

ITEM FOR DECISION

Committee Name: Academic Programs Committee, University Council

Date: November 20, 2025

Presented by: Paul Jones, Chair, Academic Programs Committee

Subject: Graduate Certificate in Large Animal Veterinary Specialty Internship

MOTION

It is recommended by the Academic Programs Committee that Council approve the Graduate Certificate in Large Animal Veterinary Specialty Internship, effective May 2026.

CONTEXT AND BACKGROUND

The College of Graduate and Postdoctoral Studies is proposing a new Graduate Certificate in Large Animal Specialty Veterinary Internship. This new program will establish a formal certificate that recognizes and underscores the academic nature of the existing clinical training programs in Large Animal Clinical Sciences. While providing graduates with a formal credential, the establishment of this certificate may also facilitate the immigration processes for non-Canadian applicants and will further align programming in the Large Animal Clinical Sciences and Small Animal Clinical Sciences departments.

CONSULTATION

The College of Graduate and Postdoctoral Studies submitted a proposal to the Academic Programs Committee (APC) on October 29, 2025. The Academic Programs Committee reviewed the proposal and asked for clarification on the Veterinary Internship & Residency Matching Program (VIRMP) work authorization requirements given that interns will now be graduate students. Following the meeting, the proponents confirmed that Canadian work authorization is not required to **apply** for VIRMP, however, it is the responsibility of the applicant determine if there were anything that would prevent them from being eligible for Canadian work authorization. The proposal was updated to reflect this clarification. APC voted in favour of this proposal.

ATTACHMENTS

1. Graduate Certificate in Large Animal Veterinary Specialty Internship Proposal

TABLE OF CONTENTS

Graduate Certificate in Large Animal Specialty Veterinary Internship

Executive Summary	2
Proposal	3
College Statement	16
Catalogue Entry	17
Course Creation Forms	18
Consultation with the Registrar Cover Sheet	30
Full Consultation with the Registrar	31
Provost and SFO Consultation.....	53



Executive Summary

To: Academic Programs Committee of Council

From: Graduate Programs Committee, CGPS

Date: October 2, 2025

Re: Graduate Certificate in Large Animal Specialty Veterinary Internship

The College of Graduate and Postdoctoral Studies is recommending approval of a new Graduate Certificate in Large Animal Specialty Veterinary Internship. This new program will establish a formal certificate that recognizes and underscores the academic nature of the existing clinical training programs in Large Animal Clinical Sciences. While providing graduates with a formal credential, the establishment of this certificate may also facilitate the immigration processes for non-Canadian applicants and will further align programming in the Large Animal Clinical Sciences and Small Animal Clinical Sciences departments.

The goal of this new program is to further enrich and expand the student experience and enrich clinical training opportunities. Applicants will apply to the program after being matched to USask via the Veterinary Internship and Residency Matching Program (VIRMP), bringing in a diverse pool of applicants from around the world. The proposed date of implementation is May 1, 2026.

The Graduate Programs Committee reviewed the proposal at their meeting on September 15, 2025, and had a fulsome and positive discussion with the proponent. The committee emphasized the need for formalizing this program into a graduate certificate and recommended minor edits to clarify the selection process and course evaluation and length. Through discussion the proponent determined it would be beneficial to add the requirement of ethics courses to the program and updated the proposal accordingly. The committee unanimously recommended the proposal for approval with the following motion:

MOTION: To recommend approval to the Academic Programs Committee of Council of the new Graduate Certificate in Large Animal Specialty Veterinary Internship, including two new courses, VLAC 825.3 Clinical Practice Specialty Internship I and VLAC 826.3 Clinical Practice Specialty Internship II conditional on recommended revisions made to the proposal for clarity. **Ferrari/EI-Aneed – CARRIED unanimously**

Attached please find the proposal for the Graduate Certificate in Large Animal Specialty Veterinary Internship

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



Proposal for New Programs or Curricular Changes

Title of proposal: Certificate of Specialty Internship in Large Animal Veterinary Medicine

Degree(s): Graduate Certificate in Large Animal Specialty Veterinary Internship

Field(s) of Study:

Level(s) of Concentration:

Large Animal Medicine
Large Animal Surgery
Theriogenology
Equine Field Service
Food Animal Field Service

Option(s): Specialty related

Degree College: College of Graduate and Postdoctoral Studies

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

Dr. Murray Jelinski, Professor and Interim Department Head Large Animal Clinical Sciences;
murray.jelinski@usask.ca; 306-966-7166

Proposed date of implementation: May 1, 2026

Proposal Document

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

Academic Justification:

- a. *Describe why the program would be a valuable addition to the university from an academic programming perspective.*

The Western College of Veterinary Medicine has been offering one-year experiential clinical training programs ("Internships") to graduate veterinarians for over 50 years. Internships have been offered in the departments of Pathology, Small Animal Clinical Sciences (SACS) and Large Animal Clinical Sciences (LACS). While these internships prepare DVMs with additional

training for private practice, most interns enroll because it is a step along the pathway to furthering their careers in combined clinical residency/graduate degree training programs, leading to board certification in a specific specialty (e.g. surgery, medicine, etc.).

In 2016, the Department Heads for SACS and LACS jointly submitted to the Planning and Priorities Committee of Council a Notice of Intent for New Programs titled Post Graduate Certificate of Proficiency Internship in Veterinary Clinical Sciences. Subsequently, SACS continued the process, which resulted in two internship programs: a Graduate Certificate in Small Animal Rotating Veterinary Internship and a Graduate Certificate in Specialty Internship in Veterinary Medicine. LACS, however, elected to forgo creating CGPS recognized formal internships but continued to offer both rotating and specialty internship programs. LACS no longer offers a rotating internship, preferring to provide specialty internships in Large Animal Surgery, Large Animal Medicine, Theriogenology, Equine Field Service, and may in the future offer an internship in Food Animal Field Service.

Currently interns are paid as employees despite attending special seminars, learning advanced clinical skills, and receiving formal feedback on case management. LACS is seeking to establish a formal certificate program that recognizes and underscores the academic nature of the clinical training programs. This recognition will provide the students with a formal credential, which may also facilitate the immigration processes for non-Canadian applicants as they will be eligible for student visas. Furthermore, this will align the LACS and SACS internship programs, specifically both departments offering a formal internship program.

- b. *Considering strategic objectives, specify how the new program fits the university signature areas and/or institutional plans and/or the college/school and/or department plans.*

The WCVM's Strategic Plan outlines four main Goals, of which two encompass the training of interns. Goal 3 – Enrich and expand the student experience, identifies the need to “Enhance clinical experiences for Doctor of Veterinary (DVM) students, clinical interns and residents”. Goal 4 – Advance and promote our clinical expertise, training, and outreach, references the need to “Enrich clinical training opportunities”. These stated goals reaffirm the College's commitment to the training of interns, both foreign and domestically trained DVMs. This inclusivity is embodied within one of the University's key Priorities and Initiatives, specifically, Equity, Diversity and Inclusion.

The experiential clinical program offered by LACS has always been an important component for training postgraduate DVMs. Specifically, it promotes and supports interest in advanced clinical and research training. This is in keeping with one of WCVM's key mandates, to train veterinary specialists for Western Canada. The experiential nature of the program allows the interns to learn advanced knowledge and clinical skills by participating in the management of clinical cases from the Veterinary Medical Centre under the supervision and mentorship of the faculty specialists. Formalizing this program as an academic program recognizes the academic merit of the internship within the veterinary profession and provides recognition for the faculty who devote a significant effort to providing this training. It also facilitates the immigration process for international applicants.

LACS obtains many of its interns via the Veterinary Internship and Residency Matching Program (VIRMP), which is administered by the American Association of Veterinary Clinicians (AAVC). Briefly, the VIRMP allows applicants from around the world to simultaneously apply to multiple North American veterinary colleges. Faculty then rank the students, and the VIRMP matches the students to the institutions. Applicants may also apply directly to the LACS department and are selected through an interview process, which is generally the case for the equine field service interns. Applicants then apply for admission to the College of Graduate and Postdoctoral Studies.

Everyone benefits from having access to a diverse pool of applicants who come from veterinary colleges from around the world. Many of these interns will either stay to complete a residency program or match with residencies at other universities. The diversity of applicants ensures a diversity of knowledge and practice that benefits not only the candidates but our undergraduate students, fellow interns and residents, faculty and the broader veterinary community.

- c. *Is there a particular student demographic this program targets, and if so, what is that target? (e.g., Indigenous, mature, international, returning)*

Enrollment is limited and there is no specific student demographic for which the program is targeted. LACS typically takes four new interns per year, with most being international except for the equine field service intern, who is usually a Canadian graduate. All international students come via the VIRMP.

- d. *What are the most similar competing programs in Saskatchewan and Canada? How is this program different?*

An internship program is the first step for graduate veterinarians (i.e. DVMs) wanting to pursue specialty training and board certification. Similar specialty internship programs are offered at other veterinary colleges in North America. Within Canada, specialty internships are offered at the WCVN, Ontario Veterinary College, and the Atlantic Veterinary College. Establishing a certificate program means the students will be recognized as graduate students rather than employees, which currently makes LACS unique amongst veterinary academic institutions. Conversion to an academic program will also facilitate the immigration process ensuring access to the best international applicants.

Admissions:

The **Admission Framework** document must be reviewed to determine how an applicant will be considered for admission. There are several factors to consider when creating a new program. The Manager, Admissions and Transfer Credit, can assist in the development of the criteria. Information determined here

should then be used to inform the completion of an Admission Template as found on <https://programs.usask.ca/programs/admission-requirements.php>

a. What are the admissions requirements of this program

The department of Large Animal Clinical Sciences selects all candidates prior to admission to the College of Graduate and Postdoctoral Studies (CGPS). Application may be made directly to the department or through the VIRMP. Regardless of the route of application, candidates must meet the following criteria:

Admission requirements

Applicants must be accepted for an internship to be eligible for admission to the certificate program.

- A Doctor of Veterinary Medicine (D.V.M.) or equivalent degree from a recognized college or university.
- A cumulative weighted entrance average of at least 70% (USask grade system equivalent). The cumulative weighted average will be calculated based on the most recently completed graduate-level degree or 60 graded credit units (i.e., the last two years of full-time graded coursework) at the time of application.
- Eligibility for licensure with the Saskatchewan Veterinary Medical Association, which is a requirement to practice veterinary medicine in Saskatchewan.
- Language Proficiency Requirement: Proof of English proficiency may be required for applicants to graduate programs.
 - o A minimum of three consecutive years of full-time study or completion of a graduate degree at a recognized post-secondary institution, where the exclusive language of instruction and examination of the program and/or institution is English; or,
 - o Provision of evidence of English language proficiency, using one of the approved tests listed in the English Language Proficiency Policy.

b. What are the selection criteria –

Multiple criteria are used to rank and select applicants beginning with a ranking of their average grades. Three references are required and then assessed prior to interviewing the applicants. A combination of grades, education history (place of DVM training), references, and performance during the interview is used to rank the candidates.

The VIRMP platform requires the following information from each applicant:

- Name
- Contact information - address, email, phone number
- Eligibility for US Work Authorization and/or Canada Work Authorization
- Veterinary Degree and College
- Class size, rank, official transcripts and GPA
- Personal Statement/Letter of Intent (Career goals, relevant skills and experiences, understanding of the demands of the program, how program aligns with their goals)
- CV (education, work experiences, research experience leadership roles, veterinary work experiences and extracurricular activities)
- References - minimum three preferably from board-certified faculty member/professors, individual known within the field, general practitioners and junior faculty are not recommended

Members of each service will review the applications and create a short list of who they want to interview. The rankings are very much at the discretion of each service and individual faculty members. Some members will put more or less emphasis on class rankings, GPAs, reference letters or college of graduation. What is important is that there is agreement within the service on who they want to interview.

There is no standard set of interview questions used by all services, but each service asks the same set of questions of each applicant. The interview is used to identify strengths/weaknesses identified in the application or that arise during the interview. It also affords both the candidate and faculty to assess whether they are a good 'fit', can they work together, which is a major consideration given the close working relationship that is needed over the internship period.

While the selection process has structure, there is no specific weighting given to each metric under review (grades, experience, learning goals, etc.). The initial screen primarily identifies people who are not suited for the program whereas the interview identifies those who have the potential to thrive within the program.

c. What are admission categories –

Not applicable.

d. What are the admission models –

Not applicable.

e. Intake

Generally, four interns are admitted each year, which are allocated across the different services (medicine, surgery, theriogenology, and equine field service). All internships are for one year and no transfer students are accepted.

f. What are the application process and timelines –

Applications open in September per standard CGPS procedures.

g. Which office will manage the admission process –

LACS recommends students for admission to CGPS.

h. Marketing and Promotion of New Program –

Changes in our internship program will be noted in the VIRMP postings. Promotion may also be done by Individual faculty members who have access to relevant discipline specific Listservs or websites.

i. Admissions Appeal – what will this process be.

Admission appeals are managed through CGPS.

j. Transfer Credit – when will this be assessed and by which office?

Transfer credits are not applicable.

Description of the program:

a. What are the curricular objectives, and how are these accomplished?

Curricular objectives are achieved through experiential learning opportunities in addition to participation in graduate courses. Experiential learning is delivered through clinical duties in the Veterinary Medical Centre.

The curricular objectives are for the intern to demonstrate competency in:

1. Performing an accurate and comprehensive patient assessment
2. Formulating diagnostic and treatment plans
3. Amending treatment and diagnostic plans based on evolving patient information, prognosis, and client resources
4. Maintaining accurate and timely medical records and billings

5. Technical veterinary skills in the related specialty
6. Communicating with colleagues, medical team members, and referring veterinarians
7. Communicating complex and potentially upsetting information to the client
8. Demonstrating professionalism, compliance with legal and regulatory requirements, and ensuring safety in the workplace

b. Describe the modes of delivery, experiential learning opportunities, and general teaching philosophy relevant to the programming. Where appropriate, include information about whether this program is being delivered in a distributed format.

Experiential learning occurs while on clinical service where the student is engaged in managing a variety of clinical cases. Students are expected to devote the majority of their time to the primary specialty service but may obtain permission from their supervisors to participate in other services.

Students come to the program with varied backgrounds, knowledge, skills, and interests. The program is designed to actively engage the students in the learning process and to enhance their professional competencies and practices. Learning occurs through direct experiences in real clinical situations. The student works under direct and indirect supervision provided by veterinary specialists. Students are also engaged in self-directed learning and must take responsibility for gaining additional knowledge through independent study, investigation of relevant literature, and practicing technical skills.

c. Provide an overview of the curriculum mapping.

The program requires completion of 9 credit units of graduate courses:

Required 6 credit units of core courses:

- VLAC 825.3 Clinical practice: Specialty Internship I
- VLAC 826.3 Clinical practice: Specialty Internship II

Additional 3 credit units include any graduate level course

Required Non-Credit courses include:

- VLAC 990.0 Seminar Series
- VLAC 980.0 Clinical Practice Interns
- GPS 960.0 Introduction to Ethics and Integrity
- GPS 962.0 Ethics and Integrity in Animal Research

d. Identify where the opportunities for synthesis, analysis, application, critical thinking, problem-solving are, and other relevant identifiers.

These opportunities are encountered daily within the program through the experiential learning process, which involves supervised clinical case evaluation and management. Critical thinking is the cornerstone to taking a history from the client, performing a clinical examination, requesting ancillary diagnostic testing, and then synthesizing all this information into a diagnosis and treatment plan.

e. Explain the comprehensive breadth of the program.

The program is focused on the development of clinical knowledge and skills, which exceed those of an entry-level veterinarian within a specific specialty (e.g. Large Animal Internal Medicine, Large Animal Surgery, Equine Field Service, Theriogenology and Food Animal Field Service). At the completion of the 1-year internship, the students should be academically prepared for a residency program. Additional training such as in communication occurs in the experiential learning environment (supervised client interactions) and the formal seminar series (VLAC 990).

f. Referring to the university “Learning Charter”, explain how the learning pursuits are addressed and what degree attributes and skills will be acquired by graduates of the program.

The Pursuit of Truth and Understanding

Central to this Pursuit is the need to be a critical thinker who is open to different methods of learning (independently, experientially, collaboratively), as well as being flexible and open-minded. This internship program embodies this pursuit. Students are encouraged on a daily basis in their experiential learning environment to be critical thinkers, and they are required to study independently as well as collaboratively with their fellow students and supervising clinicians. Each client interaction requires them to maintain an open mind and to be flexible in how they manage both client and patient.

The Pursuit of Knowledges

The primary reason for students to enroll in an internship is to gain knowledge that is above and beyond what is obtained during their undergraduate DVM program. They will be immersed in their chosen specialty, providing the opportunity to become competent in their field of study. And in order to thrive in the program, they will need to learn to be act professionally and respectfully to all individuals – colleagues, fellow students, clients, and support staff.

The Pursuit of Integrity and Respect

There is an expectation that all the employees of the WCVN's Veterinary Medical Centre exercise intellectual integrity and ethical behaviors. Veterinarian's moral and ethical boundaries are frequently tested and hence it is critical that students have a clear understanding of these boundaries. Not only are their reputations being tested, but their actions are also reflective of the VMC and the College. Thus, they must be aware of the limits

of their knowledge and skills. The clinical experiential environment provides an ideal venue in which to develop self-awareness and integrity.

The Pursuit of Skills and Practices

The pursuit of skills, practices and knowledge is the essence of the internship program. Students will learn to apply the clinical knowledge that they gain from self-directed learning, rounds, and in the clinics. They will then learn to effectively communicate their findings to their colleagues, supervisors, and clients. And these interactions must be conducted in an ethical and legal manner, while respecting the diversity of opinions and experiences of those with whom they interact.

Individual and Community Pursuits

The WCVI has been training interns for decades, many of which go onto residency programs at other institutions and ultimately become board certified. It is in the formative stage of this process (i.e. internship) that they develop the confidence and sense of purpose to continue in their pursuits of higher education. Ultimately, they will become skilled veterinary practitioners who will enter into private practice or more academia where they will become the future educators for the next generation of interns and residents.

- g. Describe how students can enter this program from other programs (program transferability).*

Students cannot transfer into this program.

- h. Specify the criteria that will be used to evaluate whether the program is a success within a specified timeframe.*

The VIRMP matching program requires that the participating institutions rank each candidate, with the students doing the reciprocal and ranking which institution they most preferred. The fact that we continue to recruit a full complement of interns each year is testament to our international reputation. In addition, we also receive direct feedback through the VIRMP program.

- i. If applicable, is accreditation or certification available, and if so, how will the program meet professional standard criteria? Specify in the budget below any costs that may be associated.*

Accreditation and certification are not available.

Consultation:

- a. Describe how the program relates to existing programs in the department, in the college or school, and with other colleges. Establish where students from other programs may benefit from courses in this program. Does the proposed program lead into other programs offered at the university or elsewhere?*

The program is a formal recognition of the Veterinary internship program that has existed in the Large Animal department for over 50 years. Small Animal Clinical Sciences (SACS) provides a similar internship program that is specific to training in small animal disciplines. Similar large animal medicine and surgery programs are also offered by other accredited veterinary colleges in North America. Completion of this or similar programs at accredited institutions is a common pre-requisite for specialty residency training toward board certification by specialty colleges. It is not unusual for an intern to continue their training within the WCVI as a resident.

- b. List units that were consulted formally and provide a summary of how consultation was conducted and how concerns that were raised in consultations have been addressed. Attach the relevant communication in an appendix.*

Each service (Large Animal Medicine, Large Animal Surgery, Theriogenology and Equine Field Service) contributed to the drafting of the documents associated with this application. The LACS department voted in favour of the proposal, which was then voted upon by the College Faculty Committee. No concerns were raised.

- c. Proposals that involve courses or other resources from colleges outside the sponsoring unit should include evidence of consultation and approval. Please give special consideration to pre- and co-requisite requirements when including courses from other colleges.*

Not applicable.

- d. List other pertinent consultations and evidence of support, if applicable (e.g., professional associations, accreditation bodies, potential employers, etc.).*

Not applicable.

Budget:

The ***Budgetary and Financial Implications Form*** must be completed to determine the cost impact of the proposed program. **Information about budget and financial implications appears in that form.**

College Statement

Please provide here a statement from the College which contains the following:

- Recommendation from the College regarding the program

The Dean of the Western College of Veterinary Medicine, Dr. Gillian Muir, has provided a letter of recommendation for the creation of a clinical specialty internship program with the department of Large Animal Clinical Science (enclosed).

- Description of the College process used to arrive at that recommendation.

The LACS Department Head (Dr. Murray Jelinski) wrote and collated the proposal in coordination with the clinicians within the department who will be participating in delivering the internship programs. The proposal was then taken forward to the LACS department where the following motion was voted upon *“The Department of Large Animal Clinical Sciences recommends that a Specialty Internship Program encompassing Large Animal Medicine, Large Animal Surgery, Theriogenology, and Equine Field Service becomes a recognized certificate program within the College of Graduate and Postdoctoral Studies.”* Quorum was obtained and the motion was passed with unanimous consent on June 6, 2025.

Subsequent to the motion, a department member inquired whether Large Animal Field Service could offer an internship program in the future. Dr. Jelinski consulted with Chelsea Smith and was advised that the internship program would allow other services to offer an internship in the future. The program was presented at the WCVM Faculty Council meeting, which was held on June 12, 2025 and the following motion was passed, *“Motion to approve the creation of the Clinical Practice Specialty Internship Program within CGPS for the Department of Large Animal Clinical Sciences.”*

- Summary of issues that the College discussed and how they were resolved.

No issues were raised.

Related Documentation

In the submission, please attach any related documentation which is relevant to this proposal, such as:

- Relevant sections of the College's/School's plan
- Accreditation review recommendations
- Letters of support - if courses from colleges outside the sponsoring unit are required, please include letters of support for each.
- Memos of consultation
- External Agreements – if the new program or major revision is dependent upon an external partnership or agreement, this must be completed and included.

Consultation Forms

Attach the following forms, as required.

Required for all submissions:

- ☐ Consultation with the Registrar form (Note: this form will be completed by SIS during the Consultation with the Registrar meeting. Completion is based upon the proposal and the meeting discussion; no preliminary work from the college is required).
- ☐ Budget forms, including tuition.
- ☒ Complete Catalogue entry, if proposing a new program, or excerpt of existing program with proposed changes **marked in red**
 - o Please include admission requirements, complete program of study, and all new, deleted or changed courses in the entry.
- ☐ Entry for marketing website: admissions.usask.ca/programs/find-a-program OR gradprograms.usask.ca as appropriate.
- ☐ Entry for the Tuition website: students.usask.ca/money/tuition

Required for all new courses:

- ☒ New Course Proposal Form

Required if resources needed: Please consult the attached checklist below for a list of necessary forms to be completed and included in the application package.

Submission of Form:

Please submit all completed Proposal for Curricular Changes and other required forms to this email address: academic_programs@usask.ca

Academic Programs Approval Process
Checklist of forms and consultations to be completed before submission of a *Proposal for New Programs or Curricular Changes* to Academic Programs Committee of Council

	Required Consultation/Office	Required Form (as applicable)	Date completed (if not required, briefly)	Who did you meet with
1	Consultation with other colleges re: impact or similar	N/A	N/A	N/A
2	Financial Sustainability/Tuition Review	N/A	N/A	N/A
3	Consultation with Manager, Admissions and Transfer Credit	<i>Admissions Template</i>		
4	Budget Consultation with Institutional Planning and Assessment	N/A		
5	Provost sign-off on Budgetary and Financial Implications Worksheet	<i>Budgetary and Financial Implications</i>		
6	Secure College Faculty Council Approval	• <i>Proposal for Academic or Curricular Change Form</i> • <i>Completion of Physical Resource and Space Requirement Form</i> • <i>Completion of Library Requirement Form</i> • <i>Completion of ICT Requirement Form</i> • <i>Completion of New</i>	WCVI Faculty Council Meeting June 12, 2025	College-wide Faculty meeting.
7	(For graduate programs) Secure College of Graduate and Postdoctoral Studies	(As above)		
8	Consultation with Registrar	<i>Consultation with the Registrar Form (completed during the consultation)</i>		



August 21, 2025

College of Graduate and Postdoctoral Studies
University of Saskatchewan

RE: Letter of support for internship certificate program

To Whom it May Concern:

On behalf of the Western College of Veterinary Medicine, I support the creation of a certificate program for clinical specialty internships offered by the department of Large Animal Clinical Sciences. This is a vital program for the department and college. Creation of this specialty certificate program will ensure that the WCVM can continue to provide post-graduate clinical training in large animal specialties for new graduates. It also harmonizes with a similar certificate program offered by the department of Small Animal Clinical Sciences in the college. Furthermore, having a credentialled program will assist in recruiting candidates through the Veterinary Internship Residency Matching Program (VIRMP), and may alleviate some of the issues that foreign applicants face when navigating the immigration process.

Sincerely,

Gillian Muir, DVM, PhD
Professor and Dean

CATALOGUE ENTRY

Large Animal Specialty Veterinary Internship

Graduate Certificate (G.Cert.)

A one-year post-D.V.M. experiential clinical training programs for newly graduated veterinarians to obtain focused clinical experiences under the supervision of the faculty specialists practicing in the Large Animal Clinic and Field Service of the Veterinary Medical Centre. This certificate program serves as the first step in specialty training preparing candidates for clinical residency/graduate degree training programs leading to board certification in a specific specialty (e.g. Medicine, Surgery, Theriogenology, Equine Field Service, or Food Animal Field Service).

Admission Requirements

Applicants must be accepted for an internship to be eligible for admission to the certificate program.

- A Doctor of Veterinary Medicine (D.V.M.) or equivalent degree from a recognized college or university.
- A cumulative weighted entrance average of at least 70% (USask grade system equivalent). The cumulative weighted average will be calculated based on the most recently completed graduate-level degree or 60 graded credit units (i.e., the last two years of full-time graded coursework) at the time of application.
- Eligibility for educational licensure with the Saskatchewan Veterinary Medical Association, to practice veterinary medicine in Saskatchewan.
- Language Proficiency Requirement: Proof of English proficiency may be required for applicants to graduate programs. Proof of English proficiency may be demonstrated through:
 - A minimum of three consecutive years of full-time study or completion of a graduate degree at a recognized post-secondary institution, where the exclusive language of instruction and examination of the program and/or institution is English; or,
 - Provision of evidence of English language proficiency, using one of the approved tests listed in the English Language Proficiency Policy.

For more information on language proficiency requirements, see the College of Graduate and Postdoctoral Studies [Academic Policies](#).

Certificate Requirements

Students may choose one of the following concentrations depending upon their choice of specialty: Large Animal Medicine, Large Animal Surgery, Theriogenology, Equine Field Service, or Food Animal Field Service.

A minimum of 9 credit units of graduate courses, including the following:

- 6 credit units of core courses:
 - VLAC 825.3 Clinical practice: Specialty Internship I
 - VLAC 826.3 Clinical practice: Specialty Internship II
- 3 credit units of electives
- VLAC 980.0 Clinical Practice
- VLAC 990.0 Seminar
- GPS 960.0 Introduction to Ethics and Integrity
- GPS 962.0 Ethics and Integrity in Animal Research



1. Approval by Department Head or Dean

- 1.1 College or School with academic authority: College of Graduate and Postdoctoral Studies
- 1.2 Department with academic authority: Large Animal Clinical Sciences
- 1.3 Term from which the course is effective: 202607

2. Information required for the Catalogue

- 2.1 Label & Number of course: VLAC 825.3
- 2.2 Academic credit units: 3
- 2.3 Course Long Title (maximum 100 characters): Clinical Practice Specialty Internship I
Course Short Title (maximum 30 characters): Clinical Practice I

2.4 Total Hours: Lecture Seminar Lab Tutorial Other
780

2.5 Weekly Hours: Lecture Seminar Lab Tutorial Other
60

AAVMC Guidelines cap hours/week at 60 hours averaged over 4 weeks.

2.6 Term in which it will be offered: T1 T2 T1 or T2 T1 and T2 **T3&T1**
(course will run from summer term to end of fall term (July 1 to Dec 31))

2.7 Prerequisite:
Not applicable.

If there is a prerequisite waiver, who is responsible for signing it?

No waivers are allowed

D – Instructor/Dept Approval

H – Department Approval

I – Instructor Approval

2.8 Catalogue description (150 words or less):

This veterinary internship is a hands-on experience that provides interns with valuable clinical skills and exposure to a diverse veterinary caseload. Interns work under the supervision of experienced clinicians, gaining practical knowledge and developing critical thinking skills. The experience includes assisting with examinations, treatments, and diagnostic procedures, as well as interacting with clients, colleagues and support staff. Interns are also expected to participate in student rounds, journal club, and group discussions. Expectations and the timing of formal written progress assessments will be discussed during the orientation period.

2.8 Do you allow this course to be repeated for credit?
No.

3. **Please list rationale for introducing this course:**

The clinical internships offered in LACS are one year in duration with interns arriving mid-late June and finishing in approximately 12 months. Interns are required to enroll in VLAC 825.3 (July to December) and 826.3 (January to June), both of which are 6 months in length and span the 1-year period of the internship. VLAC 825.3 provides advanced clinical training for graduate students enrolled in a LACS' clinical specialty internship with Certificate of Proficiency in Veterinary Medicine. The goal of this course is to assist in preparation for clinical practice or residency training, to facilitate development of critical thinking and problem-solving skills, to foster a culture of academic inquiry based on clinical experiences, to instruct students in the critical review of veterinary literature and to develop the students' presentation and discussion skills. In addition to clinical training received as a component of daily clinical practice, students receive formal instruction in the form of journal club/textbook rounds/topic discussions. Grading is based on the students' performance of their clinical duties, their participation and performance in structured instructional sessions. This course provides a method of formal assessment of progress through the experiential program.

4. **Please list the learning objectives for this course:**

The learning objectives are to ensure the interns can demonstrate competency in:

1. Performing an accurate and comprehensive patient assessment
2. Formulating diagnostic and treatment plans
3. Amending treatment and diagnostic plans based on evolving patient information, prognosis, and client resources
4. Maintaining accurate and timely medical records and billings
5. Technical veterinary skills in the related specialty
6. Communicating with colleagues, medical team members, and referring veterinarians
7. Communicating complex and potentially upsetting information to the client
8. Demonstrating professionalism, compliance with legal and regulatory requirements, and ensuring safety in the workplace

5. **Impact of this course**

Are the programs of other departments or Colleges affected by this course?
Not applicable.

If so, were these departments consulted? (Include correspondence)
Not applicable.

Were any other departments asked to review or comment on the proposal?
No impact on other departments or colleges.

6. **Other courses or program affected** (please list course titles as well as numbers)

- 6.1 Courses to be deleted? Not applicable
- 6.2 Courses for which this course will be a prerequisite? VLAC 826.3
- 6.3 Is this course to be required by your majors, or by majors in another program? No.
7. **Course outline**
(Weekly outline of lectures or include a draft of the course information sheet.)
Not applicable.
8. **Enrolment**
- 8.1 What is the maximum enrolment number for this course? And from which colleges?
8
- 8.2 For room bookings, please indicate the maximum estimated room size required for this course:
Not applicable.
9. **Student evaluation**
Give approximate weighting assigned to each indicator (assignments, laboratory work, mid-term test, final examination, essays or projects, etc.)
- 9.1 How should this course be graded?
C – Completed Requirements
(*Grade options for instructor: Completed Requirements, Fail, IP In Progress*)
N – Numeric/Percentage
(*Grade options for instructor: Grade of 0% to 100%, IP in Progress*)
P – Pass/Fail
(*Grade options for instructor: Pass, Fail, In Progress*)
S – Special
(*Grade options for instructor: NA – Grade Not Applicable*) If other, please specify:
Grading is “P” Pass/Fail. (Must have an overall average of at least 70% to pass)
- 9.2 Is the course exempt from the final examination?
There is no final examination.
10. **Required text**
Include a bibliography for the course.
All necessary resource materials will be provided.
11. **Resources**
- 11.1 Proposed instructors:
- Large Animal Medicine
- Dr. Chris Clark
 - Dr. Fabienne Uehlinger
 - Current search for a 3rd faculty member
- Large Animal Surgery
- Dr. Joe Bracamonte
 - Dr. James Carmalt

- Dr. Keri Thomas
- Dr. Antonio Guerra

Theriogenology

- Dr. Claire Card
- Dr. Dinesh Dadarwal
- Dr. Steve Manning
- Dr. Colin Palmer

Equine Field Service

- Dr. Michelle Husulak

Food Animal Field Service (not currently offered)

- TBD

11.2 How does the department plan to handle the additional teaching or administrative workload?

There will be no additional teaching or administrative workload.

11.3 Are sufficient library or other research resources available for this course?

All resources will be provided such as access to textbooks and the University library.

11.4 Are any additional resources required (library, audio-visual, technology, etc.)?

No.

12. Tuition

12.1 Will this course attract tuition charges? If so, how much? (use tuition category)

TC31

12.2 Does this course require non-standard fees, such as materials or excursion fees? If so, please include an approved "Application for New Fee or Fee Change Form"

<http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php#course-fees>

Not applicable.

Detailed Course Information

1. Schedule Types

Please choose the Schedule Types that can be used for sections that fall under this course:

IN3 – General Internship

Code	Description	Code	Description
CL	Clinical	PRB	Problem Session
COO	Coop Class	RDG	Reading Class
FLD	Field Trip	RES	Research
ICR	Internet Chat Relay	ROS	Roster (Dent Only)
IHP	Internet Help	SEM	Seminar

IN1	Internship - Education	SSI	Supervised Self Instruction
IN2	Internship - CMPT & EPIP	STU	Studio
IN3	Internship - General	SUP	Teacher Supervision
LAB	Laboratory	TUT	Tutorial
LC	Lecture/Clinical (Dent Only)	WEB	Web Based Class
LEC	Lecture	XCH	Exchange Program
LL	Lecture/Laboratory	XGN	Ghost Schedule Type Not Applicable
MM	Multimode	XHS	High School Class
PCL	Pre-Clinical (Dent Only)	XNA	Schedule Type Not Applicable
PRA	Practicum	XNC	No Academic Credit

2. Course Attributes

Please highlight the attributes that should be attached to the course (they will apply to all sections):
Not applicable

2.1 NOAC No Academic Credit

0 Credit Unit courses that possess “deemed” CUs (Called Operational Credit Units). NOAC causes the system to roll 0 academic credit units to academic history.

2.2 For the College of Arts and Science only: To which program type does this course belong?

FNAR Fine Arts
HUM Humanities
SCIE Science
SOCS Social Science
ARNP No Program Type (Arts and Science)

Does this course satisfy one of the official college requirements:

ELWR – English Language Writing Requirement

ILRQ – Indigenous Learning Requirement

QRRQ – Quantitative Reasoning Requirement

English proficiency is a course prerequisite -- ELWR – English Language Writing Requirement.

3. Registration Information (Note: multi-term courses cannot be automated as corequisites)

3.1 Permission Required:

Not applicable.

3.2 Restriction(s): course only open to students in a specific college, program/degree, major, year in program

Registration is only open to students in the LACS Internship program.

3.3 Prerequisite(s): course(s) that must be completed prior to the start of this course

Not applicable.

3.4 Prerequisite(s) or Corequisite(s): course(s) that can be completed prior to or taken at the same time as this course

Not applicable.

3.5 Corequisite(s): course(s) that must be taken at the same time as this course

Not applicable.

- 3.6 Notes: recommended courses, repeat restrictions/content overlap, other additional information
Not applicable.

4. List Equivalent Course(s) here:

An equivalent course can be used in place of the course for which this form is being completed, specifically for the purposes of prerequisite and degree audit checking. Credit will be given for only one of the equivalent courses.

There are no equivalent courses that can be used (transferred) in place of this course.

- 4.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be equivalent:
Not applicable.

***Please note:** If the equivalent courses carry an UNEQUAL number of credit units, DegreeWorks will automatically enforce the following, unless otherwise stated:

- If a 3 credit unit course is considered to be equivalent to a 6 credit unit course, it will fulfill the 6 credit unit requirement and the student will not have to complete another 3 credit units toward the overall number of required credit units for the program.
- If a 6 credit unit course is considered to be equivalent to a 3 credit unit course, ALL 6 of the credit units may be used to fulfill the 3 credit unit requirement.

5. List Mutually-Exclusive Course(s) here:

Mutually exclusive courses have similar content such that students cannot receive credit for both.
Not applicable.

- 5.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be mutually exclusive:

***Please note:** SiRIUS cannot enforce a situation where the exclusion goes only one way.
Not applicable.

6. Additional Notes:

Nothing further to add.

Updated 2022



1. Approval by Department Head or Dean

- 1.1 College or School with academic authority: College of Graduate and Postdoctoral Studies
- 1.2 Department with academic authority: Large Animal Clinical Sciences
- 1.3 Term from which the course is effective: 202701

2. Information required for the Catalogue

- 2.1 Label & Number of course: VLAC 826.3
- 2.2 Academic credit units: 3
- 2.3 Course Long Title (maximum 100 characters): Clinical Practice Specialty Internship I
Course Short Title (maximum 30 characters): Clinical Practice II

2.4 Total Hours: Lecture Seminar Lab Tutorial Other
780

2.5 Weekly Hours: Lecture Seminar Lab Tutorial Other
60

AAVMC Guidelines cap hours/week at 60 hours averaged over 4 weeks.

2.6 Term in which it will be offered: **Winter/T1** T2 T1 or T2 T1 and T2
(course will run from January 1 – June 30)

2.7 Prerequisite:
Not applicable.

If there is a prerequisite waiver, who is responsible for signing it?

No waivers are allowed

D – Instructor/Dept Approval

H – Department Approval

I – Instructor Approval

2.8 Catalogue description (150 words or less):

This veterinary internship is a hands-on experience that provides interns with valuable clinical skills and exposure to a diverse veterinary caseload. Interns work under the supervision of experienced clinicians, gaining practical knowledge and developing critical thinking skills. The experience includes assisting with examinations, treatments, and diagnostic procedures, as well as interacting with clients, colleagues and support staff. Interns are also expected to participate in student rounds, journal club, and group discussions. Expectations and the timing of formal written progress assessments will be discussed during the orientation period.

- 2.8 Do you allow this course to be repeated for credit?
No.

3. **Please list rationale for introducing this course:**

This is the second of two 6-month courses that span the interns' clinical experiential training. This course provides advanced clinical training for graduate students enrolled in a LACS' clinical specialty internship with Certificate of Proficiency in Veterinary Medicine. The goal of this course is to assist in preparation for clinical practice or residency training, to facilitate development of critical thinking and problem-solving skills, to foster a culture of academic inquiry based on clinical experiences, to instruct students in the critical review of veterinary literature and to develop the students' presentation and discussion skills. In addition to clinical training received as a component of daily clinical practice, students receive formal instruction in the form of journal club/textbook rounds/topic discussions. Grading is based on the students' performance of their clinical duties, their participation and performance in structured instructional sessions. This course provides a method of formal assessment of progress through the experiential program.

4. **Please list the learning objectives for this course:**

The learning objectives are to ensure the interns can demonstrate competency in:

1. Performing an accurate and comprehensive patient assessment
2. Formulating diagnostic and treatment plans
3. Amending treatment and diagnostic plans based on evolving patient information, prognosis, and client resources
4. Maintaining accurate and timely medical records and billings
5. Technical veterinary skills in the related specialty
6. Communicating with colleagues, medical team members, and referring veterinarians
7. Communicating complex and potentially upsetting information to the client
8. Demonstrating professionalism, compliance with legal and regulatory requirements, and ensuring safety in the workplace

5. **Impact of this course**

Are the programs of other departments or Colleges affected by this course?
Not applicable.

If so, were these departments consulted? (Include correspondence)
Not applicable.

Were any other departments asked to review or comment on the proposal?
No impact on other departments or colleges.

6. **Other courses or program affected** (please list course titles as well as numbers)

- 6.1 Courses to be deleted? Not applicable
- 6.2 Courses for which this course will be a prerequisite? Not applicable
- 6.3 Is this course to be required by your majors, or by majors in another program? No.

7. **Course outline**
(Weekly outline of lectures or include a draft of the course information sheet.)
Not applicable.
8. **Enrolment**
8.1 What is the maximum enrolment number for this course? And from which colleges?
8

8.2 For room bookings, please indicate the maximum estimated room size required for this course:
Not applicable.
9. **Student evaluation**
Give approximate weighting assigned to each indicator (assignments, laboratory work, mid-term test, final examination, essays or projects, etc.)
- 9.1 How should this course be graded?
C – Completed Requirements
(Grade options for instructor: Completed Requirements, Fail, IP In Progress)
N – Numeric/Percentage
(Grade options for instructor: grade of 0% to 100%, IP in Progress)
P – Pass/Fail
(Grade options for instructor: Pass, Fail, In Progress)
S – Special
(Grade options for instructor: NA – Grade Not Applicable) If other, please specify:
Grading is “P” Pass/Fail. (Must have an overall average of at least 70% to pass)
- 9.2 Is the course exempt from the final examination?
There is no final examination.
10. **Required text**
Include a bibliography for the course.
All necessary resource materials will be provided.
11. **Resources**
11.1 Proposed instructors:
- Large Animal Medicine
- Dr. Chris Clark
 - Dr. Fabienne Uehlinger
 - Current search for a 3rd faculty member
- Large Animal Surgery
- Dr. Joe Bracamonte
 - Dr. James Carmalt
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 - Dr. Antonio Guerra

Theriogenology

- Dr. Claire Card
- Dr. Dinesh Dadarwal
- Dr. Steve Manning
- Dr. Colin Palmer

Equine Field Service

- Dr. Michelle Husulak

Food Animal Field Service (not currently offered)

- TBD

11.2 How does the department plan to handle the additional teaching or administrative workload?

There will be no additional teaching or administrative workload.

11.3 Are sufficient library or other research resources available for this course?

All resources will be provided such as access to textbooks and the University library.

11.4 Are any additional resources required (library, audio-visual, technology, etc.)?

No.

12. Tuition

12.1 Will this course attract tuition charges? If so, how much? (use tuition category)

TC31

12.2 Does this course require non-standard fees, such as materials or excursion fees? If so, please include an approved "Application for New Fee or Fee Change Form"

<http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php#course-fees>

Not applicable.

Detailed Course Information

1. Schedule Types

Please choose the Schedule Types that can be used for sections that fall under this course:

IN3 – General Internship

Code	Description	Code	Description
CL	Clinical	PRB	Problem Session
COO	Coop Class	RDG	Reading Class
FLD	Field Trip	RES	Research
ICR	Internet Chat Relay	ROS	Roster (Dent Only)
IHP	Internet Help	SEM	Seminar
IN1	Internship - Education	SSI	Supervised Self Instruction

IN2	Internship - CMPT & EPIP	STU	Studio
IN3	Internship - General	SUP	Teacher Supervision
LAB	Laboratory	TUT	Tutorial
LC	Lecture/Clinical (Dent Only)	WEB	Web Based Class
LEC	Lecture	XCH	Exchange Program
LL	Lecture/Laboratory	XGN	Ghost Schedule Type Not Applicable
MM	Multimode	XHS	High School Class
PCL	Pre-Clinical (Dent Only)	XNA	Schedule Type Not Applicable
PRA	Practicum	XNC	No Academic Credit

2. Course Attributes

Please highlight the attributes that should be attached to the course (they will apply to all sections):
Not applicable

2.1 NOAC No Academic Credit

0 Credit Unit courses that possess “deemed” CUs (Called Operational Credit Units). NOAC causes the system to roll 0 academic credit units to academic history.

2.2 For the College of Arts and Science only: To which program type does this course belong?

- FNAR Fine Arts
- HUM Humanities
- SCIE Science
- SOCS Social Science
- ARNP No Program Type (Arts and Science)

Does this course satisfy one of the official college requirements:

- ELWR – English Language Writing Requirement
- ILRQ – Indigenous Learning Requirement
- QRRQ – Quantitative Reasoning Requirement

English proficiency is a course prerequisite -- ELWR – English Language Writing Requirement.

3. Registration Information (Note: multi-term courses cannot be automated as corequisites)

3.1 Permission Required:

Not applicable.

3.2 Restriction(s): course only open to students in a specific college, program/degree, major, year in program

Registration is only open to students in the LACS Internship program.

3.3 Prerequisite(s): course(s) that must be completed prior to the start of this course

Not applicable.

3.4 Prerequisite(s) or Corequisite(s): course(s) that can be completed prior to or taken at the same time as this course

VLAC 825.3

3.5 Corequisite(s): course(s) that must be taken at the same time as this course

Not applicable.

- 3.6 Notes: recommended courses, repeat restrictions/content overlap, other additional information
Not applicable.

4. List Equivalent Course(s) here:

An equivalent course can be used in place of the course for which this form is being completed, specifically for the purposes of prerequisite and degree audit checking. Credit will be given for only one of the equivalent courses.

There are no equivalent courses that can be used (transferred) in place of this course.

- 4.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be equivalent:
Not applicable.

***Please note:** If the equivalent courses carry an UNEQUAL number of credit units, DegreeWorks will automatically enforce the following, unless otherwise stated:

- If a 3 credit unit course is considered to be equivalent to a 6 credit unit course, it will fulfill the 6 credit unit requirement and the student will not have to complete another 3 credit units toward the overall number of required credit units for the program.
- If a 6 credit unit course is considered to be equivalent to a 3 credit unit course, ALL 6 of the credit units may be used to fulfill the 3 credit unit requirement.

5. List Mutually-Exclusive Course(s) here:

Mutually exclusive courses have similar content such that students cannot receive credit for both.
Not applicable.

- 5.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be mutually exclusive:

***Please note:** SiRIUS cannot enforce a situation where the exclusion goes only one way.
Not applicable.

6. Additional Notes:

Nothing further to add.

Updated 2022

Consultation with the Registrar (CWR) – Proposal Highlights

Title of Proposal: Graduate Certificate in Large Animal Specialty Veterinary Internship

General Description: The college proposes a one-year paid clinical training program for students holding a Doctor of Veterinary Medicine (D.V.M.) degree. Several “concentrations” will be included in this certificate, as follows: Large Animal Medicine; Large Animal Surgery; Theriogenology; Equine Field Service; and Food Animal Field Service. Per the *Academic and Curricular Nomenclature*, a *concentration* is a “depth of study which prescribes a suite of courses that provides students additional expertise and specialized training in one aspect of their major within a degree program.” This program will be modeled after the existing Graduate Certificate in Small Animal Specialty Veterinary Internship.

Degree College: College of Graduate and Postdoctoral Studies

College Approval: Pending Graduate Programs Committee meeting, October 6, 2025

Effective Term: May 2026

Course implications

- 2 new courses will be created: VLAC 825.3 *Clinical practice: Specialty Internship I* and VLAC 826.3 *Clinical practice: Specialty Internship II*.

Registration and classes

- Class time slots, terms, and sessions will be similar to the existing schedule.
- Room scheduling needs will be similar to current needs.

Convocation

- No new hood is required.

Financial and Budget

- Standard tuition rates will be assessed. Students will be charged on a “per credit” unit basis.
- SFO and the Provost’s Office have reviewed the proposal and are in the process of reviewing the financial implications.

Admission and Student Mobility

- International students are eligible for admission.

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☒

No☐

Yes☐

No☒

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]

Graduate Certificate in Large Animal Specialty Veterinary Internship - used the same title as the existing Small Animal Certificate
GCLASV - GradCertLargeAnimSpecVetIntern - code and short description
GCLASV - Grad Cert in Large Animal Specialty Veterinary Internship - long description

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

G.Cert.

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

N/A

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?

Degree level courses

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

College of Graduate and Postdoctoral Studies

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

No

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

Graduate Certificate in Small Animal Specialty Veterinary Internship has the major of Specialty Internship [SPIN] - assume this have the same major

New Concentrations and Codes for this Certificate:

Large Animal Medicine VLAM

Large Animal Surgery VLAS

Theriogenology VTHE

Equine Field Service VEFS

Food Animal Field Service VFAP

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?

N/A

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?

Graduate Certificate in Large Animal Specialty Veterinary Internship
 GCLASV - GradCertLargeAnimSpecVetIntern - code and short description
 GCLASV - Grad Cert in Large Animal Specialty Veterinary Internship - long description

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

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

Graduate Certificate in Large Animal Specialty Veterinary Internship
 GCLASV - GradCertLargeAnimSpecVetIntern - code and description

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

N/A

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

College of Graduate and Postdoctoral Studies [GP] / Department of Large Animal Clinical Sciences [VLAC]

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?

N/A

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

N/A

Section 3: 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 4: 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 5: Program(s) Information for Financial Change (including Tuition and/or Tuition Assessment Change) with no Curricular Change

1 Is method of tuition assessment changing without a curricular change?

Yes ☐ No ☒

2 If YES, what is the name of the program(s), major(s), minor(s), and/or concentration(s)?

3 If YES and this is the only change, proceed to Section 19 to complete the Financial Appendix.

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	☐	No	☒
Yes	☐	No	☒
Yes	☐	No	☒

- 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: 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?
If yes, choose one of the following?
Domestic Mobility (both jurisdictions are within Canada)
International Mobility (one jurisdiction is outside of Canada)

Yes ☐ No ☒
☒
☐

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.

N/A

5 What is the name of the external partner?

N/A

6 What is the jurisdiction for the external partner?

N/A

Section 8: Course Information

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?

No - existing subject area is being used

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.

N/A

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 require special consideration regarding the assignment of general classroom pool space? For example, is there foreseeable need, for pedagogical reasons, for dedicated space under a priority use agreement with the University Registrar's Office, or the need for specific types of space with particular technologies or set-ups?

Yes ☐ No ☐
Yes ☐ No ☒

If YES, please describe the needs below. Note that the need for specific considerations regarding space will require further consultation with the Space Booking Office for general classroom pool space, and with Planning, Design, and Construction for non-teaching space.

N/A

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 9: Admissions, Recruitment, and Quota Information

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	☒
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	☐
Undergraduate program that requires previous post-secondary study (includes Colleges of Dentistry, Law, Medicine, Nursing, Nutrition, Pharmacy, and Veterinary Medicine)	Yes	☐
None of the above (this will require the creation of a new application)	Yes	☐

2 What is the first term to which the student can apply for admission?

202605 [May 2026]

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

Standard deadlines for College of Graduate and Postdoctoral Studies

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	☒	No	☐
As their secondary program.	Yes	☐	No	☒

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

N/A

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

N/A

8 Does this impact enrollment?

Expect a slight increase

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

Refer to the Department of Large Animal Clinical Sciences

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

No

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

Applicants must be accepted for an internship to be eligible for admission to the certificate program.

- A Doctor of Veterinary Medicine (D.V.M.) or equivalent degree from a recognized college or university.
- A cumulative weighted entrance average of at least 70% (USask grade system equivalent). The cumulative weighted average will be calculated based on the most recently completed graduate-level degree or 60 graded credit units (i.e., the last two years of full-time graded coursework) at the time of application.
- Eligibility for licensure with the Saskatchewan Veterinary Medical Association, which is a requirement to practice veterinary medicine in Saskatchewan.
- Language Proficiency Requirement: Proof of English proficiency may be required for applicants to graduate programs.
 - o A minimum of three consecutive years of full-time study or completion of a graduate degree at a recognized post-secondary institution, where the exclusive language of instruction and examination of the program and/or institution is English; or,
 - o Provision of evidence of English language proficiency, using one of the approved tests listed in the English Language Proficiency Policy.

- 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.)

Multiple criteria are used to rank and select applicants beginning with a ranking of their average grades. Three references are required and then assessed prior to interviewing the applicants. A combination of grades, education history (place of DVM training), references, and performance during the interview is used to rank the candidates.

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

Not applicable

- 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?)

Most applications will be completed through VIRMP, the Veterinary Internship and Residency Matching Program. Once matched, applicants will be required to submit a formal application and supplemental information to USask via the standard online application. The program begins in July each year.

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

Department of Large Animal Clinical Sciences makes recommendation to the College of Graduate and Postdoctoral Studies

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

No

- 17 Will the standard application fee apply?

Yes

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

Yes

- 19 Is there a tuition deposit required?

Yes ☐ No ☒

NOTE: Tuition deposits are non-refundable.

If YES, what is the amount?

N/A

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

N/A

20 Are international students admissible to this program? If YES, see Section 19 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 10: Government Loan Information

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?

Yes

Section 11: Convocation Information (only for new degrees)

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

No - as a certificate program

- 2 If YES, has the University Governance Office been notified?

- 3 When is the first class expected to graduate?

Spring Convocation 2027

4

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

10

Section 12: Schedule of Implementation Information

- 1 What is the effective term?

202605 [May 2026]

- 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 13: Registration Information

- 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.)
- NA
- 2 Will students register themselves? Yes ☒ No ☐
- If YES, what priority group should they be in?
-

Section 14: Academic History Information

- 1 Will instructors submit grades through self-serve? Yes ☒ No ☐
- 2 Who will approve grades (Department Head, Assistant Dean, etc.)?
- As per current set-up

Section 15: T2202 Information (tax form)

- 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 | ☐ |
| | ☐ | | ☐ |
- NOTE: Students complete the paid internship through the USask Western College of Veterinary Medicine.
- 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 16: Awards Information

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

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

NA

Section 17: Government of Saskatchewan Graduate Retention (Tax) Program

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 18: Program, Major, Minor, or Concentration Termination

1

Is this a program, major, minor, or concentration termination?
If yes, what is the name of the program, major, minor, or concentration?

Yes

☐

No

☒

2

What is the effective date of this termination?

3

Will there be any courses closed as a result of this termination?
If yes, what courses?

Yes

☐

No

☐

4

Are there currently any students enrolled in the program, major, minor, or concentration?
If yes, will they be able to complete the program, major, minor, or concentration?

Yes

☐

No

☐

5

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

6

When do you expect the last student to complete this program, major, minor, or concentration?

7

Is there mobility associated with this program, major, minor or concentration termination?
If yes, please select one of the following mobility activity types.

Yes

☐

No

☐

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

☐

Financial Appendix

Section 19: Proposed Tuition and Student Fees Information

1

How will tuition be assessed? (see NOTES below)

Standard Undergraduate per credit

Standard Graduate per credit

Standard Graduate per term

Non standard per credit*

Non standard per term*

☐

X

☐

☐

☐

Graduate Certificate in Large Animal Specialty Veterinary Internship | Page 44 of 53

Other *	
Program Based*	
Change to method of assessment for an existing program*	

* See attached documents for further details

Standard or Non-Standard Tuition, Term Structure, Refund Schedule and Course/Class Set-Up

NOTE: Standard tuition is using an existing rate AND existing method of assessment.

NOTE: Non-standard tuition is using a new rate OR a new method of assessment OR including 3rd party involvement.

NOTE: Standard means rate, development, and presentation do not vary from the norm or previously approved set-up for a college. Standard items are developed and maintained in a predictable manner. Non-standard programs, term structure, and courses are set-up based on variations, through consultation with colleges, the University Registrar's Office and other stakeholders, and can have the following:

- * tuition being assessed at a rate other than one of the standard categories or rates
- * a unique term structure
- * courses have a discrepancy in academic credit, operational credit and/or billing hours (at least one of)
- * a change deemed necessary via University Registrar's Office in order to accurately assess fees or status

2 If this is a change in the method of assessment, what is the effective date?

3 If tuition is per credit, does it conform to existing categories for per credit tuition? If YES, what category or rate?

4 If this is a change in the method of assessment, what is the current method of assessment and what is it changing to?

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

6 If standard tuition, what is the rate?

7 What is the proposed non-standard rate? Standard currency is in Canadian dollars.

8 If per term, over how many Banner terms will tuition be assessed?

9 If per term, will students register in consecutive terms or will there be terms where students will not be registered? If graduate program/classes, is maintenance of status required?

- 10 If per term, will there be non-standard term start and end dates which require open learning class set-up? Please provide program start and end dates. Example - open learning class that spans more than one term. If this changes once program is approved, college/department/unit staff designation must inform Registrarial Services. (Example - clinical considerations or short class offerings like NURS or MBA.)

N/A

- 11 Which financial staff will be responsible for financial review and monitoring to ensure that college staff has appropriately operationalized, and that expected tuition revenue is assessed to students?

Western College of Veterinary Medicine, Finance SBA

- 12 If contact hours are only 2 hours per week or less, what are the class build considerations?

N/A

- 13 For T2202 purposes if Registrarial Services staff have questions who is the contact?

Western College of Veterinary Medicine, Finance SBA

- 14 Does the change affect the set-up of courses or classes?

Yes ☐ No ☒

If YES, how?

For class build expectations against specific terms (such as MPT, CDA, MILBE), who will oversee class build, and who will check as a SBA/finance oversight?

For continuous class requirements required for continuous registration, who will oversee class build, and who will check as a SBA/finance oversight?

- 15 Will students outside the program be allowed to take the classes?

No

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

NA

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

Yes

- 18 Do standard cancellation fee rules apply?

Yes

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

Yes ☐ No ☒

If YES, from which tuition code to which tuition code and for which subject code(s)?

- 20 If non-standard tuition is assessed by USask, will a new TC code be required?

Yes ☐ No ☐

If YES, what TC code will be assigned to courses/classes?

- 21 What CFOAPAL should be attached to the new TC code?

- 22 Are there any additional program or class fees (e.g. Program, materials, excursion)?

Yes ☐ No ☒

If YES, what are they?

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

Yes

X

No

24

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).

\$3,955.20

Internship/Co-op

25 Is the co-op a requirement of the student's degree program? If this is a requirement of their degree proceed to questions 2 to 4; otherwise, no months are to be provided.

Yes

X

No

NOTE: Students complete the paid internship through the USask Western College of Veterinary Medicine.

26 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 last point in this section).

YesNo

YesNo

X

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

YesNo

X

28

The work hours done in the co-op for the 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 exacting what is graded and how many hours approximately a student spends each week on those assignments (for full time months) or time spent each month (for part-time months)?

N/A

Third Party or Partner Information

29 Does this program involve a partnership with an external partner?

YesNo

X

If YES, what is the institution/partner name?

30 What type of contract is this? (See legend at the end of this section for detailed information.)

31 Has a contract been signed?

YesNo

NOTE: Contract must be signed before final approval will be granted and must be submitted to Registrarial Services for archiving.

32 Length of contract?

33 What college(s) or department(s) or unit(s) are academically/financially responsible for the contract?

34

Who is the financial contact (name and role) in the college responsible for contract negotiations, renewal, operationalization, and communication with all units, etc.? (Will oversee academic/class build questions to operationalize.)

35 Registration and financial clause expectations (legal ticks)

College invoice with 3rd party when services have been provided rather than USask collection from student and trying to reconcile back. (TC00)

Do students require full-time student loan eligibility?

Yes	☐	No	☐
Yes	☐	No	☐

Contract Code (complete if 3rd party has been identified)

36 Will a contract code need to be assigned to classes?

Yes	☐	No	☒
-----	--------------------------	----	-------------------------------------

NOTE: This is necessary if a process is attached to the contract that impacts where the tuition/fees go, or when an identifier is necessary against the classes. This may be a central administration identifier or an identifier used by colleges.

37 Contract code required to distinguish classes. (Example - AR assesses tuition (SUNTEP students taking, portion goes to program college and portion goes to the XXXX college, is it split?.)

NOTE: This is for Provost's Office purposes/TABBS, college/SFA reconciling.

Yes	☐	No	☐
-----	--------------------------	----	--------------------------

38 If YES to above, what is the purpose of the contract code on the class?

39 Who will bill?

40 Who is the class build staff that will oversee class build to ensure contract code gets added?

41 Identify the financial staff or department head who will ensure the class build is accurate.

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

Contract Information

Type = C1
Name = Brokered
Class Build and Registration = No
CUs = N/A
Billing Hours = N/A
Tuition = No
Fees = No

T2202s = No Detail Code = No Revenue = N/A Notes = Not built in Banner; all financial activity is completed by the contracting entity (e.g. Battleford Tribal Agency)
Type = C2 Name = Info Only Class Build and Registration = Yes CUs = Normal Billing Hours = Normal Tuition = Normal Fees = Normal T2202s = Normal Detail Code = Normal Revenue = Central (100% is retained by USask) NOTES = Contract code is informational only and does not impact configuration or processes; will be treated in normal fashion for all processes.
Type = C3 Name = No Tuition or Fee Assessment Class Build and Registration = Yes CUs = Normal Billing Hours = Normal Tuition = No Fees = No T2202s = No Detail Code = No Revenue = No tuition/fee revenue Notes = e.g. BJM Health Sciences Academy
Type = C4 Name = Fee Assessment Only Class Build and Registration = Yes CUs = N/A Billing Hours = N/A Tuition = No Fees = Yes T2202s = Yes Detail Code = No Revenue = No tuition revenue

Notes = Billing happens outside of central (e.g. SUNTEP and most Education agreements).
Type = C5 Name = STM Class Build and Registration = Yes CUs = Normal Billing Hours = Normal Tuition = Normal Fees = Normal T2202s = Normal Detail Code = Yes (specific) Revenue = STM Notes = Unique agreement; contract code 33, STM tuition has it's own detail code and is paid out quarterly (completed by STM financial analyst).
Type = C6 Name = Tuition Sharing Class Build and Registration = Yes CUs = Normal Billing Hours = Normal Tuition = Normal Fees = Normal T2202s = Normal Detail Code = Normal Revenue = Shared (could be 100% shared or less but not 100% retained by USask) Notes = Central (agreement with USask where specific colleges are not defined in agreement (e.g. GDI) or college(s) specific (DEU). Payments happen outside of tuition allocation (e.g. SFA calculates a pay requisition to GDI (contract code 17) and First Nations University Canada (FNUC - contract code 41).

Section 20: 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		☐		

Disclaimer

By signing this document, you and your college signify responsibility for all agreed-upon class and student set-up in order to ensure the proper assessment and collection of this approved tuition amount. Failure to properly configure the student systems in the agreed upon method can result in additional work, loss of revenue, and cost for staff time to retroactively correct the error(s). Please note that identified errors greater than 4 terms will not be collected from students and all communications will be the responsibility of the college.

SIGNED

Date:

Acting Registrar (Salomé Ries):

College Representative(s):

Provost's Office Representative(s):

Associate Registrar (Academic) (Jason Doell):

Revised: June 27, 2025

PROVOST & SFO CONSULTATION

To: Academic Programs Committee of Council

From: Kyla Shea, Academic Programs and Planning Specialist

Date: October 20, 2025

Re: Graduate Certificate in Large Animal Specialty Veterinary Internship

SUMMARY

The Provost and Strategic Finance Offices have reviewed and endorsed the proposal as proposed. The purpose of the review was twofold:

- 1) to understand the potential impact of the change on the enrolment in the program and college / school and alignment to the college/school strategic enrolment plan.
- 2) To understand the financial implications of the proposed change and the impact on the college / school financial situation.

Date	Reviewed By:	Communicated By:
October 20, 2025	Loleen Berdahl, Acting Deputy Provost	Kyla Shea