u>				
b. Fee Review Committee		<input type="checkbox"/>		
c. Financial Strategy Office (FSA)		<input type="checkbox"/>		
d. Office of the Provost		<input type="checkbox"/>		
e. Board of Governors		<input type="checkbox"/>		
f. Other		<input type="checkbox"/>		

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):

Smith, Chelsea

From: Isinger, Russ
Sent: Friday, December 6, 2024 1:43 PM
To: Warrington, Seanine
Cc: Singh, Jaswant; Doell, Jason; Zagiel, Eileen; Smith, Chelsea; Rudulier, Danielle; Singh, Jaswant; Doell, Jason; Zagiel, Eileen; Smith, Chelsea; Rudulier, Danielle
Subject: Re: Consultation with the Registrar (CWR) - Graduate Programs in Chemistry

Approved.

Russell Isinger, BA, MA

he/him

Associate Vice-Provost and University Registrar
Teaching, Learning, and Student Experience

Professional Affiliate
Department of Political Studies
College of Arts and Science

University of Saskatchewan

Ph: 306-966-6723

Website:

<https://teaching.usask.ca/about/staff/russell-isinger.php>

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

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Sent from Russell Isinger's iPad

On Dec 6, 2024, at 1:40 PM, Warrington, Seanine <seanine.warrington@usask.ca> wrote:

Dr. Singh,

Thanks so much! Russ and Jason, do you authorize this one as well?

Seanine

From: Singh, Jaswant <jaswant.singh@usask.ca>
Sent: Tuesday, December 3, 2024 11:14 AM
To: Warrington, Seanine <seanine.warrington@usask.ca>
Cc: Isinger, Russ <russell.isinger@usask.ca>; Singh, Jaswant <jaswant.singh@usask.ca>; Doell, Jason <jason.doell@usask.ca>; Zagiel, Eileen <eileen.zagiel@usask.ca>; Smith, Chelsea <chelsea.smith@usask.ca>; Rudulier, Danielle <danielle.rudulier@usask.ca>
Subject: Re: Consultation with the Registrar (CWR) - Graduate Programs in Chemistry

Approved.

Thanks

Jaswant Singh B.V.Sc. M.V.Sc. Ph.D.
Associate Dean, Academic Excellence & Innovation
College of Graduate and Postdoctoral Studies
Thorvaldson Bldg. University of Saskatchewan
116-110 Science Place
Saskatoon, SK S7N 5C9
Tel: (306) 966-7410

<image001.jpg>

[Support Be What the World Needs - the Campaign for USask](#)
give.usask.ca

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On Dec 3, 2024, at 10:32 AM, Warrington, Seanine
<seanine.warrington@usask.ca> wrote:

Dear Russ and Jaswant,

Please see the attached Consultation with the Registrar (CWR) form outlining some program revisions, including a 70% pass score for CHEM 801 and 802, in the M.Sc. and Ph.D. Chemistry programs. The CWR cover sheet highlights key implementation and operational details associated with the proposal.

After reviewing, please “reply-all” with your confirmation that the detail in the attachments is correct. Your confirmation email will replace a signature of approval.

Thank you,
Seanine

Seanine Warrington, M.A.
she/her
Senior Editor and Coordinator
Catalogue and Academic Programs

University of Saskatchewan
University Registrar’s Office
Ph: 306-966-1874

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

<CWR Cover Sheet - CHEM 801 and 802 70% Pass.docx><CHEM Grad Programs - Consultation with the Registrar Form.xls>