

**UNIVERSITY COUNCIL
ACADEMIC PROGRAMS COMMITTEE OF COUNCIL
REQUEST FOR INPUT**

PRESENTED BY: Len Proctor, Chair, Academic Programs Committee

DATE OF MEETING: March 17, 2011

SUBJECT: **Draft of the University Nomenclature policy 2011**

COUNCIL ACTION: For discussion only

Background

University Nomenclature provides a consistent and cohesive language and framework for students, faculty, and administrators to discuss academic programming at all levels. As well as providing definitions of university academic units and programs, it also provides a structure to assist in determining approval authorities for various types of program and course proposals.

The 2011 Nomenclature Policy draft was developed by the Nomenclature Subcommittee over a two year period. The Subcommittee undertook a broad consultation process with colleges and administrative units, and reported to the Academic Programs Committee in June, 2010, regarding various academic issues relating to Nomenclature. Their report is attached. During the consultation phase, input was received from University Secretary Lea Pennock, Information Strategy and Analytics director Troy Harcot, ESB Associate Dean Alison Renny, CCED director Bob Cram, School of Public Health director Allan Backman, the Program Committee of the Division of Biomedical Sciences, Integrated Planning analysts, and the Committees on Academic Programs and Standards in the College of Arts & Science. Suggested changes have been incorporated into the draft document.

In the fall of 2010, Jason Doell and the Student and Enrolment Services Division undertook additional consultation with administrative units, and developed further revisions of the draft to cover the university's student information and information management systems.

Issues for discussion

In forwarding this draft to Council as a Request for Input, the Academic Programs Committee would like to hear discussion on several aspects:

1) Field of Study and Level of Study

The draft contains a large number of updates to definitions to reflect current university practices. In terms of substantive changes to terminology, APC recommends that the former terminology of "Field of Specialization" and "Level of Concentration" be

changed to the simpler terminology of “Field of Study” and “Level of Study”. This change will reduce possible confusion about a broader use of the variety of terminology within colleges, as well as within degree monitoring programs.

2) Use of “term” rather than “session”

Though the terminology of “academic session” is still in place, university scheduling documents now usually refer to “terms” rather than “sessions” in describing academic time periods. The Subcommittee suggested that the timing, names and scheduling of academic terms should be discussed further.

3) Additional definitions

Definitions have been added or enhanced to provide additional information about Schools, Divisions, Platforms, Program Options, operational credit units, the difference between off-campus classes and off-campus sites, the degree parchment, the transcript, laddering, Selected Topics course, mutually-exclusive course, and federated college. Definitions from other documents such as the University Act, the Special Topics policy, have been added where these are useful – for example, the fiscal year, definitions of faculty and governing bodies. Definitions for Junior College and Virtual College have been deleted.

The term “Academic Unit” has been added (p. 11) to clarify that for specific programs the academic authority could be a division, a research centre or an interdisciplinary administrative committee.

4) Credit for co-instructors and double-listing of courses

The student information system can permit proportional allocation of credit for teaching. This resolves the administrative difficulties of allocating teaching credit for courses co-taught by faculty in two or more departments. It is also less difficult to administer double-listed courses. In the revised nomenclature policy, APC is proposing that double listing of courses would now be permitted following approval through the University Course Challenge, under guidelines outlined on page 18.

5) Student Transcripts policy

The Subcommittee recommended that additional standards be established for the student academic transcript and record.

ATTACHMENTS:

Subcommittee report June 2010

Draft Nomenclature policy document 2011

Summary Report from the Nomenclature Report Subcommittee of APC June, 2010

Nomenclature Subcommittee:

Derek Peak, Academic Programs Committee (Subcommittee chair)

Mik Bickis, Academic Programs Committee

Russ Isinger, Registrar

Dan Pennock, representing Associate and Assistant Deans

Jason Doell, representing Student & Enrolment Services Division

Kyla Shea, representing Institutional Planning and Analysis

Cathie Fornssler, support

Background:

The Academic Programs Committee of Council established a Subcommittee to review and revise the 2001 Nomenclature Report. The Subcommittee met several times to discuss issues and also undertook a broad consultation with the university community to identify areas where definitions and procedures should be revised or updated.

Participants were asked to provide information about whether there were existing standards and definitions which needed to be changed, or which should not be changed. As well, the Subcommittee prepared a list of issues regarding the existing document and asked participants to comment on these questions:

- that the Nomenclature report should distinguish between policies and procedures, and should more frequently update terminology and usage.
- that the university should consider terminology which would allow more than one instructor or department to be involved with a course.
- that the university should include “options” on a transcript
- that new academic entities, such as “platforms”, should be defined

The Subcommittee also asked for opinions on whether fractional credit units would be useful. However, on further discussion it was agreed that such an innovation should reflect a larger review of credit weights for various types of courses, which was beyond the scope of this subcommittee to initiate.

Recommendations

A range of suggestions and comments were received from across the university community (see the Consultation Summary document posted at the Nomenclature Subcommittee website.) The Subcommittee has formulated the following recommendations:

It was agreed upon by the subcommittee that portions of the 2001 Nomenclature report that are currently used around campus to direct academic policies should be separated out into policy documents that conform to U of S administrative guidelines.

Furthermore, it was agreed that a nomenclature document should be prepared separately from the above policy sections which encompassed terms and definitions that are commonly used across campus. This document will conform to the original spirit of the Nomenclature report and allow for administrative and academic units to share a common language. This document will need to be updated far more frequently than the existing Nomenclature report has been to facilitate changes in database management, interdisciplinary programs, and other developments around campus.

Our specific recommendations would be as follows:

- 1) A draft policy document entitled “Policy on Academic Program Nomenclature” (or similar) should be approved (after discussion and revision) by APC and delivered to Council. Our current draft of this policy is attached to this package. It is still in a rough state that doesn’t completely conform with U of S policy documents, but all of the proposed changes to double listing, options, cross listing, and course authority are complete and ready for APC discussion.
- 2) A policy document on Student Academic Transcripts and the Student Record should be drafted to address issues surrounding this topic. Our subcommittee felt that this is outside our mandate, and potentially outside the scope of APC altogether. The implied authority for these topics is likely to reside with the University Secretary and the Registrar
- 3) Fractional credit units for a course are now technically possible, but beyond the scope of this subcommittee.
- 4) APC should decide upon definitions for some terms which are in use at the U of S but remain undefined (or have definitions inconsistent with current usage): Platforms, Schools, and Divisions.
- 5) APC should open a dialogue and discussion on the timing, naming, numbering, and scheduling of our academic terms. Currently there are several calendars under which the university operates, and even the academic calendar’s divisions are somewhat confusing.

University of Saskatchewan Nomenclature Report 2011

University of Saskatchewan Nomenclature Policy	2
Purpose	
Principles	
Scope	
Authority and Responsibility	
Nomenclature Definitions	3
Course definitions	
Credit units and billing hours	
Program definitions	
Student record definitions	
Organizational definitions	
Time-period definitions	
Modes of instruction	
Definitions associated with curriculum	
Nomenclature Policies	16
Calendar format for programs	
Double listing of courses	
Cross-college minors	
Interdisciplinary use of subject codes	
Course numbers	
Class scheduling for common components	
Selected Topics courses	
Special Topics courses	
Nomenclature Standards	18
Calendar format for courses	
Course titles	
Section numbers	
Terms	
Instructional activity codes	
Appendix One: Course level numbering	20
Appendix Two: Approved subject code authority	21
Supplementary Material: Academic programs at the University of Saskatchewan	27

University of Saskatchewan Nomenclature

Category:

Number:

Responsibility: Russ Isinger, Registrar

Approval: University Council

Date: **Draft February 2011**

Purpose

The purpose of the University of Saskatchewan Nomenclature Policy is to provide a consistent and cohesive language and framework for students, faculty, and administrators to discuss academic programming at all levels throughout the U of S.

Previous iterations of the U of S Nomenclature Report (1979 and 2001) were linked very closely to student information systems, and this document continues that tradition as one of the most important uses of consistent nomenclature is to facilitate the delivery of information throughout the university system. Besides obvious benefits to the students, the student information system often identifies inconsistencies, problems with taxonomy, category errors, and internal contradictions that should be addressed. By separating the policies contained herein from the academic definitions, it will become much easier to treat our university nomenclature definitions as a living document and react more quickly to changes as they occur.

Principles

At its most philosophical level, shared language makes collaboration possible. In previous iterations of the Nomenclature Report, this collaboration was primarily between faculty and the administrators of the student information systems, which was certainly important and beneficial for the U of S. However, our Academic Nomenclature needs to evolve alongside our information systems and be flexible enough to encourage the changes in academic programming that are developing throughout campus. In particular, our second Integrated Plan emphasizes Inter-Unit Collaboration as part of its goal to work across boundaries, and stresses that “Universities will be encouraged to develop innovative, interdisciplinary teaching and research programs that address societal issues and respond to the needs and interests of today’s learners.” The existing Nomenclature policies increasingly do not facilitate these objectives, and so the guiding philosophy of this policy document is that we can improve our academic programs by clarifying and revising the nomenclature that we use to communicate across campus.

Scope of this Policy

This document incorporates all of the policies, rules and procedures relating to academic and administrative nomenclature. It replaces the Nomenclature Reports of 1979 and 2001.

Authority and Responsibility

Under the Bylaws of University Council (Part One, Section 1), Council prescribes curricula, programs of study, and courses of instruction, and authorizes the establishment of colleges and departments. This responsibility includes the authorization of policies related to curriculum, programs, courses, and academic administrative structures. The Academic Programs Committee of Council is responsible for recommending to Council classifications and conventions for instructional programs.

The Student and Enrolment Services Division is responsible for management of registration and information systems so that academic programs may be administered in an orderly manner. This responsibility includes the development and implementation of definitions for academic terminology, including coordinating with other university offices to establish common terminology.

Additional definitions relating to university governance, students and faculty can be found in the [University of Saskatchewan Act \(1995\)](#), the [University Council bylaws](#), and the [Collective Agreement](#).

Nomenclature Definitions

COURSE DEFINITIONS

Course

The smallest formally recognized academic unit of the curriculum is the course – a unit of study in a subject area identified by a description of activities.

Course authority

Each course label should be under the administrative authority of one academic unit. Control and management of course labels should be delegated to the Registrar, but authority for label association with specific courses remains with APC/Council.

Three types of authority can be defined for each course:

- **resource authority:** provision of teaching resources for the course
- **content authority:** determining what should be taught in the course This is the authority that will be listed in the student information system. It is often referred to as Academic Authority.
- **administrative authority:** administration of the course when it is taught, including such areas as dealing with student complaints, signing off grades, etc.

For most courses, all three types of authority are held within a single department or college (in the case of non-departmentalized colleges). For interdisciplinary courses, however, the three types of authority can be spread over several departments, colleges, or other units.

A course label is a subject area identifier (four character alphabetic) and the course number (numeric). An academic department or college or interdisciplinary program may offer courses titled with several course labels. Each course label should be under the administrative authority of one academic unit or the Centre for Continuing and Distance Education for courses in certificates of successful completion not under the authority of a college.

Class

While ‘course’ is used to identify subject matter, ‘class’ is used to refer to the offering of a course to one or more students within a term.

Moribund courses

A moribund course is one that has not been taught in the previous 48 months. Moribund courses will be retained in the course archive for an additional 48 months and then will be deleted. A moribund course does not appear in the Calendar but can still be activated for registration.

Moribund/closed subject codes

A moribund or Closed subject code is one that is no longer in use but historically has been used at the University of Saskatchewan. Repurposing of historic or expired subject codes is not feasible due to detrimental effects it would have upon historic academic history records.

Double-listing or cross-listing of courses in the Calendar

The terms “double-listing” and “cross-listing” have been used to describe a variety of academic course delivery methods, but in this document, they are defined as following:

Academic cross-listing

Components of two different courses of different levels (often 400 and 800) which are taught by the same instructor in the same location at the same time. For example, sometimes two courses will be scheduled to share lectures, laboratories, or seminars. In this circumstance, the course requirements for completion of each course are different. Cross-listing of courses is allowed.

Administrative cross-listing

This refers to the practice of creating multiple sections for one class in order to facilitate reserved seating for two or more groups of students. For example, a class may require a certain number of seats to be allocated to students in several different colleges. This can be accomplished by creating several different sections and administratively cross-listing them back into a single class.

Double-listing

The practice of offering a single course under two different course labels. The course requirements for successful course completion are the same for all enrolled students. Double listing may be desirable for circumstances such as professional accreditation and for faculty offering courses for interdisciplinary Schools. For example, in the past the departments of Geological Sciences and Geography have listed the same course under both GEOL and GEOG labels. Double listing of courses is allowed with some caveats, as historically double listing caused additional administrative difficulties as well as confusion to students. Please refer to the policy section for guidelines in the use of double-listing of courses. Proposed double-listings should be circulated for approval through the Course Challenge system.

Cognate courses

refers to the practice of allowing students credit for a course from another department. For example, Biology allows students to take several Agriculture courses for credit towards a major in Biology.

CREDIT UNITS AND BILLING HOURS**Academic credit units**

Academic Credit units define the amount of university-level credit to be awarded for successful completion of a course and will be displayed on the transcript or, in the case of transfer credit, of study elsewhere. A frequent criterion used in judging credit units would be the expected student effort in the course. Hours of instruction can also be a component of this value, so that a course which requires approximately 39 course hours of lectures, at 3 hours per week over 13 weeks, is often valued at 3 credit units.

Courses may be offered with any whole number of credit units. Courses offered to meet requirements for a non-degree level diploma or certificate will have credit units at the non-degree level, in contrast to degree-level credit units, attached to them. The value of these non-degree level courses compared to degree-level credit units is established by the college concerned.

Operational credit units

The credit units (CU) applied to the student's registration record for a class when the parent course possesses 0 Academic CUs. Operational CUs are used to determine a student's full or part time status; control the number of classes a student may register in for a term (maximum credit units); determine a student's loan eligibility; determine eligibility for full or part time months for T2202A processing.

Billing hour units

The billing hour (BH) unit applied to a class is used in the calculation of tuition and student fees.

PROGRAM DEFINITIONS

Program options

Within the general requirements of a particular program, many colleges provide one or more Program Options, which identify a specific set of courses and other requirements. Program Options may be identified by program type, Field of Study, Depth of Study, thesis/non-thesis, and work experience. Work Experience is a Program Option used to identify a prescribed course or group of courses and associated requirements that provide University-recognized work experience (e.g. Business Co-operative Education Program, Internship) in a program.

In Graduate Programs, a Program may have a Research Option (Thesis or Project) or a non-research option (course based).

In colleges with many fields of study, it is often convenient to group them by Program Type. For example, the College of Arts and Science defines three Program Types within the Bachelor of Arts programs and one Program Type within the Bachelor of Science program; the College of Education types its programs as Secondary, and Elementary/Middle Years.

Within a program or program type, the student usually is required to complete a particular Field of Study.

A Field of Study requires completion of a number of prescribed courses in a specific subject or discipline. Programs may permit several Fields of Study. The number of Fields of Study identified for a student may be limited by policy or practical considerations.

Depth of study

In Undergraduate Programs, several Depths of Study in a Field of Study are recognized.

- **Minor** – (18-24 CUs) is a Depth of Study which prescribes a minimum number of courses in one or more related Fields of Study and which may require the student to maintain a specific scholastic standing in these courses. Cross-college minors are governed by the 2007 Policy on Cross-College Minors.
- **Major** – (>24CUs) is a Depth of Study which prescribes a significant number of courses in one or more related Fields of Study and usually requires the student to maintain a specific scholastic standing in these courses. Colleges offering majors with less than 24 credit units must complete the Consultation with the Registrar Form and obtain Academic Programs Committee approval. Exceptions outside of the credit unit values can be approved only by the Academic Programs Committee.
- **Honours** (>42CUs) – is a Depth of Study which prescribes a high number of courses in one or more related Fields of Study and which always requires the student to maintain a high scholastic standing in these courses. (Double Honours is also permitted as a type of Honours program.)
- **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. Typically, a Concentration will be similar in requirement to a Minor, but the majority of coursework will occur within the student's Major Field of Study rather than outside of it. However, other formats of Concentration are possible such as, for example, the Business Cooperative Education Program.

Colleges have developed a variety of terms for concentrations (option, specialization within a major, themes, streams, etc.). It is possible (within technical limitations) to have the concentrations appear on the transcript, but these terms collectively are referred to and displayed as “concentrations”. While the connotation of “option” varies across academic units, it is necessary to have a single term to describe this

level of study, and concentration is the simplest and most descriptive at the university/information systems level.

The first three Depths of Study within a Field of Study always appear on University transcripts. Concentrations may also appear on the transcript, provided that the proposed concentration is consistent with Canadian University general practices and/or acknowledged and desirable for professional organizations and accreditation and is feasible within the technical limitations of the transcript's reporting system. Consultation with the Registrar and Academic Programs Committee must be performed for new concentrations to appear on transcripts.

STUDENT RECORD DEFINITIONS

The student record holds the program and course information related to a specific student. It will typically contain information related to the specific classes, sections and sessions.

Qualification

The qualification is the degree, diploma or certificate awarded to the student, which may be accompanied by an indication of distinction (Great Distinction, Distinction, Honours, High Honours).

Transcript

The transcript is the official and unabridged version of a student's educational records at the University of Saskatchewan provided to the student and at the student's request to third parties. The transcript shows the label, title, class, term and result for each course in which a student was registered past the add/drop deadline. It also records such information as faculty actions, suspensions, expulsions, transfer credits, and qualifications and distinctions. The nature, extent and format of information that appears on the transcript are determined by the Registrar in accordance with national and international professional standards, normal registrar practice in higher education, and practical systems. An official transcript is one issued directly to another agenda of institution and bearing the seal of the University of Saskatchewan and the signature of the Registrar. The seal and the signature may be in electronic form in accordance with the University's signing policy.

Parchment

The Parchment is a legal document issued by the University of Saskatchewan, that confirms the recipient has successfully completed a specific course of study and confers an academic qualification. The Parchment displays the University of Saskatchewan seal, at minimum the signatures of the University President, University Chancellor, University Secretary, and the date, degree, and major.

ORGANIZATIONAL DEFINITIONS

University Council

A governing unit of the University, with duties and authority described in the University of Saskatchewan Act 1995. In general, Council is responsible for overseeing and directing the University's academic affairs. This includes areas such as establishment of departments, colleges and programs; affiliations; student discipline for academic offences; admission standards and quotas; scholarships and bursaries; examinations; library policies; and advising the Board on physical and budgetary plans.

Board of Governors

A governing unit of the University, with duties and authority described in the University of Saskatchewan Act 1995. In general, the Board is responsible for overseeing and directing all matters respecting the management, administration and control of the University's property, revenues and financial affairs.

Chancellor and Senate

The duties and authority of the Chancellor and Senate are described in the University of Saskatchewan Act 1995. In general, the Chancellor presides at meetings of Convocation and Senate, and confers degrees. In general, Senate is responsible for non-academic student discipline, examination for professional societies, grants honorary degrees, and confirms the decisions of Council in the areas of admission requirements, quotas, the disestablishment of departments and colleges, and the dissolution of affiliations.

Officers of the University

The authority and duties of the following are described in the University of Saskatchewan Act 1995: President, Vice-President and acting president, Deans, Heads of departments, Secretary, Controller. The president is responsible for supervising and directing the academic work of the university, its faculty and student body, and the business affairs of the university.

Faculty

A faculty member is defined in the University of Saskatchewan Act (1995) as a person who serves as a professor, associate professor, assistant professor, lecturer, special lecturer, instructor, librarian or extension specialist. The Act requires full-time employment. However, the Bylaws of University Council defines as members of a College or School Faculty, those Professors, Associate Professors, Assistant Professors, Extension Specialists, and full-time lecturers, who are members of departments which, for administrative purposes, are assigned to the Dean of that College or the Director of that School.

Organizational program types

Programs are often described using the terms “direct-entry”, “non-direct entry”. Some programs are also described as “professional” programs. These are defined as follows:

- **direct-entry:** programs which admit students with high-school level preparation.
- **non-direct entry:** programs which admit students only after one or more years of university-level preparation.
- **professional:** programs which are designed to ensure that students will qualify to receive professional certification from a professional body or association in addition to their degree. Professional certification bodies usually specify course requirements and graduation standards expected.

Academic unit

The term “academic unit” is used to describe authority over academic programs and student progression. Primarily, academic units are departments, schools, and colleges, but for specific programs the academic authority could be a division, a research centre or an interdisciplinary administrative committee. The Centre for Continuing & Distance Education is the academic unit for those Certificates of Successful Completion which are not under the authority of a college.

College

An organizational unit of the University, the Faculty Council of which is assigned the general responsibility for the development and delivery of programs and courses leading to degrees, certificates, diplomas and other forms of recognition approved by the University and for matters of scholarship and discipline relating to the students enrolled therein.

The Dean of a college is an officer of the university with duties and authority described in the University of Saskatchewan Act 1995. The Dean is responsible for general supervision over and direction of the work of the college and of the teaching and training of the students of the college.

In a non-departmentalized college, the College is also responsible for instruction, research and scholarly work, as described for departments.

School

An organizational unit of the University, governed by a Faculty Council and with an Executive Director or, if the school is synonymous with College, a Dean, reporting to the Provost and Vice-President Academic. Faculty associated with the School are assigned through a variety of appointments and are responsible for the general responsibilities assigned to Colleges, which would include outreach activity, research and the delivery of programs, often of an interdisciplinary nature, housed within the school.

The Professional School is an academic unit focused on the delivery of professional program. These programs may be accredited and prepare their students for particular professional designations. The professional school is housed within a College, with the head of the school (e.g. Associate Dean or Director) reporting to the Dean of the associated College.

Division

The term “Division” has several meanings in the university.

In some cases it represents an administrative or organizational unit, much like a department, which reflects the unit’s disciplinary or interdisciplinary approach towards program delivery and research and scholarly work. In other cases, a division is a structure organized to facilitate administration for a group of departments or units with a recognized, distinctive commonality of purpose and practice. In such cases, the division commonly is governed by a Divisional Faculty Council with specified powers delegated to it by the College Faculty Council.

Department

An organizational unit of a College, the Faculty of which is responsible for the development and delivery of instruction and for carrying out research and scholarly work in a particular subject and/or related subjects.

The Head of a department is an officer of the university with duties and authority described in the University of Saskatchewan Act 1995. The Department Head has general supervision over and direction of the work of the department and shall assign teaching duties to the members of the department following consultation with the department as a whole. The Head is also responsible to the Dean for the satisfactory performance of the work of the department.

Centre

The University currently hosts a variety of centres, variously known as centres, institutes, units, organizations, networks, or programs, including incorporated entities. For purposes of this policy, a centre is a formally structured organization which is not a division, department or college, but which is established within or in conjunction with the University of Saskatchewan, for the pursuit or support of: scholarly, artistic, scientific, or technological objectives; teaching; or outreach. This is a particular list of defined centres and is not meant to preclude the use of the term.

This should include, but not necessarily be limited to 1) performing disciplinary or multi-disciplinary research, teaching, scholarly or artistic activity; 2) offering new curricular and extra-curricular educational opportunities; 3) demonstrating or stimulating research, scholarly, artistic or business opportunities; 4) providing outreach activities.

- **Type A** Centres are those that are organizationally part of one college, and report to a Dean. These Centres involve activities that complement and enhance the work of primarily one college, and could involve multi-disciplinary and multi-faculty work. The activities of such Centres

should be congruent with approved College Plans and would be established with the Dean's endorsement and Council approval. Responsibility for funding of these Centres rests with the college.

- **Type B** Centres are those that involve activities beyond the scope of a single college and/or involve significant resources and will require the endorsement of the Deans involved, the appropriate Vice-President (usually the Vice-President Research) and Provost's Committee on Integrated Planning (PCIP) before seeking the approval of Council. These Centres are organizationally part of the University and are subject to University management and control, reporting to a designated Dean, an Executive Director that reports to the vice-provost, or an appropriate Vice-President (usually the Vice-President Research). CCDE is a Type B centre.
- **Type C** Centres are Centres that are incorporated and legally distinct from the University, and which have academic/research implications for the University. These Centres must have the authorization of the Vice-Presidents and secure Council approval before being recommended to the Board of Governors. These Centres may be either a cooperative relationship involving the sharing of resources, or a landlord-tenant relationship, reflecting the academic interest of the University in the Centre's activities and recognizing the University's community obligation to promote the greatest community use of its faculties and resources. These Centres will report on their academic and research activities to a Dean to the extent possible, and/or to an appropriate Vice-President. A financial report must also be provided to the Vice-President (Finance and Resources) for the Board, and all legal requirements of incorporated entities met.
- **Type D** Centres are legally incorporated entities, established to support the activities of the University, but which have no academic focus. Such Centres may be proposed by a college or administrative unit, and their establishment would require the approval of the Vice-President Finance and Resources, PCIP and the Board of Governors. Type D Centres would report on an annual basis to the Vice-President Finance and Resources and through that office to the Board.

Platform

The term "platform" is used to describe an agreement between departments or academic units to categorize certain courses or groupings of courses as core courses for foundational knowledge, in several fields of specialization or interdisciplinary areas.

Federated College

An educational institution authorized by the University to offer for University credit, courses in certain subject areas. As described in the Bylaws of University Council, a Federated College must be authorized by the University to give courses recognized for credit toward a Bachelor of Arts degree in the subjects of at least four departments of the College of Arts and Science. The members of the College teaching staff, teaching the above University courses or classes, must possess qualifications sufficiently high to be recognized as members of the Faculty of Arts and Science and shall be so recognized, and the College must be situated on or adjacent to the campus at Saskatoon. St. Thomas More College, Saskatoon, is the university's only federated college.

Affiliated College

An educational institution recognized by the University as carrying on work of a University level. As described in the Bylaws of University Council, the aim of affiliation is to associate with the University for the purposes of promoting the general advancement of higher education in the province, those institutions which are carrying on work recognized by Council as of university grade, where such association is of mutual benefit to the University and the institution seeking affiliation. The colleges affiliated with the University of Saskatchewan are Horizon College and Seminary, Saskatoon; College of Emmanuel and St. Chad, Saskatoon; Gabriel Dumont College, Saskatoon and Prince Albert; Lutheran Theological Seminary, Saskatoon; St. Andrew's College, Saskatoon; and Briercrest Bible College in Caronport, SK.

Off-campus

- **Site** A regional college or other educational institution where students may be admitted to the University of Saskatchewan for one or more years of study. Sites now designated are reviewed by a College at regular intervals under a policy which requires, among other things, that the site offer classes in humanities, social sciences and sciences so that students can complete at least the first year of studies.
- A **class** is deemed to be off-campus if the administration of the class is not through the main university campus (e.g. through a regional college), if the class is not taught physically at the main university campus or if permitted by the Registrar.
- **Graduate students** completing thesis requirements are not considered to be off-campus.

TIME-PERIOD DEFINITIONS

Academic year

A twelve-month period beginning July 1st each year. This is the usual time period used for academic appointments in the hiring and promotion of faculty.

Academic schedule

A listing of the dates of major academic events or deadlines appearing in the Calendar.

Academic calendar year

A twelve month time period beginning May 1st of each year around which admission procedures and curricular changes are organized. Students are generally expected to complete the program requirements established/approved for the Academic Calendar Year in which they were admitted. As such, program changes and new programs are typically implemented with an effective date of May 1st.

Fiscal year

As defined in the University Act (1995), the fiscal year for the university runs from May 1 to April 30.

Term

A period of time defined in the Academic Schedule, for which a course for credit may be offered. Terms are identified by the year and the month of when they occur (e.g. 200909 is September of 2009). Each term usually allows for a range of 33-39 instructional period hours of instruction per term. For graduate students, the year is divided into Graduate Term One, Graduate Term Two and Graduate Term Three.

Regular term (Fall Term 1 and Winter Term 2)

The term established in which instruction is provided for full time students.

The Regular Term usually allows for 13 weeks of instruction followed by the examination period. Some professional colleges have longer Regular Terms, and different start and end times.

Spring and summer (Spring Term 1 and Summer Term 2)

These two terms begin in mid-May and end in mid-August. Instructional periods and times differ from those in the Regular Session.

- Term One (May and June, split into Quarter One and Quarter Two)
- Term Two (July and August, split into Quarter Three and Quarter Four)

Irregular terms

Some professional colleges and CCDE have longer terms, and different start and end times. Several colleges deviate from this terminology – for example, for graduate students, the year is divided into Graduate Term One, Graduate Term Two and Graduate Term Three, while Veterinary Medicine divides its instructional sessions into “Quarters”.

Quarter

A division of the University academic year composed of half a term.

Day period

A daily period currently between 0830 and 1730 hours.

Evening period

A daily period currently between 1730 and 2200.

Instructional period

A scheduled period of time in which a group of students participate in a particular type of instructional activity (laboratory, lecture, discussion, etc) related to a specific subject.

Instructional cycle and instructional periods

For regular session standard day period lecture classes:

- 50 minute instructional periods starting half-past the hour, on the instructional cycle every Monday, Wednesday and Friday; or 75 minute instructional periods starting at 0830, 1000, 1130, 1300 or 1430, on the instructional cycle every Tuesday and Thursday;
- ESB offers Monday/Wednesday classes on a 75 minute instructional period AND the current Instruction Period and Instruction Cycle does not capture the delivery of MBA and MPAcc classes

For regular session standard evening period lecture classes:

- 150 minute instructional periods, on the instructional cycle of one evening per week;

For Spring and Summer terms lecture classes:

- presently these are usually taught for two hours per day (110 minutes), five days per week, but this can vary depending on the course requirements.

Classes can be offered any day or night except Sundays.

MODES OF INSTRUCTION**Schedule types**

The following types of instruction are for the purposes of tracking the kinds of instruction offered in various classes.

- **Lecture (LEC)** an instructional unit in which the instructor is responsible for preparing and presenting the course material.
- **Seminar (SEM)** the students usually share some of the responsibility for preparing and presenting course topics. It may include more discussion types of interaction between instructor and students.
- **Tutorial (TUT)** It is a mechanism to review in class materials and content with greater student interaction between instructor and students outside of the central lecture.

- **Practicum/Laboratory (PRA or LAB)** an instructional unit in which instructors are responsible for instructing, preparing and supervising student investigations, experiments, practicum experiences, etc., usually requiring the use of special equipment or facilities.
- **Multimode (MM)** an instructional unit in which the instructor uses a combination of the above instruction types in a way which makes a breakdown by specific instruction type difficult.
- **Clinical Service (CL) and Teacher Supervision (SUP)** an instructional unit in which the students are required to meet with instructors for scheduled instructional periods to perform a professional service while receiving instruction. Examples are clinical classes in the Health Sciences and Student Teaching in Education. (Instruction is typically provided on a one-to-one basis or to very small groups of students).
- **Supervised Self-Instruction (SSI) and Problem Session (PRB)** an instructional unit in which instructors are scheduled to be available for instruction and supervision of a group of students engaged in solving problem assignments; in using programmed or automated instructional materials; or in other supervised activities. A room or facility may be scheduled for this activity. However, the extent to which the individual student takes advantage of the facility or opportunity to meet with the instructor is not known. Problem labs are an example of SSI. The number of students attending each class may vary, therefore assign maximum enrolment limits as an average number in attendance.
- **Co-op Work Experience/Internship (COO, IN1, IN2, IN3)** the portion of an instructional unit which comprises the counseling and on-going monitoring contact in a paid work experience class. Only the number of instructor hours for the scheduled supervision by a campus instructor should be reported.
- **Individual Research/Reading (RES or RDG)** included in this category are individual research, reading and other studies or projects in which each student works independently under the direction and supervision of an assigned instructor(s). The student and instructor usually meet on an "as required" basis. (Since the number of hours spent by the student and the number of hours of instruction given by the instructor cannot be determined, only the number of students enrolled in the activity are recorded).
- **Web-Based (WEB)** A class where either the entire class or a portion of the class is presented to students with a web tool.
- **Independent Studies (IND)** A class offered by a department utilizing non-face to face and non-web based methods of instruction.
- **Practicum course** At the University of Saskatchewan, a practicum is usually a course in which a student works part-time in a workplace for a specified number of hours per week. However, the term is used widely in undergraduate and graduate education to describe all kinds of work-based learning experiences from single courses to lengthy clinical practice experience.

DEFINITIONS ASSOCIATED WITH CURRICULUM

Course

A unit of study in a subject area defined by a course description, title, and number in the Calendar. This unit of subject material is normally presented over a term to students in one or more registered classes.

Registered class

A group of one or more students registered to take a course under the general direction of a particular instructor (s) at a given time. A registered class may consist of one or more instructional units. Registered classes are defined by the label of the course under study and a registered class section number or by the Term and Course Reference Number attached to the class.

Off-campus class

Classes are defined as on-campus or off-campus for various reasons, including assessment of fees. An off-campus class is usually a class offered through a Regional College, at a SIAST campus or by an affiliated college such as Gabriel Dumont College. Occasionally, if an affiliated college is offering a class at the Saskatoon Campus, these would still be considered as “off-campus” classes for the purposes of student fee charges. Such courses are offered at a number of locations throughout the province. They are taught by instructors approved by the University’s academic departments.

Evening class

A course offered in the evening instructional period which is an instructional period that begins after 17:30.

Program

A generally defined set of courses and other requirements described in the Calendar, which the student must successfully complete to obtain a specific degree, certificate or diploma or other recognized qualification.

Academic credit unit use in programs

The academic credit to be allocated in a student program for completion of a course. Most courses are allocated 3 credit units. Most three-year degree programs require completion of 30 3-CUE courses, or 90 credit units.

Educational level:

The educational level of the student for which the program has been designed. Programs are offered at four educational levels: community, non-degree level, undergraduate, and graduate levels.

Community level program

Community Level is used for single, typically non-numbered courses or groups of courses available to the general public. A single course or program of courses, usually unnumbered or numbered with single digits, which are not accepted for credit toward any certificate or degree.

Non-degree programs

These programs lead to a diploma of successful completion, a certificate of successful completion or certificate of attendance

Non-degree level program

A program of courses which are generally numbered below 100. In some degree-level programs, these courses are treated as cognate courses or can be used towards the completion of a degree-level program.

Degree program

Approved by Council, these programs lead to a specific degree or certificate of proficiency or diploma of proficiency at this University. The terms “combined degree” or “second degree” are used by colleges to describe two degree programs containing courses which may be counted toward the requirements of both degrees, so that a student can achieve both degrees in less time than if the programs were taken separately.

Undergraduate level program

A program of courses and other educational experiences intended for students at the University undergraduate level (bachelor degree).

Graduate level program

A program of courses and educational experiences intended for students at the graduate level (Post-Graduate Diploma, Masters degree and PhD degree).

Certificates and Diplomas

The terminology of “certificate” and “diploma” is used both for degree-level (undergraduate and graduate) programs and for non-degree-level programs. In 2000, the following policy was approved by Council which defined the various levels and kinds of certificates and diplomas.

- ***Certificate of Proficiency and Post-Graduate Diplomas*** Approved by Council, these certificates and diplomas signify the completion of a recognized program of degree-level courses and imply the attainment of a degree-level standard of proficiency, achievement, or promotion.
- ***Diploma in Agronomy & Diploma in Agribusiness*** Approved by Council, this program includes university-level courses, and completion implies the attainment of a university-level standard of achievement which is fully transferable into certain degree-level programs.
- ***Certificate of Successful Completion*** These programs are approved by the Vice-President Academic & Provost following consultation with the Registrar and the Academic Programs Committee. This term is used to signify the successful completion of a course or program of courses appropriate for post-secondary training but not classified as degree-level courses. The topics covered in these courses may be similar to topics covered in degree-level courses, but the distinguishing features are normally differences in the breadth and depth of understanding required for successful completion. Implies the attainment of a standard of proficiency, achievement or promotion appropriate for post-secondary training.
- ***Certificate of Attendance*** These programs are approved by the Executive Director of CCDE or the Dean of a college, after consultation with the Provost & Vice-President (Academic). This term is used to certify satisfactory attendance at a community-level course or program of courses sponsored by CCDE or a college at the University of Saskatchewan. It does not imply attainment of a standard of proficiency, achievement or promotion.

Academic program type

A prescribed set of requirements related to Fields of Study within a program

Laddering

Designing the program and courses of Diploma or Certificate (non-degree) and Degree programs such that students may transfer between them. Typically, a student would complete one or two years in the Certificate program and then transfer to the second or third year of the degree program.

Depth of study

The level of study describes the depth at which a field of study is investigated. The four recognized levels are minor, major, honours and Concentration. Each prescribe a certain number of courses in a Field of Study and usually requires a certain scholastic standing in these courses.

Field of study

A Field of Study usually requires completion of a number of prescribed courses in a subject or discipline (and perhaps in cognate subjects). Programs may permit several Fields of Study.

Discipline

Academic areas of study, research and scholarly work are described at many universities as “disciplines” and terms like “disciplinary”, “interdisciplinary” and so forth are used worldwide. In considering descriptive terminology for programs and curriculum at the University of Saskatchewan, however, the term “Field of Study”, as defined above, is a more inclusive term to describe student programs.

Concentration

Specific sets of courses or other requirements which are provided within the general requirements of a program. Colleges refer to these internally as options, streams, areas of focus etc..

Interdisciplinary program

An interdisciplinary program is a Field of Study which permits students to study beyond the boundaries of traditional disciplines, to explore the relationships among disciplines in depth, and to integrate knowledge gained into a central theme. It may be cross-departmental or cross-college in nature.

Work experience program options

- **Professional Internship program** A supervised, practical training period for a student, usually endorsed by a professional association or accreditation body.
- **Cooperative Education program** A program which allows a student to combine academic study with work experience by combining terms on campus with terms working full-time in a job related to the Field of Study.

Cross-college minor

The Resource College will retain academic authority for all related Minors within this Depth of Study. In most cases, the Resource Unit will have academic, resource and administrative responsibilities for the majority of the courses included in the Minor, and will be the sole academic authority for this Depth of Study. The Resource College will approve any Minors prior to their being presented to the Academic Programs Committee.

The Adopting College will work with the Resource Unit to define the specific content of the Minor that will be completed by students within the Adopting College. Under procedures approved by Council in April, 2002, minors in new Fields of Study are approved by the Academic Programs Committee.

Resource unit

The resource unit may be a college, department, school or interdisciplinary group, and is the academic unit with primary expertise for a Field of Study.

Resource college

The resource unit, in the event that it is a department or interdisciplinary group, will reside within an identified resource college.

Adopting college

The adopting college is the college responsible for the degree program to which the minor is attached

Mutually-exclusive course

Courses that are not entirely equivalent but possess similar content.

Nomenclature Policies

Calendar format for programs

All Programs shown in the Calendar should list all degree requirements, including specified and elective courses, required averages for graduation, and any other requirements. It is the purview of the Registrar to determine what constitutes the Calendar.

Double-listing of courses

Double listing of courses is allowed with some caveats, as historically double listing caused additional administrative difficulties as well as confusion to students. Proposed double-listings should be circulated for approval through the Course Challenge system. The following guidelines apply to double listings:

- Once a student has completed the course then that course label is the one for which they receive credit. However, equivalencies for double listed courses would apply in the event of program changes.
- The course must be delivered at same credit units and level for both course labels.
- It must be explicitly stated in the calendar and on the syllabus that it is a double listed course.
- Content and administrative authority for the double listed course be clearly explained and each authority must track back to a single unit. By default these authorities would reside with the unit of the faculty member who is delivering that section of the course.

Cross-college minors

When a cross-college minor is being proposed for a degree program, the Adopting College and the Resource College will forward a joint submission to Academic Programs Committee. For the purposes of this policy, a cross-college minor would be considered as a new Field of study within the adopting college.

Interdisciplinary use of subject codes

Each Subject Code is under the specified authority of an identified unit. The specified authority may permit the use of a course label under its authority by another unit for a specific course or courses upon agreement by the specified authority, with the secondary unit then having administrative, content and/or resource authority for this specific course. This arrangement requires the agreement of the specified authority and is contingent upon consultation with the Registrar and the approval of APC via the course challenge process. This arrangement would allow for specific classes to be delivered and administered by faculty from another department (a different resource authority), which is important and desirable for both inter- and multi-disciplinary programs. This would mirror the cross-college minor system where both colleges must agree to the minor for it to be delivered.

Students must be informed of the department who is responsible for such a course on their syllabus.

See Appendix 2 for listings of Subject codes and the Specified Authority

Course numbers

Course numbers are used according to the conventional practices established by the University for course numbering, as adapted by each college within the academic structure of its programs.

Consistent with the usual university practice, colleges and departments may develop their own numbering schemes in consultation with the Registrar for new and revised courses, based on numbers available and on the order in which they want to have their courses appear in the Calendar.

Course numbers are used as follows (see Appendix One):

Course numbering will usually follow the conventional practice as described below and shown in the Course Levels chart.

- **Community level courses:** The numbers 01-09 are used for tracking membership in classes and are not used for university credit towards a degree, diploma, or certificate.
- **Non-degree courses:** The numbers 010-099 are used for courses developed for non-degree level programs.
- **Undergraduate courses:** The numbers 100-109 are used for general introductory courses which are not usually acceptable as a preparation for more advanced work in the subject area. In some specialized cases, 200-level courses may be considered introductory courses.
The numbers 110-199 are used for courses that introduce a subject area and which could serve as prerequisite to senior-level courses in that subject. These are often referred to as junior undergraduate courses. Usually these are taught in direct-entry programs.
Courses numbered 200 to 699 are also referred to as senior undergraduate courses, including courses in the first year of a non-direct-entry program. Some post-baccalaureate certificates requirements are comprised of 500 level courses. (E.g. The Special Education Certificate)
200-level courses usually have 100-level prerequisites, while 300-level and 400-level courses often have 200-level prerequisites. The 300- and 400-level courses are usually senior-level courses taken in the third and fourth years of a program
- **Graduate courses:** The numbers from 700 to 999 are used for graduate-level courses. The 800 series is usually for senior graduate courses which require undergraduate degree completion. The 900 series has been reserved for graduate research and seminar courses.
Consistent with the above scheme, colleges and departments may develop their own numbering schemes for new and revised courses, based on numbers available and on the order in which they want to have their courses appear in the Calendar. The numbers x98 and x99 are reserved by the university for Special Topics courses, 990 for graduate level seminar requirements, 992 for Masters level project-based program requirements, 994 for Masters level thesis-based program requirements and 996 for PhD level thesis requirements.

When a course is deleted, that course number cannot be reused for a different course for a minimum of ten years. This avoids confusion for students in registration and transcripts.

Class scheduling for common components

Components of two different courses can be taught in common – for example, sometimes two courses will be scheduled to share lectures, or laboratories, or seminars. In this circumstance, the course requirements for completion of each course are different.

Selected Topics courses

Regular course offerings approved by University Course Challenge that allow for the subject of offering to change at the discretion of the Instructor. Typically, these courses are approved with a general topic area, for example, “Topics in Literary and Cultural Theory”. Students may receive credit for these courses up to 5 times, provided that each offering of the course addresses a different aspect of the general topic area.

Special Topics courses

These courses are offered on a special case basis, to allow colleges and schools some latitude in mounting course offerings when confronted by special circumstances. These courses must be approved by the faculty of the college responsible for the course and should be numbered 298, 398, 498, 598, 898 or 299, 399, 499, 599, or 899. The maximum number of times a single topic can be offered is twice in five years and the maximum number of times a student can receive credit for a Special Topics course is five times, provided that each offering of the course addresses a different topic. Special Topics courses are not normally used to substitute for required courses in a program.

Nomenclature Standards

Calendar format for courses

The format for presenting consistent course information in all formal includes:

- 1) the course label (consisting of a subject code of 4 characters and a 3 digit numeric code)
- 2) the full title of the course (in English)
- 3) the course academic credit unit value
- 4) prerequisites, co-requisites, permissions and restrictions if any
- 5) course description of 50 words or less
- 6) additional information about transferability, duplication, or loss of credit

Title, label, and credit unit value identify the courses used to meet requirements for graduate and undergraduate degrees. Typically credit units are attached to these courses. Courses offered to meet either degree or certificate requirements follow the same identification system for degree-level courses. Courses offered exclusively to meet the requirements for diplomas and certificates and courses offered for community interest are identified by title and sometimes by label and number, with some having credit units assigned as determined by the college (or in the case of community interest, by the centre) concerned.

Course titles

Effective communication should be the primary consideration determining appropriate titles. Short titles must be limited to 40 characters in length so they can reasonably appear on transcripts and in the student information system. Longer titles should be of a reasonable length (up to 100 characters) and can be shown in the Calendar.

Section numbers

Classes are identified by section numbers which may contain information about the delivery mode. Classes can be offered in various delivery modes. Some section numbers are accompanied by additional letter codes, as follows:

- “A” sections – are taught in a mixture of delivery modes at off-campus sites
- “C” sections – are taught in person at off-campus sites
- “E” sections – are courses taught for contracting agencies
- “V” sections – are taught by television at off-campus sites
- “W” sections – are taught by online or web-based delivery
- “X” sections – are taught by Independent Studies

Terms

- ***Regular Terms***
Term One (September to December) and Term Two (January to April)
- ***Spring and Summer Terms:***
Term One (May and June, split into Quarter One and Quarter Two) and Term Two (July and August, split into Quarter Three and Quarter Four)

Several colleges and CCDE deviate from this terminology for sessions.

The value of establishing common term dates for most of the students on campus ensures consistency for both students and faculty who may be taking or offering courses in several colleges, and allows implementation of campus-wide deadlines for policies, such as withdrawal from classes, which have significant impact on student decision-making and academic progress. Variance of course offerings from established term dates is acceptable when it is justified by the demands of the program and when the variance has been approved by Council.

Instructional activity

Abbreviations are used to describe instruction type and modes of delivery.

IND	Independent Studies
LIVE	Live Face To Face
MULTI	MultiMode
PRINT	Print Based
TELE	Televised
WEB	Web Based
WIND	Independent Studies + WebCT
WLIVE	Live Face To Face + WebCT
WMM	MultiMode + WebCT
WPRIN	Print Based + WebCT
WTELE	Televised + WebCT
WWEB	Web Based + WebCT
XHIGH	High School (Admin Only)
XINA	Instructional Mode Not Applicable

Attachments:

Appendix One: Course Level Numbering

Appendix Two: Approved Subject Code Authority

Supplementary Material:

Academic Programs at the University of Saskatchewan

Appendix One: Course Level Numbering

Educational Level		Course Level	General Description of Courses Numbered in this Range
Community		01-09	Courses or groups of courses intended for the general public and never for degree credit
Non-Degree (Non-University)		010-089	Courses intended primarily for Non-university level programs. These are appropriate for post-secondary training and may have content similar to degree-level courses, but do not have the breadth or depth of understanding.
		090-099	Courses which do not require the matriculation level preparation generally required by most Universities as a necessary prerequisite for a first year undergraduate level course in the subject. In particular, this series of course numbers are used when a department also offers a junior level course in a subject for students with matriculation level 30 preparation (identified by a 100 series number). Students should be advised that courses numbered in the 90 series <u>may not</u> be accepted for credit toward a degree in some programs at this or another University and therefore should check course descriptions and program requirements carefully.
University	Junior Level	100-109	General introductory courses usually not intended as preparation for more advanced study in the subject but are designed to acquaint the student with a field of knowledge in which they do not propose to concentrate. Students should be advised that these courses may not be accepted as prerequisites for advanced undergraduate study in the subject or as adequate preparation for entry into some programs and should therefore check course descriptions and program requirements carefully.
		110-199	All other courses offered for junior undergraduate level credit. These courses are usually accepted toward meeting introductory-level program requirements and are usually used as prerequisites to senior-level courses.
	Senior Level	200-699	Courses intended for upper years of direct entry College undergraduate programs or for all years of non-direct entry College programs. In many (but not all) direct entry College programs the first digit will usually indicate the year of the program for which the course has been designed. For non-direct entry College programs; first year program courses will usually be numbered 200-200, second year program courses 300-399, etc. Post-baccalaureate certificate programs would typically use 500-699 course numbers.
Graduate Level	Junior Level	700-799 Not currently in use	A graduate course which has a significant amount of content on the undergraduate level should be numbered on the 700 level. A 700-level designation does not suggest that students taking the course are unprepared for the program in which they are registered; it only indicates that they lack the normally expected undergraduate preparation in the subject area of the course itself.
		800-899	A course which may be taken only by students who have completed the undergraduate level preparation generally expected for a graduate level course in the subject.
		990 - 999	Graduate Seminars, Projects, Theses, Exhibitions

Appendix Two: Approved Subject Code Authority

Undergraduate Level - Subject Codes

Agriculture and Bioresources		
Code	Code Description	Department
AGEC	Animal Science	Bioresource Policy Bus Econ
AGRC	Agriculture	AGBIO (Dean's Office)
AGRN	Agronomy	Plant Sciences
ANSC	Animal Science	Animal and Poultry Science
APMC	Applied Microbiology	Food and Bioproduct Sciences
BPBE	Bioresource Policy Bus Econ	Bioresource Policy Bus Econ
EVSC	Environmental Sciences	Soil Science
FABS	Food and Bioproduct Sciences	Food and Bioproduct Sciences
FAMS	Food and Applied Micro Sci	Food and Bioproduct Sciences
FDSC	Food Science	Food and Bioproduct Sciences
HORT	Horticulture	Plant Sciences
IPRM	Indigenous People Resource Mgt	AGBIO (Dean's Office)
PLSC	Plant Science	Plant Sciences
RRM	Renewable Resource Management	Soil Science
SLSC	Soil Science	Soil Science

Arts and Science		
Code	Code Description	Department
ANTH	Anthropology	Archaeology and Anthropology
ARAM	Aramaic	Classics
ARCH	Archaeology	Archaeology and Anthropology
Code	Code Description	Department
ART	Art	Art and Art History
ARTH	Art History	Art and Art History
ASTR	Astronomy	Physics and Engin Physics
BINF	Bioinformatics	Arts and Science (Dean's

Code	Code Description	Department
BIOL	Biology	Biology
BMST	Biomolecular Structures	Arts&Science (Dean's Office)
BTEC	Biotechnology	Arts&Science (Dean's Office)
CHEM	Chemistry	Chemistry
CHIN	Chinese	Religion and Culture
CLAS	Classics	History
CMPT	Computer Science	Computer Science
CMRS	Classical Medieval Renaissance	History
CNS	Canadian Studies	Native Studies
CREE	Cree	Native Studies
CSCH	College Scholar	Arts&Science (Dean's Office)
CTST	Catholic Studies	Arts&Science (Dean's Office)
DRAM	Drama	Drama
ECON	Economics	Economics
ENG	English	English
EP	Engineering Physics	Physics and Engin Physics
FREN	French	Languages and Linguistics
GEOG	Geography	Geography and Planning
GEOL	Geology	Geological Sciences
GERM	German	Languages and Linguistics
GRK	Greek	History
HEB	Hebrew	Religion and Culture
HIST	History	History
Code	Code Description	Department
IK	Indigenous Knowledge	Arts&Science (Dean's Office)
INCC	Interdisc Stud Culture Creat	Interdisc Cntr Culture Creat
INTS	Interdisciplinary Studies	Arts&Science (Dean's Office)
INUK	Inuktitut	Religion and Culture

IPJP	Indig Peoples and Justice Prog	Arts&Science (Dean's Office)
IS	International Studies	Political Studies
LATN	Latin	History
LING	Linguistics	Languages and Linguistics
LIT	Literature	Languages and Linguistics
LUES	Land Use and Enviro Studies	Arts&Science (Dean's Office)
MATH	Mathematics	Mathematics and Statistics
MUAP	Music Applied	Music
MUS	Music	Music
NRTH	Northern Studies	Arts&Science (Dean's Office)
NS	Native Studies	Native Studies
PBIO	Palaeobiology	Geological Sciences
PHIL	Philosophy	Philosophy
PHYS	Physics	Physics and Engin Physics
POLS	Political Studies	Political Studies
PSY	Psychology	Psychology
RLST	Religious Studies	Religion and Culture
RUD	Regional and Urban Development	Arts&Science (Dean's Office)
RUP	Regional and Urban Planning	Geography and Planning
RUSS	Russian	Languages and Linguistics
SC	Science	Arts&Science (Dean's Office)
SEML	Semitic Languages	History
SNSK	Sanskrit	Religion and Culture
SOC	Sociology	Sociology
SPAN	Spanish	Languages and Linguistics
SPST	Special Studies	Arts&Science (Dean's Office)
Code	Code Description	Department
STAT	Statistics	Mathematics and Statistics
TOX	Toxicology	Arts&Science (Dean's Office)
UKR	Ukrainian	Languages and Linguistics
WGST	Womens and Gender Studies	Interdisc Cntr Culture Creat
XBCS	UArctic Consortium	Arts&Science (Dean's Office)
XTLC	Teaching and Learning Centre	Arts&Science (Dean's Office)

Dentistry		
Code	Code Description	Department
DENT	Dentistry	Dentistry (Dean's Office)

Education		
Code	Code Description	Department
CACE	Adult and Continuing Education	Education (Dean's Office)
EADM	Educational Administration	Educational Administration
EART	Art Education	Curriculum Studies
ECED	Ecological Education	Education (Dean's Office)
ECMM	Education Communications	Curriculum Studies
ECNT	Continuing Education	Educational Foundations
ECUR	Curriculum Studies	Curriculum Studies
EEXC	Education Exceptional Children	Ed Psych and Special Education
EDST	Education Student Teaching	Education (Dean's Office)
EDUC	Education	Education (Dean's Office)
EFDT	Educational Foundations	Educational Foundations
EIND	Indian and Northern Education	Educational Foundations
EMUS	Music Education	Music
EPRT	Education Practicum	Education (Dean's Office)
EPSE	Ed Psych and Special Education	Ed Psych and Special Education
Code	Code Description	Department
EPSY	Educational Psychology	Ed Psych and Special Education
ETEC	Technical Education	Curriculum Studies
EXPR	Extended Practicum	Education (Dean's Office)
FIAR	Fine Arts	Education (Dean's Office)
HED	Home Economics Education	Curriculum Studies
HLTH	Health	Curriculum Studies
STTC	Student Teaching	Education (Dean's Office)
TECH	Technical Vocational Education	Curriculum Studies

Edwards School of Business		
Code	Code Description	Department
ACC	Accounting	Accounting
BAC	Business Admin Certificate	ESB (Dean's Office)
BSCM	Business Communication	Management and Marketing
BTMG	Biotechnology Management	Management and Marketing
COMM	Commerce	ESB (Dean's Office)
EBAC	Executive Business Admin Cert.	Management and Marketing
ENT	Entrepreneurship	ESB (Dean's Office)
FIN	Finance	Finance
GBUS	General Business	Management and Marketing
HCA	Health Care Administration	ESB (Dean's Office)
HRM	Human Resources Management	Human Resource Org Behaviour
LSC	Labour Studies	Human Resource Org Behaviour
MGT	Management	Management and Marketing
MKT	Marketing	Management and Marketing
OM	Operations Management	Finance
POM	Production and Operations Mgt	Finance

Engineering		
Code	Code Description	Department
ABE	Agri and Bioresource Engineer	Agri and Bioresource Engineering
BLE	Biological Engineering	Chemical and Biological Engineering
CE	Civil Engineering	Civil and Geological Engineer
CHE	Chemical Engineering	Chemical and Biological Engineering
CME	Computer Engineering	Electrical and Cmptr Engin
EE	Electrical Engineering	Electrical and Cmptr Engin
ENVE	Environmental Engineering	Engineering (Dean's Office)
EPIP	Engin Profess Intern Program	Engineering (Dean's Office)
GE	General Engineering	Engineering (Dean's Office)

GEOE	Geological Engineering	Civil and Geological Engineer
ME	Mechanical Engineering	Mechanical Engineering
MEAG	Mechanized Agriculture	Agri and Bioresource Engin
RCM	Rhetorical Communication	Engineering (Dean's Office)

Extension Division		
Code	Code Description	Department
TEFL	Teaching Engl as Foreign Lang	Extension Division (Now CCDE)
TESL	Teaching Engl as Second Lang	Extension Division Division (Now CCDE)
XSLC	ESL - U of S Language Cent	Extension Division Division (Now CCDE)

Kinesiology		
Code	Code Description	Department
KIN	Kinesiology	Kinesiology (Dean's Office)
KINA	Kinesiology Activity	Kinesiology (Dean's Office)
KIST	Kinesiology-Stats Equivalents	Kinesiology (Dean's Office)

Law		
Code	Code Description	Department
LAW	Law	Law (Dean's Office)
XNLC	Native Law Centre	Law (Dean's Office)

Medicine		
Code	Code Description	Department
ACB	Anatomy and Cell Biology	Anatomy and Cell Biology
ANES	Anesthesiology	Anaes Periop Med and Pain Mgmt
BIOC	Biochemistry	Biochemistry
BMSC	Biomedical Sciences	Medicine (Dean's Office)
CHEP	Community Hlth and Epidemiolog	Community Hlth and Epidemiol
FAMD	Family Medicine	Family Medicine

HSC	Health Sciences	Physiology
INTD	Interdisciplinary Grad Studies	Medicine (Dean's Office)
ITDL	Interdept Medicine and Dentist	Medicine (Dean's Office)
MCIM	Microbiology and Immunology	Microbiology & Immunology
MDSP	Medicine Special Topics	Medicine (Dean's Office)
MED	Medicine	Medicine (Dean's Office)
MICR	Microbiology	Microbiology & Immunology
OBGY	Obstetrics and Gynecology	Obstetrics and Gynecology
PATH	Pathology	Pathology and Lab Medicine
PCOL	Pharmacology	Pharmacology
PEDS	Pediatrics	Pediatrics
PHPY	Physiology and Pharmacology	Medicine (Dean's Office)
PHSI	Physiology	Physiology
PSIA	Psychiatry	Psychiatry
SURG	Surgery	Surgery
SWIT	Std Well Init Toward Comm Hlth	Medicine (Dean's Office)
Code	Code Description	Department
XIMG	Intl Medical Graduate Training	Medicine (Dean's Office)

Nursing		
Code	Code Description	Department
GERO	Gerontology	Nursing (Dean's Office)

Graduate Level - Subject Codes

Code	Subject Description	Department
ABE	Agri and Bioresource Engineer	Agri and Bioresource Engin
ACB	Anatomy and Cell Biology	Anatomy and Cell Biology
ACC	Accounting	Accounting
AGEC	Agriculture Economics	Bioresource Policy Bus Econ
AGEX	Agriculture Extension	AGBIO (Dean's Office)
AGMD	Agricultural Medicine	Medicine, Dept of

NEPS	Nursing Ed Program of SK	Nursing (Dean's Office)
NURS	Nursing	Nursing (Dean's Office)
XNEP	Nursing Ed Program of SK	Nursing (Dean's Office)

Pharmacy and Nutrition		
Code	Code Description	Department
NUTR	Nutrition	Nutrition
PHAR	Pharmacy	Pharm and Nutr (Dean's Office)

Physical Therapy		
Code	Code Description	Department
PTH	Physical Therapy	School of Physical Therapy

Western College of Vet Med		
Code	Code Description	Department
VBMS	Veterinary Biomedical Sciences	Veterinary Biomedical Sciences
VINT	Veterinary Interdepartmental	Veterinary Med (Dean's Office)
VLAC	Large Animal Clinical Sciences	Large Animal Clinical Sciences
VSAC	Small Animal Clinical Sciences	Small Animal Clinical Sciences
VTAN	Veterinary Anatomy	Veterinary Anatomy
VTMC	Veterinary Microbiology	Veterinary Microbiology
VTPA	Veterinary Pathology	Veterinary Pathology

ANSC	Animal Science	Animal and Poultry Science
ANTH	Anthropology	Archaeology and Anthropology
APMC	Applied Microbiology	Food and Bioproduct Sciences
ARCH	Archaeology	Archaeology and Anthropology
ART	Art	Art and Art History
ARTH	Art History	Art and Art History
BIOC	Biochemistry	Biochemistry
BIOE	Biomedical Engineering	Biomedical Engineering

BIOL	Biology	Biology
BIOS	Biostatistics	School of Public Health
BMST	Biomolecular Structures	Graduate Studies and Research
BPBE	Bioresource Policy Bus Econ	Bioresource Policy Bus Econ
CE	Civil Engineering	Civil and Geological Engineer
CHE	Chemical Engineering	Chemical and Biological Engin
CHEM	Chemistry	Chemistry
CHEP	Community Hlth & Epidemiolog	Community Hlth and Epidemiol
CLAS	Classics	History
CLR	Clinical Research	Medicine (Dean's Office)
CME	Computer Engineering	Electrical and Cmptr Engin
CMPT	Computer Science	Computer Science
CMRS	Classical Medieval Renaissance	History
COMM	Commerce	ESB (Dean's Office)
DRAM	Drama	Drama
EADM	Educational Administration	Educational Administration
ECMM	Education Communications	Curriculum Studies
ECNT	Continuing Education	Educational Foundations
Code	Code Description	Department
ECON	Economics	Economics
ECUR	Curriculum Studies	Curriculum Studies
EDUC	Education	Education (Dean's Office)
EE	Electrical Engineering	Electrical and Cmptr Engin
EEXC	Education Exceptional Children	Ed Psych and Special Education
EFDT	Educational Foundations	Educational Foundations
EIND	Indian and Northern Education	Educational Foundations
EMUS	Music Education	Music
ENG	English	English
ENVE	Environmental Engineering	Engineering (Dean's Office)
ENVS	Environment and Sustainability	School of Environ and Sustain
EP	Engineering Physics	Physics and Engin Physics
EPSE	Ed Psych and Special Education	Ed Psych and Special Education
EPSY	Educational Psychology	Ed Psych and Special Education
ERES	Education Research	Education (Dean's Office)
ETAD	Educational Tech and Design	Curriculum Studies

FDSC	Food Science	Food and Bioproduct Sciences
FIN	Finance	Finance
FREN	French	Languages and Linguistics
GE	General Engineering	Engineering (Dean's Office)
GEOG	Geography	Geography and Planning
GEOL	Geology	Geological Sciences
GERM	German	Languages and Linguistics
GSR	Graduate Studies and Research	Graduate Studies and Research
HIST	History	History
HSC	Health Sciences	Medicine (Dean's Office)
IK	Indigenous Knowledge	Arts and Science (Dean's Office)
INCC	Interdisc Stud Culture Creat	Interdisc Cntr Culture Creat
INDR	Industrial Relations	Human Resource Org Behaviour
INTD	Interdisciplinary Grad Studies	Graduate Studies and Research
INTR	International Trade	JSG School of Public Policy
ITDL	Interdept Medicine and Dentist	Medicine (Dean's Office)
Code	Code Description	Department
JSGS	JSG School of Public Policy	JSG School of Public Policy
KIN	Kinesiology	Kinesiology (Dean's Office)
LAW	Law	Law (Dean's Office)
LING	Linguistics	Languages and Linguistics
MATH	Mathematics	Mathematics and Statistics
MBA	Master Business Administration	ESB (Dean's Office)
MCIM	Microbiology and Immunology	Microbiology and Immunology
ME	Mechanical Engineering	Mechanical Engineering
MED	Medicine	Medicine (Dean's Office)
MGT	Management	Management and Marketing
MICR	Microbiology	Microbiology and Immunology
MKT	Marketing	Management and Marketing
MPAC	Master Professional Accounting	Accounting
MSTA	Maintenance of Status	Graduate Studies and Research
MUAP	Music Applied	Music
MUS	Music	Music
NS	Native Studies	Native Studies
NURS	Nursing	Nursing (Dean's Office)

NUTR	Nutrition	Nutrition
OB	Organizational Behaviour	Human Resource Org Behaviour
OBGY	Obstetrics and Gynecology	Obstetrics and Gynecology
PATH	Pathology	Pathology and Lab Medicine
PCOL	Pharmacology	Pharmacology
PHAR	Pharmacy	Pharm and Nutr (Dean's Office)
PHIL	Philosophy	Philosophy
PHSI	Physiology	Physiology
PHYS	Physics	Physics and Engin Physics
PLEC	Plant Ecology	Plant Sciences
PLSC	Plant Science	Plant Sciences
POLS	Political Studies	Political Studies
PSIA	Psychiatry	Psychiatry
PSY	Psychology	Psychology
PTH	Physical Therapy	School of Physical Therapy
Code	Code Description	Department
PUBH	Public Health	School of Public Health
PUBP	Public Policy	JSG School of Public Policy
QUAN	Quantitative Analysis	Finance
REHM	Rehabilitative Medicine	Rehabilitative Medicine
RESE	Remote Sensing	Electrical and Cmptr Engin
RLST	Religious Studies	Religion and Culture
SCP	School and Counselling Psych	Ed Psych and Special Education
SLSC	Soil Science	Soil Science

SOC	Sociology	Sociology
SPAN	Spanish	Languages and Linguistics
STAT	Statistics	Mathematics and Statistics
SURG	Surgery	Surgery
SYNC	Synchrotron Sciences	Graduate Studies and Research
TOX	Toxicology	Toxicology Graduate Program
UKR	Ukrainian	Languages and Linguistics
VACC	Vacc and Immunotherapeutics	School of Public Health
VARs	Vet Anesthes Radiology Surgery	Vet Anesthes Radiology Surgery
VBMS	Veterinary Biomedical Sciences	Veterinary Biomedical Sciences
VHMT	Herd Med and Theriogenology	Herd Med and Theriogenology
VINT	Veterinary Interdepartmental	Veterinary Med (Dean's Office)
VLAC	Large Animal Clinical Sciences	Large Animal Clinical Sciences
VSAC	Small Animal Clinical Sciences	Small Animal Clinical Sciences
VTAN	Veterinary Anatomy	Veterinary Anatomy
VTIM	Veterinary Internal Medicine	Veterinary Microbiology
VTMC	Veterinary Microbiology	Veterinary Microbiology
VTP	Veterinary Physiological Sc	Veterinary Physiological Sc
VTPA	Veterinary Pathology	Veterinary Pathology
WDA	Western Dean's Agreement	Graduate Studies and Research
WGST	Womens and Gender Studies	Interdisc Cntr Culture Creat
XGSE	Graduate Student Exchange	Graduate Studies and Research
XMBA	MBA Part-Time Enrolment	ESB (Dean's Office)
XSEM	MSEM Program	Graduate Studies and Research

List of Academic Programs at the University of Saskatchewan

August 2010

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