

UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE
REQUEST FOR DECISION

PRESENTED BY: Carolyn Augusta, Chair, Academic Programs Committee

DATE OF MEETING: January 30, 2025

SUBJECT: **Johnson Shoyama Graduate School for Public Policy: Termination of the Graduate Certificate in Science and Innovation Policy**

MOTION: *It is recommended by the Academic Programs Committee that Council approve the termination of the Graduate Certificate in Science and Innovation Policy effective May 2025.*

CONTEXT AND BACKGROUND:

The College of Graduate and Postdoctoral Studies is proposing the termination of the Graduate Certificate in Science and Innovation Policy, offered by the Johnson Shoyama Graduate School for Public Policy. The termination is being proposed given the certificate has had only one student in the program and a faculty member teaching a core course in the program has formally retired.

CONSULTATION:

On December 18, 2024, the College of Graduate and Postdoctoral Studies and the Johnson Shoyama Graduate School for Public Policy brought forward a proposal to the Academic Programs Committee of Council (APC). Members had the opportunity to review the proposal and ask questions. APC voted in favour of this termination.

ATTACHMENTS:

1. Johnson Shoyama Graduate School for Public Policy: Termination of the Graduate Certificate in Science and Innovation Policy



UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

GRAD.USASK.CA

116, 110 Science Place
Saskatoon SK S7N 5C9 Canada
Telephone: 306-966-5751
Email: grad.studies@usask.ca

MEMORANDUM

To: Academic Programs Committee of Council
From: Graduate Programs Committee, College of Graduate and Postdoctoral Studies (CGPS)
Date: December 2, 2024
Re: Termination of the Graduate Certificate in Science and Innovation Policy

The College of Graduate and Postdoctoral Studies is recommending the termination of the Graduate Certificate in Science and Innovation Policy, offered by the Johnson Shoyama Graduate School for Public Policy. The termination is being proposed as the certificate has only had one student in the program and the faculty teaching a core course in the program has formally retired. The termination will be effective May 1, 2025.

The Graduate Programs Committee reviewed the report form for program termination on November 27, 2024, and approved the termination with the following motion:

Motion: To recommend termination of the Graduate Certificate in Science and Innovation Policy.
Martin/Heavin – CARRIED unanimously

Attached please find report form for program termination for the Graduate Certificate in Science and Innovation Policy.

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



Program(s) to be deleted: Graduate Certificate in Science and Innovation Policy (GCSIP)

Effective date of termination: As soon as possible.

1. List reasons for termination and describe the background leading to this decision.

The GCSIP has only ever had one student in the program. As well, the faculty teaching one of the core courses in the program – JSGS 859 - has formally retired. While we will keep JSGS 859 on the catalogue and it may be offered in the future as an elective for students in the Master of Public Administration (MPA) program, it is not a regularly offered course.

The GCSIP was approved for termination at the JSGS Joint Faculty Council on May 3, 2024.

2. Technical information.

2.1 Courses offered in the program and faculty resources required for these courses.

REQUIRED

JSGS 806 – core MPA course

JSGS 859 – as per above, may be used in future as an elective for the MPA but not offered regularly

ELECTIVE (ONE OF)

JSGS 801 – core MPA course

JSGS 808 – core MPA course

JSGS 880 – elective option for MPA (not regular offering)

JSGS 882 – core MPA course

NORD 847 – GENI course

2.2 Other resources (staff, technology, physical resources, etc) used for this program.

Graduate Program Manager

2.3 Courses to be deleted, if any. **None.**

2.4 Number of students presently enrolled.

None

2.5 Number of students enrolled and graduated over the last five years.

I believe only one student ever enrolled and graduated.

3. Impact of the termination.

Internal

- 3.1 What if any impact will this termination have on undergraduate and graduate students? How will they be advised to complete their programs? **No impact.**
- 3.2 What impact will this termination have on faculty and teaching assignments? **No impact.**
- 3.3 Will this termination affect other programs, departments or colleges? **No.**
- 3.4 If courses are also to be deleted, will these deletions affect any other programs? **No.**
- 3.5 Is it likely, or appropriate, that another department or college will develop a program to replace this one? **No.**
- 3.6 Is it likely, or appropriate, that another department or college will develop courses to replace the ones deleted? **No.**
- 3.7 Describe any impact on research projects. **None.**
- 3.8 Will this deletion affect resource areas such as library resources, physical facilities, and information technology? **No.**
- 3.9 Describe the budgetary implications of this deletion. **None**

External

- 3.10 Describe any external impact (e.g. university reputation, accreditation, other institutions, high schools, community organizations, professional bodies). **None.**
- 3.11 Is it likely or appropriate that another educational institution will offer this program if it is deleted at the University of Saskatchewan? **No.**

Other

- 3.12 Are there any other relevant impacts or considerations? No.
- 3.13 Please provide any statements or opinions received about this termination.
-
-

(Optional)

4. Additional information. *Programs which have not undergone recent formal reviews should provide additional relevant information about quality, demand, efficiency, unique features, and relevance to the province.*

Consultation with the Registrar Form

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

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

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

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

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

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

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

[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

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?

 [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 - NOT APPLICABLE

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 - NOT APPLICABLE

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 - NOT APPLICABLE

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 - NOT APPLICABLE

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 - NOT APPLICABLE

1 What is the start term?

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 - NOT APPLICABLE

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 - NOT APPLICABLE

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) - NOT APPLICABLE

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 - NOT APPLICABLE

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 - NOT APPLICABLE

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?

Graduate Certificate in Science and Innovation Policy [GCSIP-GP]

2 What is the effective date of this termination?

202505 [May 2025]

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?

A search in Degree Works for active students returns 0

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

N/A

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

N/A

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 - NOT APPLICABLE

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		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				
	<u>OR</u>				
	b. Fee Review Committee				
	c. Financial Strategy Office (FSA)				
	d. Office of the Provost				
	e. Board of Governors				
	f. Other				

SIGNED

Date:

Registrar (Russell Isinger):

College Representative(s):

IPA Representative(s):

Smith, Chelsea

From: Isinger, Russ
Sent: Saturday, November 30, 2024 8:49 AM
To: Singh, Jaswant
Cc: Warrington, Seanine; Smith, Chelsea; Zagiell, Eileen; Doell, Jason; Rudulier, Danielle; Shea, Kyla
Subject: Re: Consultation with the Registrar - Termination of 2 Programs (JSGS)

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 iPhone

On Nov 29, 2024, at 8:45 PM, Singh, Jaswant <jaswant.singh@usask.ca> wrote:

Approved

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

<clip_image002.jpg>

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

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On Nov 29, 2024, at 3:39 PM, Warrington, Seanine
<seanine.warrington@usask.ca> wrote:

Dear Russ and Jaswant,

Please see the attached Consultation with the Registrar (CWR) forms outlining the termination of the Transfer from Master's to Ph.D. Program in Public Policy and the Graduate Certificate in Science and Innovation Policy. One student is currently in-progress toward completion of the Transfer from Master's to Ph.D. Program in Public Policy. This student will be able to complete the program according to the college's time completion rules. Pending the required approvals, these programs will be terminated effective May 2025.

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.

<Pub Pol Major - PhD Transfer - Termination - Consultation with the Registrar Form.xls><Grad Cert Sci & Innov - Termination - Consultation with the Registrar Form.xls>