

Policy Name	Academic Authorities Grid		
Policy #	101	Category	Academic
Policy Sponsor	Associate Vice-President, Learning and Teaching	Previous Revision Date	January 2016
Policy Approved by	President & CEO	Revision Date	July 1, 2018
Procedures Approved by	Provost & Vice-President, Academic	Review Date	See Policy Review Date or as Required

See the related [POLICY](#).

PROCEDURES

The Academic Authorities Grid reflects the internal academic decision making process at Saskatchewan Polytechnic. It identifies the lowest level of authority required to approve any academic changes.

- Upon approval of Saskatchewan Polytechnic's multi-year business plan, program areas will work with their school's program development consultant and the registrar in the development of implementation proposals for new programs, and revision documentation to existing programs targeted for major review.
- All proposals will use the templates and documentation as outlined in the most recent Saskatchewan Polytechnic Program Operating Procedures Manual.
- Implementation and development of new certificate, diploma, advanced diploma or degree programs will not commence until identified in the approved multi-year business plan.
- Proposals and recommendations must receive endorsement from identified levels in the grid before proceeding to the approval level.
- Each level in the grid is responsible for communicating the results of the deliberations/decisions to the previous level.
- The office of the provost and vice-president, academic will communicate all program decisions through the minutes of senior academic leadership team (SALT) meetings.

**SASKATCHEWAN POLYTECHNIC
ACADEMIC AUTHORITIES GRID**

The following authorizations are required to implement, revise, and delete credit programs

LEVEL OF AUTHORITY	School		Academic		Institutional
	Associate Dean or Academic Chair	Dean of School	Academic Council	SALT	SMC and President
E = endorse A = approve N = notify					
NEW PROGRAM IMPLEMENTATION					
Concept paper for proposed new certificate, diploma, advanced diploma or degree program	-	E	-	E	A
Implementation proposal					
New certificate, diploma, advanced diploma or degree program (as identified in MYBP)	-	E	E	E	A
New certificate of achievement, applied, advanced, or post-graduate certificate program	-	E	E	A	N
EXISTING PROGRAM REVISION					
Major Revision					
<ul style="list-style-type: none"> ▪ Add, delete, or change credential ▪ Change program title ▪ Revise program based on program renewal ▪ Change program length (\geq one term or 25%) ▪ Change course learning outcomes in shared course(s) ▪ Add or delete shared course(s) ▪ Change curriculum content (\geq 25%) Note 1 ▪ Change admission requirements 	-	E	A	N	N
Minor Revision to Program					
<ul style="list-style-type: none"> ▪ Change program length (<one term) ▪ Change curriculum content (<25%) Note 1 ▪ Add or delete course(s) within program only; not Arts & Science or shared ▪ Change funding category ▪ Add or delete Sask Polytech location (base programs) ▪ Add, delete, or change annual capacity at Sask Polytech location or off-campus delivery site (base programs) ▪ Change application point to program ▪ Change admission requirement notes 	E	A	N	N	-
Minor Revision to Course (Note: originating School to forward to Registrar's office)					
<ul style="list-style-type: none"> ▪ Change course title or course code ▪ Change pre/co/concurrent requisites ▪ Change course description ▪ Change semester offering of course ▪ Change course grade mode ▪ Add, delete, or change course delivery mode ▪ Change course learning outcomes 	A	N	-	-	-
PROGRAM SUSPENSION, DELETION, REINSTATEMENT					
Suspension, reinstatement or deletion of certificate, diploma, advanced diploma or degree program	-	E	-	E	A
Suspension, reinstatement or deletion of certificate of achievement, applied, advanced, or post-graduate certificate program	-	E	-	A	N

Note 1: Change in curriculum content, for the purposes of the Academic Authorities grid, is defined as curriculum that is new or different in meaning or intent, from what currently exists and that will result in a change in the knowledge, skills, and abilities a graduate will have. It does not mean changes in learning outcomes that better define the expectations of learning nor technical resources (software or equipment) that aid in the achievement of outcomes.