

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

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**PRESENTED BY:** Terry Wotherspoon, chair, Academic Programs Committee

**DATE OF MEETING:** October 19, 2017

**SUBJECT:** **Admissions change for Certificate of Proficiency in Sustainability**

**DECISION REQUESTED:**

It is recommended:

*That Council approve the removal of the stand – alone admissions option for the Certificate of Proficiency in Sustainability, effective May 2018.*

**PURPOSE:**

Council is responsible for approving changes to admissions requirements for academic programs at the University of Saskatchewan. Removing the stand-alone admissions option for the Certificate of Proficiency in Sustainability changes the admissions requirements for the program.

**CONTEXT AND BACKGROUND:**

When the Certificate of Proficiency in Sustainability was created by the School of Environment and Sustainability (SENS), admission was open both to students already enrolled in any undergraduate degree program at the U of S, as well as to people not currently registered at the U of S.

In assessing the requirements of the certificate, it has become clear that it is not set up in a way that it would be conducive to someone not already enrolled at the U of S, as many of the required courses for the certificate require prerequisites that are not included in the certificate.

**IMPLICATIONS:**

To date there have not been any students in the Certificate program who have been enrolled under the stand-alone admissions option.

There is healthy demand in the Certificate in Sustainability from U of S students enrolled in undergraduate programs and so it is not anticipated that this change would impact enrolment in the program.

**CONSULTATION:**

The SENS Academic Programs Committee supported to proposed change and recommended that SENS Faculty Council approve the removal of the standalone option, which it did on August 17, 2017.

The Academic Programs Committee reviewed the proposal for the removal of the stand-alone option at its September 13, 2017 meeting. The main comment from the committee was to recommend that SENS consider developing a stand-alone certificate in sustainability if interest warrants it.

**FURTHER ACTION REQUIRED:**

University Senate will be asked to confirm this decision at its October 2017 meeting.

**ATTACHMENTS:**

1. Proposal for Curricular change - Removal of Standalone Admission Option



UNIVERSITY OF  
SASKATCHEWAN

## Proposal for Academic or Curricular Change

### PROPOSAL IDENTIFICATION

**Title of proposal: SENS Certificate in Sustainability – Removal of Standalone Admission Option**

Degree(s): Certificate in Sustainability

Field(s) of Specialization:

Level(s) of Concentration:

Option(s):

Degree College: School of Environment and Sustainability

Contact person(s) (name, telephone, fax, e-mail): Andrea Eccleston, 966-8755, [andrea.eccleston@usask.ca](mailto:andrea.eccleston@usask.ca)

Proposed date of implementation: 201805 (May 2018)

### Proposal Document

#### Rationale and SENS Approval Process:

The Undergraduate Programs Committee in SENS has proposed the removal of the standalone admissions option from the Certificate in Sustainability based on the following:

- When the Certificate was created, admission was open to allow students already enrolled in undergraduate degree programs in any college to complete the certificate and also so that people not currently U of S students could apply (as standalone) to be accepted to complete the certificate. To date no students have completed the certificate through the standalone option.

- We have found that the Certificate is not set up in a way that would be conducive to someone not already a U of S student to successfully complete as many courses require prerequisites that are not a part of the Certificate. Meaning in addition to the 21 credit units needed for the certificate students would need to take additional classes over and above to be able to attain those.

- The majority of inquiries we have received (mainly in the past few months) for standalone admission have been from International Students wanting to apply and only take the Certificate. Given the demand for the certificate on campus and our ability to meet that demand

it has been determined that it is in our best interest to focus on the students on campus and not hold seats for standalone admission.

This proposed change has been reviewed by SENS APC and there were no major questions or concerns raised. The following motion was voted on my SENS Faculty Council and the motion was carried (please see attachment).

**MOTION: Forwarded by P. Loring/Seconded by C. Laroque: that the standalone admission option be removed from the Certificate in Sustainability.**

**Impact on Student Numbers:**

There is no impact on student numbers expected in the program as a result of this change.

**Budgetary Implications:**

There are no budget implications associated with this change.

**Additional Documents:**

A Consultation with the Registrar Form was completed on July 7, 2017 and is attached for reference.

Complete Catalogue Entry – attached with changes in red.

**From:** [Martin, Jennifer](mailto:Jennifer.Martin@usask.ca)  
**To:** [sens\\_faculty@usask.ca](mailto:sens_faculty@usask.ca); [Eccleston, Andrea](mailto:Eccleston.Andrea@usask.ca)  
**Subject:** Fwd: SENS Faculty Vote: Certificate Program - Curricular Change  
**Date:** Thursday, August 17, 2017 7:35:47 AM

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Good morning,  
Thank you all who responded and voted. We achieved quorum this morning and I am pleased to announce the motion is carried.  
Kind regards,  
Jennifer

Sent from my iPad

Begin forwarded message:

**From:** "Martin, Jennifer" <[jennifer.martin@usask.ca](mailto:jennifer.martin@usask.ca)>  
**Date:** August 16, 2017 at 3:03:10 PM CST  
**To:** "Martin, Jennifer" <[jennifer.martin@usask.ca](mailto:jennifer.martin@usask.ca)>, "[sens\\_faculty@usask.ca](mailto:sens_faculty@usask.ca)" <[sens\\_faculty@usask.ca](mailto:sens_faculty@usask.ca)>  
**Subject:** RE: SENS Faculty Vote: Certificate Program - Curricular Change

Hello everyone,  
We have not yet achieved quorum for this vote – please visit the Fluid Survey at <https://fluidsurveys.usask.ca/surveys/jennifer-martin/sens-certificate-program-changes/> to vote at your earliest convenience.

Thanks again,

Jennifer L Martin, Administrative Officer  
School of Environment and Sustainability  
University of Saskatchewan  
306-966-8431

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**From:** Martin, Jennifer [<mailto:jennifer.martin@usask.ca>]  
**Sent:** Monday, August 14, 2017 8:37 AM  
**To:** [sens\\_faculty@usask.ca](mailto:sens_faculty@usask.ca)  
**Subject:** SENS Faculty Vote: Certificate Program - Curricular Change

Good morning,  
I hope this finds you all well rested after a beautiful long weekend!

The Undergraduate Programs Committee would like to propose the removal of the standalone admissions option from the Undergraduate Certificate Program. This would normally be saved for the next SENS faculty meeting; however, the decision needs to be expedited to allow time for the decision, if successful, to be advanced to University Council for consideration, and finally the University Senate, which only meets twice per

year.

Please see the brief fluid survey at <https://fluidsurveys.usask.ca/surveys/jennifer-martin/sens-certificate-program-changes/> to vote at your earliest convenience. I will follow up with the results of the decision once we have achieved quorum.

Have a great week!

**Jennifer L Martin, Administrative Officer**  
**School of Environment and Sustainability**  
University of Saskatchewan  
Room 327, Kirk Hall, 117 Science Place  
Saskatoon, SK S7N 5C8  
Ph: 306-966-8431

<http://explore.usask.ca/programs/colleges/environment/sustainability/index.php>

## Admission Requirements

For students currently enrolled at the U of S, there are no specific admission requirements to enroll in this certificate program and the program is open to students from any U of S college. Current students should contact their academic advisor and the [School of Environment and Sustainability](#) to enroll in the certificate. The certificate typically begins in the second year of a student's degree program.

**~~Please note: the School is not currently accepting students who wish to take the Certificate as a stand-alone program~~**

~~Students who wish to pursue the Certificate in Sustainability as a stand-alone program in the School of Environment and Sustainability will follow the undergraduate admission requirements, application procedure and deadlines of the College of Arts and Science. Prior to initiating this process, students should contact the [School of Environment and Sustainability](#) for assistance.~~

<http://www.usask.ca/programs/colleges-schools/school-of-environment-and-sustainability/index.php>

## Academic Information & Policies

The following college-level policies are subject to [University Council Regulations](#). In the absence of information, or in the case of discrepancies between university and college regulations, university regulations will prevail. Please note that students will graduate according to the regulations effective for the year in which they are approved to graduate. In all other cases, the most current rules will apply, unless otherwise stated.

Students registered in a degree program outside of the School of Environment and Sustainability will follow the academic policies in effect for that program. Students must meet residency requirements as stipulated by their degree-granting college.

~~Students pursuing **only** the Certificate in Sustainability program in the School of Environment and Sustainability will follow the undergraduate admission qualifications of the College of Arts and Science with the following exception:~~

- ~~•—Students taking the certificate must take ENVS 201 and ENVS 401. Transfer credits from other institutions cannot be substituted for these courses. The purpose of this is to create coherence among certificate cohorts.~~

~~For complete admission and transfer credit policies, please see the [Prospective Students website](#).~~

**~~Students pursuing the Certificate in Sustainability as a standalone program will observe the following policies:~~**

~~Promotion~~

~~The minimum requirements for continuing as a full-time student in the School of Environment and Sustainability are based on the Cumulative Weighted Average (C.W.A.) calculated from the weighted grades of all courses attempted, including failures.~~

~~This calculation is made annually in May/June and is based on all grades obtained to the end of April (end of the Fall and Winter Terms). The average calculation for students with deferred examinations will be made upon receipt of all final grades.~~

~~No specific promotion standards are applied to the Certificate in Sustainability program. Students are required to attain an overall Cumulative Weighted Average (C.W.A.) of 62.5% on all courses counted toward the certificate in order to be eligible to graduate.~~

~~Students who are not promoted will receive an e-mail notice from the School in June indicating their faculty action (*Probation* or *Required to Discontinue*). Students should ensure that they regularly check their U of S NSID e-mail.~~

~~For further details on taking courses under *Required to Discontinue* status, refer to *Faculty Actions: Probation* and *Required to Discontinue* below.~~

**~~Promotion Standards~~**

~~Students enrolled only in the certificate program must meet with the Certificate Advisor annually to ensure adequate progress is made towards meeting the graduation standard, which is 62.5%. All courses attempted, which may credit toward the certificate, will be used in the calculation of the graduation average. In some cases this may mean that more than the minimum number of credit units will be included.~~

**~~Faculty Actions: Probation and Required to Discontinue~~**

~~Students who fail to make adequate progress towards meeting the graduation standard (see above) will either be placed on *Probation* or be *Required to Discontinue* from the School of Environment and Sustainability for a period of one academic year. Students are notified in June.~~

~~Students who are *Required to Discontinue* from the School of Environment and Sustainability are not permitted to return to the School for a period of one academic year. Students who take courses outside the School of Environment and Sustainability while *Required to Discontinue* must have a C.W.A. of 60% before they can reapply for admission to the Certificate in Sustainability program. Students who do not take courses during their first *Required to Discontinue* year will, on application to Admissions, be accepted for readmission to the School of Environment and Sustainability. The faculty action *Required to Discontinue* is permanently recorded on the transcript.~~



## **Appeals**

Appeals of evaluation, grading, and academic standing are governed by university-wide council regulations.

Students have the right to appeal faculty actions. However, appeals will only be accepted if extenuating circumstances can be shown to account for poor academic performance. Corroborating documentation, such as a letter from a doctor, is required. The appeal, addressed to the Certificate Advisor, must be made *in writing within 30 days of the date of notification*.

## **Students Required to Discontinue More Than Once**

When a student has been *Required to Discontinue* studies in the School of Environment and Sustainability or in any other college or university more than once, any subsequent application for readmission must be accompanied by:

- Explanation of past performance; and potential to succeed;
- Documentation verifying any extenuating circumstances; and
- A letter of intent concerning the applicant's future academic plans.

The applicant is encouraged to contact the Certificate Advisor.

## Graduation

Students must apply to graduate in order to be awarded their certificate.

## **Graduation Check**

Once students finalize their registration for their final year, they should request a Graduation Check to ensure all graduation requirements will be completed. To request a Graduation Check please email [sustainability.certificate@usask.ca](mailto:sustainability.certificate@usask.ca) and provide your name and student number. Deadlines to submit graduation checks are June 15 (for Fall Convocation) and February 15 (for Spring Convocation).

## **Application for Graduation**

Students must apply to graduate in order to be awarded their certificate. The Application to Graduate must be submitted by **August 31** for Fall Convocation or by **March 31** for Spring Convocation. A student who fails to graduate must subsequently submit another application.

## **Completion of Certificate Requirements**

~~To qualify for graduation, students must complete the required courses for the certificate as well as the elective requirements for their chosen focus area. The required Cumulative Weighted Average (C.W.A.) must be achieved.~~

### ~~Required Cumulative Weighted Average (C.W.A.)~~

~~All University of Saskatchewan courses attempted which credit toward the School of Environment and Sustainability certificate are used in the calculation of the Overall C.W.A. and the Subject C.W.A. Failures are included if the course has not been retaken as described under Repeating Courses. Students may not use a grade from another university to replace a University of Saskatchewan grade.~~

~~The graduation standard for the Certificate in Sustainability is 62.5%~~

#### Date of Commencement of a Program

~~Students have the option to comply with the certificate requirements in effect at the time of their first registration in a course which credits toward the certificate or to meet requirements subsequently approved by the School, in effect prior to the date of the student's Convocation.~~

~~Students in programs which require courses no longer taught by the School must consult with the School about how to complete certificate requirements.~~

~~It is expected that students will complete their programs within 10 years of their first registration. Students taking more than 10 years to complete their programs will usually be required to meet current program and graduation requirements.~~

#### Deferred and Supplemental Examinations

~~Supplemental and deferred examination procedures and policies are subject to the university-wide regulations on supplemental and deferred examinations outlined in the Academic Courses Policy. For the regular supplemental and deferred examination schedule, students should refer to the Academic Calendar.~~

### **Deferred Examinations**

~~A student who is absent from a final examination for medical reasons (such as illness) or compassionate reasons (such as the illness of a child or death of a loved one) is responsible for applying to the School General Office for a deferred examination. The application must be initiated within three days of the missed examination and must be accompanied by documentation (letter from a doctor, etc.).~~

~~**Students must not make travel plans or schedule other activities during the period scheduled for examinations. Deferred examinations are not granted for these reasons. The dates of the periods during which final exams are scheduled are listed in the Academic Calendar.**~~

~~A student who becomes ill during a final examination should notify the invigilator immediately of the inability to complete the examination. The student should request a deferred examination. A student who has sat for a final examination and handed the paper in for grading will not be granted a deferred final examination.~~

~~A special deferred examination may also be approved for students who submit satisfactory evidence of inability to be present at the regular deferred sitting.~~

~~A student who is absent from a deferred examination will have the final grade reverted to the original failing percentile submitted by the instructor for the course, unless a special deferred examination has been approved based on the above specified criteria.~~

### **Supplemental Examinations**

~~A supplemental examination is the re-writing of a final examination. Only students in their graduating year in the School of Environment and Sustainability may apply for a supplemental examination provided that:~~

- ~~1.—A final grade of 40%—49% has been obtained in the course.~~
- ~~2.—Students who are otherwise eligible to graduate and who fail one class in their graduating year shall be granted a supplemental examination, provided that a final examination was held in that class.~~
- ~~3.—The student has achieved the minimum average in the major and overall to meet the graduation standards of the College or School.~~

~~Note: Supplemental examinations shall be accorded the same weight as the regular exam in the computation of the student's final grade.~~

~~Note: Regardless of the passing grade achieved, a grade of 50% in the course will be used by the School in calculation of the C.W.A. With the inclusion of the 50% in the average, the student must meet graduation standards.~~

~~Approval for the writing of a supplemental examination will not be considered until:~~

- ~~•—an application for graduation has been submitted,~~
- ~~•—all final examinations for the certificate have been written,~~
- ~~•—all final grades have been submitted.~~

~~Students who have applied to graduate at the Spring Convocation (June), but are writing a supplemental exam, will **not** be able to have their certificate conferred until Fall Convocation (October). Upon successful completion of the supplemental examination students may request a letter confirming their certificate requirements, and must be sure to apply to graduate at the Fall Convocation ceremony.~~

~~Graduation standard: The minimum Cumulative Weighted Average for the Certificate in Sustainability is 62.5%. All courses attempted, which may credit toward the certificate, will be used in the calculation of~~

the graduation average. In some cases this may mean that more than the minimum number of credit units will be included.

### Repeating Courses

~~Failures and marks below 60% in courses taken from the University of Saskatchewan will be excluded from the average if the course has been retaken from the University of Saskatchewan according to the following rules:~~

- ~~1.—A failed course can be retaken. The highest mark in this course from the University of Saskatchewan will be used in the average.~~
- ~~2.—A course in which the grade was 50 to 59% can be retaken *once* and only the highest mark will be used in the average. Please note that once a student has passed an upper-level course, no prerequisite course can be taken for a higher mark. For example, BIOL 120.3 and BIOL 121.3 (formerly BIOL 110.6) could not be retaken if the student has already passed BIOL 226.3 (or its equivalent at another university).~~
- ~~3.—A course in which the grade was 50 to 59% may be retaken simultaneously with a course for which it is a prerequisite. For example, if a student passed CHEM 112.3 with a grade between 50 to 59%, the student would be allowed to retake the course in the same term as taking CHEM 115.3 or CHEM 250.3.~~
- ~~4.—The grades received for all attempts of the course will remain on the transcript.~~
- ~~5.—For admission, promotion and graduation purposes, other colleges may follow different rules for calculation of the average. For example, they may use only the first grade received or they may use all grades received in a course.~~
- ~~6.—Grades for courses transferred from other universities are not used for the calculation of averages to determine promotion and graduation eligibility. Transfer marks are used in the average for admission to an Honours program. A student cannot retake for credit or to raise the average a course for which transfer credit has been received. A failed transfer course may be retaken at the University of Saskatchewan.~~