

Policy Name	Academic Authorities Grid		
Policy #	101	Category	Academic Programming
Approved by	Provost and Vice President, Academic	Previous Revision Date	January 2016
Policy Sponsor(s)	Associate Vice President, Learning and Teaching	Revision Date	July 1, 2017
		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 proposals for new programs and revisions to existing programs and/or courses.
- All proposals will use the appropriate format outlined in the most recent Saskatchewan Polytechnic Program Operating Procedures Manual.
- Development and implementation of new or revised 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 deans' council meetings.

**SASKATCHEWAN POLYTECHNIC
ACADEMIC AUTHORITIES GRID**

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

Revision Type	R = recommend E = endorse	A = approve N = notify	Program Head	Dean of School	Program Council	Deans' Council	SMC	President
PROGRAM IMPLEMENTATION AND REVISION TEMPLATE								
Issue Sheet	Notification of proposed new credential program		R	E	--	E	E	A
Type 1	Implementation (DC Endorsement; President Approval)							
1A	New certificate, diploma, advanced diploma or degree program (as identified in MYBP)		R	E	E	E	N	A
1B	New certificate of achievement, applied, advanced, or post-graduate certificate program		R	E	E	A	N	--
Type 2	Major Revision to Existing Program (DC Approval)							
	Change program length		R	E	E	A	N	--
	Change curriculum content		R	E	E	A	N	--
	Adjust program to meet requirements of academic model		R	E	E	A	N	--
	Revise program based on comprehensive review identified in MYBP		R	E	E	A	N	--
	Add, delete, or change an exit credential, specialty, or credential for existing program		R	E	E	A	N	--
Type 3	Minor Revision to Existing Program (DC Approval)							
	Change admission requirements		R	E	--	A	N	--
	Change admission requirement notes		R	E	--	A	N	--
	Change program title		R	E	--	A	N	--
Type 4	Minor Revision to Existing Program (Dean Approval; DC Notification)							
	Change program length		R	A	--	N	--	--
	Change curriculum content		R	A	--	N	--	--
	Change funding category		R	A	--	N	--	--
	Add, delete or change Sask Polytech location (base programs and some CE; see template)		R	A	--	N	--	--
	Add, delete or change annual capacity at Sask Polytech location or off-campus delivery site (base programs)		R	A	--	N	--	--
	Change application point to program		R	A	--	N	--	--
COURSE REVISION TEMPLATE								
	Minor Revision to Existing Program (Dean Approval; Registrar Notification)							
	Change course title or course code		R	A	--	--	--	--
	Change pre/co/concurrent requisites		R	A	--	--	--	--
	Change course description		R	A	--	--	--	--
	Change learning outcomes		R	A	--	--	--	--
	Change course hours		R	A	--	--	--	--
	Change credit units		R	A	--	--	--	--
	Change semester offering of course		R	A	--	--	--	--
	Change course grade mode		R	A	--	--	--	--
	Add, delete, or change course delivery mode		R	A	--	--	--	--
ISSUE SHEET								
	Suspension, reinstatement, or deletion of certificate, diploma, advanced diploma or degree program		R	E	--	E	N	A
	Suspension, reinstatement, or deletion of certificate of achievement, applied, advanced, or post-graduate certificate program		R	E	--	A	N	--

❖ Program decisions are communicated by the office of the provost and vice president, academic, and do not take effect until deans' council minutes have been release