UNIVERSITY COUNCIL

ACADEMIC PROGRAMS COMMITTEE

REQUEST FOR INPUT

PRESENTED BY:	Kevin Flynn, Chair, Academic Programs Committee
DATE OF MEETING:	May 19, 2016
SUBJECT:	**Academic and Curricular Changes Authority Chart**
COUNCIL ACTION:	For input only

DISCUSSION SUMMARY:

The Academic and Curricular Changes Authority Chart outlines the level of approval required for academic and curricular changes. Approved by University Council on January 24, 2013, the existing version of the chart was developed in response to the second integrated plan's goal to streamline the university's curricular approval and implementation processes. The proposed changes to the chart aim to further simplify these processes by addressing newly-identified gaps, clarifying language according to the proposed Nomenclature revisions, and acknowledging new trends in academic programming.

Please note the complete removal of the "Procedure Column" from the current version of the chart. The necessary information from this column has been incorporated into the body of the chart. Major deletions and additions have been highlighted in red, while minor editorial and structural changes have not. Examples of the types of curricular and academic changes have been included in the margins for background and context.

Questions or comments about the Academic and Curricular Changes Authority Chart can be directed to Russ Isinger at registrar@usask.ca.

ATTACHMENTS:

- Academic and Curricular Changes Authority Chart (proposed)
- Curricular Change Authority Chart (existing)

Academic & Curricular Changes Authority Chart

(Examples and explanatory notes appear in endnotes, below)

FINAL LEVEL OF APPROVAL   TYPE OF CURRICULAR CHANGE

University Approval Level
General Principles: Existing programs, curricular innovations and changes will maintain reasonable consistency in academic standards, program requirements and expectations, and student experience. NOTE: All new programs and curricular revisions with tuition adjustments are not considered to be final until Board of Governors' approval is secured. See the University of Saskatchewan Act (1995) (Part Five, Section 48)

UNIVERSITY COUNCIL	
Principles and Procedures: Council approves academic matters which establish university precedents, set policies, or affect allocation of university resources. Council requires recommendations from the Academic Programs Committee on the proposal's academic merit, budget implications, and academic priority.	**Additions or deletions** • Addition of a new degree program • Addition of a new degree-level program, such as a diploma or certificate of proficiency, when an approved template does *not* exist. • Addition of a dual, joint, or combined degree program that involves the creation of a new degree or a new field of study.[i] • Addition of a new field of study for an existing degree program when an approved template does *not* exist. • Addition of a new template for a degree or degree-level program. ~~certificate, a major or honours program, or a graduate program~~ • Deletion of a degree or degree-level program or template. • Deletion of a field of study ~~at the major, honours or graduate level~~ which has significant academic or financial implications. • Establishment or disestablishment of a college or department. (See Guidelines for establishing departments, Guidelines for establishing centres and Guidelines for disestablishing a department) **Program changes** • Change in the qualifications for admission to a program.* • Enrolment management plan for a college.* • A change to the name of a college, department, or school[ii]

	• A change to the name of a degree or degree-level program. • Changes to the majority of courses and requirements in an existing program (this is often referred to as a "Replacement Program").ⁱⁱⁱ • Program revisions which are significant enough that university budgetary support is requested or likely to be required. • Changes to university policies on <u>curriculum, admission</u>, <u>courses, and examinations.</u> • Exceptions to the University Council-approved percentage grading system. *These changes also require confirmation of University Senate.
ACADEMIC PROGRAMS COMMITTEE (APC)	
Principles and Procedures: APC ensures that the application and interpretation of University Council policies, procedures and nomenclature relating to academic standards, program requirements and student experience is reasonably consistent across programs. APC can consult with other committees if required.	**Additions or deletions** • Addition of a new degree-level program, such as a certificate of proficiency or diploma for which an approved template exists. a major or honours program, or graduate program, or • Addition of a new field of study for which an approved template exists. • Addition of a new Field of Study in an approved program • Addition of a greater depth of study (for example, honours, Ph.D.) in an existing approved programfield of study. • Deletion of a field of study, unless this has significant academic or financial implications. These require University Council approval. See above. • Addition or deletion of a project, thesis, or course-based option. **Program changes** • A change to the name of a field of study. • A change to the total number of credit units required for an approved degree program when this change affects tuition or overall program length for students. • Changes to tuition amounts for existing courses and programs.^{iv} • <u>Double-listing of courses</u> (after prior approval through University Course Challenge) • Approval of the annual Academic Calendar, including changes to the Academic Calendar. • Resolution of challenges submitted through the University Course Challenge process. • Changes to university procedures for administration of policies on <u>curriculum</u> <u>admission</u>, <u>courses and examinations</u>. • A combined or second degree program that involves changes to the existing program requirements.^v

- Changing the administrative authority of a course or program when this change involves more than one college.

UNIVERSITY COURSE CHALLENGE (UCC)

Principles and Procedures: University Course Challenge is appropriate for approval of straightforward curricular changes to existing programs, including those which may affect students and programs in other colleges. However, if the Academic Programs Committee determines that curricular changes submitted to University Course Challenge have significant financial impact they will be referred to university budgetary authority for review prior to approval.

Deadlines: The January UCC is the deadline for any change for the next Course and Program Catalogue; the April UCC is the deadline for any new classes for the next year; the May UCC is the deadline for any prerequisite or other course change for the next year.

Additions or deletions

- Addition of a new course or deletion of a course (unless deleted by the Moribund Course Archive policy).
- Addition or deletion of a lesser depth of study (such as a minor Cross-college minor or concentration) in a field of study still taught as a major.
- Addition or deletion of a cross-college minor.[vi]
- Addition or deletion of a work experience or internship option.
- Addition or deletion of a concentration.
- Addition or deletion of a teaching area.

Program changes

- Change to the name of a minor, concentration, or teaching area.
- Straightforward program changes. These would include:
  -substitution of a different course for an existing course in a program
  - Changes to a majority of courses in a program (structure, content, scheduling[vii]
  - addition or deletion of a requirement in a program
  - changes to the concentrations in a program
  - minor changes to the total number of credit units required in a program if this changes does *not* affect overall tuition or program length
  - any changes to the required courses in a program, regardless of whether or not they involve courses from colleges outside the sponsoring unit
- Changes to the lists of elective courses in a program if these changes affect the program or courses offered by another college.
- Curricular changes that affect more than one academic unit *within* the College of Graduate Studies and Research require University Course Challenge approval.

Course changes

- Prerequisite or corequisite changes including adding or removing permission or restrictions on a prerequisite if the changes affect another college.
- Determining equivalent courses and mutually exclusive courses in cases where courses are under the authority of different colleges.
- Reduction or increase of the number of credit units for a course. *Note that changing the credit unit value of a course also requires that a new course number be assigned.*
- [Interdisciplinary use of a subject code](#) in a course label
- Any other changes to an approved course if the changes if the changes involve courses outside the sponsoring college.
- Academic cross-listings if they involve more than one college.[viii]

General Principles: Colleges are responsible for organizing and administering delivery of approved programs and for ensuring that progression and graduation standards reflect the specific academic and professional standards and requirements of the degree programs offered by that college.

COLLEGE	
Principles and Procedures: Colleges approve most straightforward changes in courses which do not affect students or programs in other colleges. Colleges also approve changes to academic rules which affect student selection, progression and graduation. Course changes which will be of interest to students and faculty advisors in other colleges can be posted as an information item in the University Course Challenge.	**Additions** • Addition of a double honours program ~~or double major~~ in two existing fields of study with honours programs. • ~~Award of a double-honours degree in fields where honours programs already exist.~~ **Program changes** • A change to the standards required for promotion, graduation or residency. • Double-counting or multiple-counting of courses • A change in the selection criteria for admission to a program. • Authority to restrict or control registration in any course. • Management of enrolment in accordance with an approved plan. • Changes to the list of elective courses in a program if the changes do not affect another college. • An agreement between colleges to offer 2 or more existing programs concurrently. This involves scheduling courses to accommodate the concurrent enrolment, but does not involve making changes to the existing program. [ix] **Course changes** • Determining equivalent courses and mutually exclusive courses within the college. • Course changes provided they do not affect another college. These would include: -Prerequisite or corequisite changes including adding or removing permission or restrictions unless this affects another college. - Change to administrative authority over a course (eg. departmental authority), as long as this does not involve a college outside the sponsoring college. These require APC approval. See above. - Changes to label, number, level, title, Course and Program Catalogue description, course content, lecture hours, evaluation. - Changes to the practicum/laboratory, tutorial, seminar/discussion requirements of lecture hours of a course. - Changes to the methods of evaluation (this involves assessment of students within the university's established grading

<u>system</u> (link to ACP), for example: exam exemptions, take-home exams, etc.).

-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, but a new course number will be assigned.

- Academic cross-listings that do not involve more than one college.
- Any such course changes that affect another college must be posted for approval through the University Course Challenge.

COLLEGE OF GRADUATE STUDIES AND RESEARCH	
Principles and Procedures: University Council has [delegated](#) special authority to the College of Graduate Studies and Research to make program changes in graduate thesis programs which streamline those programs and enhance research productivity. The curricular changes made by CGSR under this delegated authority should be submitted annually to APC and forwarded to Council for information.	**Additions or deletions** - Addition of a new concentration for an Interdisciplinary Studies graduate program. - Addition of a new direct-entry Ph.D. program in an existing field of study (with APC to be updated for information on an annual basis)[x] - Addition or deletion of a P.G.D. program in a field where a Master's program exists. - Addition or deletion of a Special Case graduate program at the P.G.D., Master's or Ph.D. level. **Program changes** - Changes, [within prescribed limits,](#) to the minimum course requirements for a Master's (thesis) program or a PhD program. These are limited to: - reduction of Master's credit unit requirement to 9 or greater plus seminar (thesis program) - reduction of Ph.D. course requirements (requires Graduate Council approval only)

VICE-PRESIDENT ACADEMIC AND PROVOST	
Principles and Procedures: University Council has delegated to the Provost the authority to approve Certificates of Successful Completion. Contact Registrarial Services Office to complete a Consultation with the Registrar Form.	**Additions or deletions** • Certificate of Successful Completion (non-degree level): A standard of proficiency, achievement or promotion appropriate for post-secondary training. • ~~Certificate of Attendance Satisfactory attendance at a course or program of courses sponsored by the Centre for Continuing and Distance Education or a college~~
DEAN	
Principles and Procedures: University Council has delegated to the Dean the authority to approve Certificates of Attendance. Contact Registrarial Services Office to complete a Consultation with the Registrar Form.	**Additions or deletions** • Certificate of Attendance (community level): Satisfactory attendance at a course or program of courses ~~sponsored by the Centre for Continuing and Distance Education or a college.~~ •

FEE REVIEW COMMITTEE	
Principles and Procedures: The Provost's Committee on Integrated Planning (PCIP) has delegated to the Fee Review Committee authority over ancillary service fees. All new or revised course and class fees outside of standard tuition and fees must be approved by the Fee Review Committee. Please see the [Tuition and Fees Authorization Policy](#).	**Additions or deletions** • All new or revised course and class fees outside of standard tuition and fees. For more information, please see the [Tuition and Fees Authorization Policy](#).
REGISTRAR	
Principles and Procedures: University Council has delegated to the University Registrar authority for registration, the student information system, and course delivery so that academic programs may be administered in an orderly manner. The Consultation with the Registrar Form must be completed for all new programs and other curricular items that are meant to be listed on academic records.	• Oversight of academic terminology through the Academic & Curricular Nomenclature. • Oversight of course delivery, examination policies, and assessment of student learning through the Academic Courses Policy. • Content and format of parchments. • Content and format of transcripts. • Content and format of University Catalogue (this includes the Course and Program Catalogue, Academic Calendar, as well as information pertaining to admission, registration, and tuition and fee policies). • Addition or deletion of subject codes. • Addition or deletion of placeholder courses.

Forms: All required forms can be found on the Forms and Guidelines page on the University Secretary's website. (I will link)

Deadlines: Deadlines are outlined in the Year at a Glance Memo. (I will link)

i Example: M.G.E.N.I.A. with University of Tromso - Joint Degree (University Council, June 2015).

ii University-level Schools fall under the "college" category; Professional Schools fall under the "department" category (see definitions in Nomenclature). Name changes for these would follow the approval path of colleges and departments.

iii Examples: the B.Ed. 2012 Replacement Program (University Council June, 2010) and the M.D. Replacement Program (University Council November, 2013)

iv Example: Certificate in Practical and Applied Arts change from charging TC02 to TC05.

v Example: J.D./M.B.A. program (APC, March 23, 2016)

vi Per the Cross-college Minor Policy (APC, 2007), all cross-college minors are treated as new fields of study for the purposes of approval.

viiThis is a duplication of "replacement programs" listed above.

viii Per Nomenclature. Example: 400 and 800-level courses.

ix Example: M.D./M.B.A. program

x Approved at University Council, December 20, 2012 and Senate, April 20, 2013