UNIVERSITY OF SASKATCHEWAN
Governance Office

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Proposal for New Programs or Curricular Changes

Title of proposal:

Degree(s):

Field(s) of Study:

Level(s) of Concentration:

Option(s):

Degree College:

Contact person(s) (name, telephone, fax, e-mail):

Proposed date of implementation:

Proposal Document

Please provide information which covers the following subtopics. The length and detail should reflect the scale or importance of the program or revision. Documents prepared for your college may be used. Please expand this document as needed to embrace all your information.

Academic Justification:

a. *Describe why the program would be a valuable addition to the university from an academic programming perspective.*

b. *Considering strategic objectives, specify how the new program fits the university signature areas and/or institutional plans and/or the college/school and/or department plans.*

c. *Is there a particular student demographic this program targets, and if so, what is that target? (e.g., Indigenous, mature, international, returning)*

    d. *What are the most similar competing programs in Saskatchewan and Canada? How is this program different?*

Admissions:

The ***Admission Framework*** document must be reviewed to determine how an applicant will be considered for admission. There are several factors to consider when creating a new program. The Manager, Admissions and Transfer Credit, can assist in the development of the criteria. Information determined here should then be used to inform the completion of an Admission Template as found on https://programs.usask.ca/programs/admission-requirements.php

    a. ***What are the admissions requirements*** *of this program – high school subjects, secondary or post-secondary standing, minimum averages, English proficiency, and minimum scores on standardized tests?*

    b. ***What are the selection criteria*** *– how will you rank and select applicants? For example, ranking by admission average, admission test scores, interview scores, departmental recommendations, auditions, portfolios, letters of reference, admission essays, and definition of essential abilities for professional practice?*

    c. ***What are admission categories*** *– regular admission, special admission, and Indigenous equity admission?*

    d. *What are the* ***admission models*** *– direct entry, non-direct entry, ranked competitive or cut-off average? Is a confirmation of admission required?*

    e. ***Intake*** *- how many seats are required to be filled – for first year and transfer students, reserved for Indigenous, Saskatchewan, out-of-province, and international students?*

    f. *What are the application process and timelines – September or January intakes, online application, application and document deadlines, and scholarship deadlines to consider?*

    g. *Which office will manage the admission process – TLSE, college, department, or a combination?*

    h. *Marketing and Promotion of New Program – consideration needs to be given to a communications plan and marketing of the new program.*

    i. *Admissions Appeal – what will this process be.*

    j. *Transfer Credit – when will this be assessed and by which office?*

Description of the program:

a. *What are the curricular objectives, and how are these accomplished?*

b. *Describe the modes of delivery, experiential learning opportunities, and general teaching philosophy relevant to the programming. Where appropriate, include information about whether this program is being delivered in a distributed format.*

c. *Provide an overview of the curriculum mapping.*

d. *Identify where the opportunities for synthesis, analysis, application, critical thinking, problem-solving are, and other relevant identifiers.*

e. *Explain the comprehensive breadth of the program.*

f. *Referring to the university "Learning Charter", explain how the learning pursuits are addressed and what degree attributes and skills will be acquired by graduates of the program.*

g. *Describe how students can enter this program from other programs (program transferability).*

h. *Specify the criteria that will be used to evaluate whether the program is a success within a specified timeframe*

i. *If applicable, is accreditation or certification available, and if so, how will the program meet professional standard criteria? Specify in the budget below any costs that may be associated.*

Consultation:

a. *Describe how the program relates to existing programs in the department, in the college or school, and with other colleges. Establish where students from other programs may benefit from courses in this program. Does the proposed program lead into other programs offered at the university or elsewhere?*

b. *List units that were consulted formally and provide a summary of how consultation was conducted and how concerns that were raised in consultations have been addressed. Attach the relevant communication in an appendix.*

c. *Proposals that involve courses or other resources from colleges outside the sponsoring unit should include evidence of consultation and approval. Please give special consideration to pre- and co-requisite requirements when including courses from other colleges.*

d. *List other pertinent consultations and evidence of support, if applicable (e.g., professional associations, accreditation bodies, potential employers, etc.).*

Budget:

The *Budgetary and Financial Implications Form* must be completed to determine the cost impact of the proposed program. **Information about budget and financial implications appears in that form.**

College Statement

Please provide here a statement from the College which contains the following:

- Recommendation from the College regarding the program
- Description of the College process used to arrive at that recommendation.
- Summary of issues that the College discussed and how they were resolved.

Related Documentation

In the submission, please attach any related documentation which is relevant to this proposal, such as:

- Relevant sections of the College's/School's plan
- Accreditation review recommendations
- Letters of support - if courses from colleges outside the sponsoring unit are required, please include letters of support for each.
- Memos of consultation
- External Agreements – if the new program or major revision is dependent upon an external partnership or agreement, this must be completed and included.

Consultation Forms Attach the following forms, as required.

Required for all submissions:

- ☐ Consultation with the Registrar form (Note: this form will be completed by SIS during the Consultation with the Registrar meeting. Completion is based upon the proposal and the meeting discussion; no preliminary work from the college is required).

- ☐ Budget forms, including tuition.

☐ Complete Catalogue entry, if proposing a new program, or excerpt of existing program with proposed changes marked in red

- o Please include admission requirements, complete program of study, and all new, deleted or changed courses in the entry.

☐ Entry for marketing website: admissions.usask.ca/programs/find-a-program OR gradprograms.usask.ca as appropriate.

☐ Entry for the Tuition website: students.usask.ca/money/tuition

Required for all new courses:

☐ New Course Proposal Form

Required if resources needed: Please consult the attached checklist below for a list of necessary forms to be completed and included in the application package.

Submission of Form:
Please submit all completed Proposal for Curricular Changes and other required forms to this email address: academic_programs@usask.ca

Academic Programs Approval Process
Checklist of forms and consultations to be completed before submission of a *Proposal for New Programs or Curricular Change*s to Academic Programs Committee of Council

	Required Consultation/Office	**Required Form (as applicable)**	**Date completed (if not required, briefly explain why)**	**Who did you meet with**
1	Consultation with other colleges re: impact or similar programs	N/A		
2	Financial Sustainability/Tuition Review	*Budgetary and Financial Implications Worksheet*		
3	Consultation with Manager, Admissions and Transfer Credit	*Admissions Template*		
4	Budget Consultation with Institutional Planning and Assessment	*Budgetary and Financial Implications Worksheet*		
5	Provost sign-off on Budgetary and Financial Implications Worksheet	*Budgetary and Financial Implications Worksheet*		
6	Secure College Faculty Council Approval	*Proposal for Academic or Curricular Change Form* - Completion of *Physical Resource and Space Requirement Form* - Completion of *Library Requirement Form* - Completion of *ICT Requirement Form* - Completion of *New Course Creation Form* *Completion of Catalogue Entry*		
7	(For graduate programs) Secure College of Graduate and Postdoctoral Studies Approval	(As above)		
8	Consultation with Registrar	*Consultation with the Registrar Form (completed during the consultation)*		