

**UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE
REQUEST FOR DECISION**

PRESENTED BY: Len Proctor, Chair, Academic Programs Committee of Council

DATE OF MEETING: November 18, 2010

SUBJECT: **Procedure for approval of changes to degree names**

DECISION REQUESTED:

It is recommended:

That changes of names of university degrees, degree-level certificates of proficiency and degree-level diplomas will be brought to University Council for approval.

SUMMARY:

Under the University of Saskatchewan Act 1995, University Council is responsible for prescribing the curricula, programs of instruction and courses of study in colleges, schools and departments. In the past decade, Council has delegated the authority to approve various aspects of academic programs to colleges, to the Provost, to the University Course Challenge procedure and to the Academic Programs Committee, as shown on the attached Approval Authority Chart. This included delegating to the Academic Programs Committee the authority to approve changes of names to programs and fields of specialization.

During discussion last May of the proposal to change the name of the Law degree, the issue of whether the Committee or University Council should approve degree names was raised and University Secretary Lea Pennock asked the Committee to discuss it.

The Committee agreed that while changes to names of academic programs could continue to be approved by the Committee, changes of names of degrees, degree-level certificates of proficiency and degree-level diplomas should be reviewed by the Committee but approved by University Council.

ATTACHMENTS:

Approval Authority Chart

Memo from Lea Pennock

List of degrees, diplomas and certificates



Approval Authority Chart

Under the *University of Saskatchewan Act 1995*, University Council has authority over the university's academic programs. While retaining approval authority for significant curricular changes, Council has also delegated authority for approval of many curricular changes to the Academic Programs Committee, University Course Challenge, Colleges, the VP Academic, and Deans.

The following [chart](#) shows how University Council has organized approvals of curricular changes. See forms and other information at:

www.usask.ca/university_secretary/council/committees/academic_programs/procedures.php

Type of Curricular Change	Approval procedures
Council approval -A new Degree-Level program* or template for a program (also requires Notice of Intent) -Conversion of an existing program from regular to special tuition program. -A new Field of Specialization at the Major or Honours Level of Concentration or template for a major or honours program -A change in the requirements for admission to a program (including changes from direct entry to non-direct entry)**. -A change in the quota for admission to a college**. -Program revisions that will use new resources , beyond those available from a reallocation of resources by the sponsoring department (eg: from a 4 year to a 5 year program, from a thesis-based to course-based program) -A replacement program -A change in the name of a Degree, a degree-level Certificate of Proficiency or a degree-level Diploma. Program Deletions -Deletion of an entire degree or discipline -Deletion of a Field of Specialization <i>**Degree-level programs" include Degrees, degree-level Certificates of Proficiency and degree-level Diplomas</i>	Final approval: University Council** Procedures: Council requires recommendation from the Academic Programs Committee on the proposal's academic merit; budget implications, and academic priority. Instructions: Submit the Curricular Change form and required consultation forms to Secretary, Academic Programs Committee, Office of the University Secretary. Email to academicprograms.committee@usask.ca Time: Generally, the review of a new program requires 6 weeks to two months, depending on complexity. Proposals must be submitted before March 15 if they are to be implemented the following September. <i>**University Senate also approves changes in requirements for admission and quotas</i>
Academic Programs Committee approval -Addition of a higher Level of Concentration.(ie, an Honours program in an existing major) -Addition of a new Field of Specialization at the Minor Level of Concentration - A Cross-college Minor -A change in program options (e.g. addition or deletion of a Work Experience or Internship Option). -A change in the name of a Degree-level Program or Field of Specialization. -A change in the total number of credit units required for an approved degree program. -Resolution of Challenges	Final approval: Academic Programs Committee of Council Procedures: APC can consult with other committees if required. Instructions: Submit the Curricular Change form and any required consultation forms to Secretary, Academic Programs Committee, Office of the University Secretary Email to academicprograms.committee@usask.ca Time: Four to six weeks. Proposals must be submitted before March 15 if they are to be implemented the following September.

<p>University Course Challenge approval</p> <ul style="list-style-type: none"> -New courses -Prerequisite changes -Course deletions (unless deleted by Moribund Course Archive policy) -Program changes: Substitution of a different course or courses for an existing course or courses in an approved program; Changes to the majority of courses in an approved program (structure, content, scheduling). Addition or deletion of a requirement within an approved program. -Addition of a lower Level of Concentration (ie: a Minor in an existing major) - Changes to an approved course if the changes affect a program, course, or unit outside the sponsoring unit. 	<p>Final approval: University Course Challenge</p> <p>Procedures: Course Challenge is circulated by the Office of the University Secretary to all departments and college offices, which have two weeks to object to a proposed curricular change.</p> <p>Instructions: Following College approval, email a memo describing the change, rationale and college approval date to: academicprograms.committee@usask.ca</p> <p>Time: Four weeks if the change is not challenged. Proposals must be submitted before April 15 if they are to be implemented for the June registration period.</p>
<p>College approval</p> <p>Other curricular changes such as:</p> <ul style="list-style-type: none"> - “Double” Honours or “Double” Major in two existing Fields of Specialization. -A change in the standards required for promotion or graduation. - Course changes: label, number, level, title, Calendar description, credit units, course content, lecture hours, evaluation - A change in internal partitions of the admission quota -Changes to the practicum/laboratory, tutorial, seminar/discussion requirements or lectures hours of a course. -Changes to course content such as adding or deleting a major area to an approved course. -Splitting a course into two 3 cu courses or combining two 3 cu courses into one 6 cu course. This will not be considered as a “new course” as defined for Challenge. - Changes to methods of evaluation. - Changes to the list of approved electives for a program. - Changes, within prescribed limits, to the minimum course requirements for a Master’s program or a PhD program. 	<p>Final approval: College</p> <p>Procedures and Instructions: Follow college approval procedures for curricular changes</p>
<p>Vice-President Academic approval</p> <ul style="list-style-type: none"> - Certificate of Successful Completion <ul style="list-style-type: none"> - a standard of proficiency, achievement or promotion appropriate for post-secondary training. <p>Examples: · Certificate in Teaching English as a Second Language</p> <ul style="list-style-type: none"> - Prairie Horticulture Certificate - Business Administration Certificate 	<p>Final approval: Vice-President Academic</p> <p>Procedures and Instructions: Contact the Office of the Provost and Vice-President Academic</p>
<p>Dean approval</p> <ul style="list-style-type: none"> - Certificate of Attendance <ul style="list-style-type: none"> - satisfactory attendance at a course or program of courses sponsored by the Centre for Continuing and Distance Education or a college. <p>Examples · Master Gardener Certificate</p> <ul style="list-style-type: none"> · Certificate in Agricultural Lifetime Leadership 	<p>Final approval: Dean of the college</p> <p>Procedures and Instructions: Contact the Office of the Dean</p>
<p>Change of Name</p> <ul style="list-style-type: none"> - change of course label, college, department, program, field of specialization, buildings, streets, etc 	<p>Final approval: varies</p> <p>Procedures and instructions: See Name Change Form and consult Office of the University Secretary</p>



Office of the University Secretary
212 College Building 107 Admin Place
Saskatoon, SK Canada S7N 5A2
Phone: (306) 966-4632 Fax (306) 966-4530

MEMORANDUM

TO: Len Proctor, Chair Academic Programs Committee
FROM: Lea Pennock, University Secretary
DATE: August 12, 2010
RE: **Level of approval required for a change to the name of a degree**

At its meeting prior to the May Council meeting at which the name of the LL.B. degree was changed to J.D., the Coordinating Committee had a discussion of the appropriate levels of approval for a change to the name of a degree. The relevant excerpt from the minutes is as follows:

There was some discussion about the name change of the law degree from LLB to JD, and whether a change in the name of a degree should go to Council for approval. It was agreed that for this change, the name can be taken for information, but that Council should revisit the delegation of approval for the names of credentials.

I have done some investigation into the nature of the delegation that Council made in 2002 to the academic programs committee, and attach the relevant document. The document identifies (on p. 2) "a change in degree name or program name" as a "major revision" but it also identifies (on p. 7) "a change in the name of a Degree-level Program or Field of Specialization" as one which requires only academic programs committee approval, with a report to Council for information.

Because of the various interpretations that can be put on the word "program" it is not entirely clear whether the intent of the delegation was to delegate approval for a change to the name of a credential (such as a degree or diploma), or not. In any case I infer from the discussion at Coordinating Committee that if such a delegation was indeed the intent of APC in 2002, we might want to revisit it. Council's authority over the awarding of degrees—which are effectively the 'currency' of the institution—is one of its weightiest responsibilities, and it may not be appropriate to delegate approval of such a change to a committee.

As an aside, this discussion is very relevant to recommendations that are coming forward as part of the Naming Policy revisions, as well as to current revisions to the Council Bylaws Part Three concerning delegations of duties to Faculty Councils.

A handwritten signature in cursive script that reads "Lea Pennock".

Lea Pennock
University Secretary

Cc: Claire Card, Chair of Council and of Coordinating Committee
Gordon Zello, Chair of Bylaws Committee
✓ Cathie Fornssler, Secretary, APC



UNIVERSITY OF
SASKATCHEWAN

Academic Programs at the University of Saskatchewan

Degrees

Graduate level:

Doctor of Philosophy (Ph.D.)
Master of Agriculture (M.Agr.)
Master of Arts (M.A.)
Master of Business Administration (M.B.A.)
Master of Continuing Education (M.C.Ed.)
Master of Education (M.Ed.)
Master of Engineering (M.Eng.)
Master of Environment and Sustainability (M.E.S.)
Master of Fine Arts (M.F.A.)
Master of International Trade (M.I.T.)
Master of Laws (LL.M.)
Master of Mathematics (M.Math)
Master of Music (M.Mus.)
Master of Nursing (M.N.)
Master of Physical Therapy (M.P.T.)
Master of Professional Accounting (M.P.Acc.)
Master of Public Administration (M.P.A.)
Master of Public Health (M.P.H.)
Master of Public Policy (M.P.P.)
Master of Science (M.Sc.)
Master of Sustainable Environmental Management (M.S.E.M.)
Master of Veterinary Science (M.Vet.Sc.)

Undergraduate level:

Bachelor of Arts and Science (B.A.&Sc.)
Bachelor of Arts Three-year (B.A.)
Bachelor of Arts Four-year (B.A.)
Bachelor of Arts Honours (B.A.)
Bachelor of Commerce (B.Comm.)
Bachelor of Education (B.Ed.)
Bachelor of Fine Arts (B.F.A.)
Bachelor of Music (B.Mus.)
Bachelor of Music in Music Education [B.Mus.(Mus.Ed.)]
Bachelor of Science Three-year (B.Sc.)
Bachelor of Science Four-year (B.Sc.)
Bachelor of Science Honours (B.Sc.)
Bachelor of Science in Agribusiness [B.Sc.(Agbus.)]
Bachelor of Science in Renewable Resource Management [B.Sc.(R.R.M.)]
Bachelor of Science in Agriculture (B.S.A.)
Bachelor of Science in Engineering (B.E.)*
Bachelor of Science in Kinesiology [B.Sc.(Kin)]
Bachelor of Science in Nursing (B.S.N)
Bachelor of Science in Nutrition [B.Sc.(Nutr.)]
Bachelor of Science in Pharmacy (B.S.P.)
Doctor of Dental Medicine (D.M.D.)
Doctor of Medicine (M.D.)
Doctor of Veterinary Medicine (D.V.M.)
Juris Doctor (J.D.)

**Engineering degrees are awarded in Agricultural & Bioresource Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Physics, Environmental Engineering, Geological Engineering, Mechanical Engineering.*

Diplomas and Certificates of Proficiency

Graduate level:

Post-Graduate Diploma (P.G.D.)
Post-Graduate Degree Specialization Certificate:
Nurse Practitioner

Undergraduate level:

Aboriginal Business Administration Certificate
Aboriginal Teacher Associate Certificate
Advanced Certificate in Arts (Adv. Cert.)
Certificate in Secondary Technical Vocational Education
International Business Administration Certificate
Honours Certificate in Arts (Hons. Cert.)
Post-Degree Specialization Certificate (P.D.S.C.)
Post-Degree Certificate in Education

Diploma level:

Diploma in Agribusiness
Diploma in Agronomy

Other programs

Certificate of Successful Completion

Business Administration Certificate
Certificate in Adult and Continuing Education
Certificates in Agriculture (Crop Production; Farm Business Management)
Certificate in English for Academic Purposes
Certificate in Methods of Teaching Heritage Languages
Certificate in Teaching English as a Foreign Language
Certificate in Teaching English as a Second Language
Executive Business Administration Certificate
Indigenous Peoples Resource Management Certificate
Prairie Horticulture Certificate

Certificate of Attendance

Agriculture Business Certificate
Certificate of Art & Design
Certified Crop Science Consultant
Master Gardener Certificate