



## Academic & Curricular Changes Authority Chart

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 or combined degree program that involves the creation of a new degree or a new field of study.
- Addition of a joint degree program.
- 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.
- Deletion of a degree or degree-level program or template.
- Deletion of a field of study 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.



- A change to the name of a degree or degree-level program.
- A change to the template for 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”).
- Program revisions which are significant enough that university budgetary support is requested or likely to be required.
- Changes to university policies on [curriculum, admission, courses, and examinations](#).
- 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.
- Addition of a new field of study for which an approved template exists.
- Addition of a greater depth of study (for example, honours, Ph.D.) in an existing field 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.
- [Double-listing of courses](#) (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 [curriculum admission, courses and examinations](#).
- A combined or second degree program that involves changes to the existing program requirements.
- Changing the administrative authority of a 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 APC determines that curricular changes submitted to UCC 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 or concentration) in a field of study still taught as a major.
- Addition or deletion of a cross-college minor.
- 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
  - 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.
- Changes to the administrative authority of a course when this involves more than one college.
- Any other changes to an approved course if the changes involve courses outside the sponsoring college.
- Academic cross-listings if they involve more than one college.



**College Approval Level**

*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 UCC.

**Additions**

- Addition of a double honours program in two existing fields of study with honours programs.

**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.

**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.
  - 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 system](#), for example: exam exemptions, take-home examinations, 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.
- Changing the administrative authority (ie. departmental authority) of a course or program within a single college.

**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)
- 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.
- Addition or deletion of a dual degree arrangement that does not involve the creation of a new degree program, new field of study, or changes to existing degree program requirements. After college approval, Registrarial Services must be informed so that parchments and transcripts can be adjusted to reflect the dual nature of the program awarded.

**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)



**Other Approval Levels**

*General Principles:* Curricular approvals for non-degree-level programs has been delegated to academic officers, on the principle that while such programs make use of university administrative capacity and expertise, they are cost-recovery, service or adjunct programs only and do not require ongoing oversight by University Council.

**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, ie. comprised of non-degree level courses numbered 010-099): A standard of proficiency, achievement or promotion appropriate for post-secondary training.

**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, non-academic programs that are below the level of certificates of proficiency and successful completion, ie. comprised of courses numbered 001-009): Satisfactory attendance at a course or program of courses.



FEE REVIEW COMMITTEE	
<p><b>Principles and Procedures:</b> 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 <a href="#">Tuition and Fees Authorization Policy</a>.</p>	<p><b>Additions or deletions</b></p> <ul style="list-style-type: none"><li>• All new or revised course and class fees outside of standard tuition and fees. For more information, please see the <a href="#">Tuition and Fees Authorization Policy</a>.</li></ul>
REGISTRAR	
<p><b>Principles and Procedures:</b> 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.</p>	<ul style="list-style-type: none"><li>• Oversight of academic terminology through the Academic &amp; Curricular Nomenclature.</li><li>• Oversight of course delivery, examination policies, and assessment of student learning through the Academic Courses Policy.</li><li>• Content and format of parchments.</li><li>• Content and format of transcripts.</li><li>• 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).</li><li>• Addition or deletion of subject codes.</li><li>• Addition or deletion of placeholder courses (non-academic courses).</li><li>• Registrarial Services must be informed of dual and joint degree programs after approval, so that parchments and transcripts can be adjusted to reflect the dual/joint nature of the programs awarded.</li></ul>

**Forms:** All required forms can be found on the [Forms and Guidelines](#) page on the University Secretary's website.

**Deadlines:** Deadlines are outlined in the [Year at a Glance Memo](#).