



Procedures

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| Policy Name | Program Implementation | | |
| Policy # | 120 | Category | Academic |
| Policy Sponsor(s) | Associate Vice-President, Learning and Teaching | Previous Revision Date | July 1, 2019 |
| Policy Approved by | President & CEO | Revision Date | October 5, 2019 |
| Procedures Approved by | Provost and Vice President, Academic | Review Date | July 2024 |

See the related [POLICY](#).

DEFINITIONS

Program is a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of program credentials are contained in the Credential Qualification Framework.

Implementation is the decision and related development processes leading to delivery of a new program.

PROCEDURES

A. Program Implementation

1. Approval Required

- i. Approvals required for new program implementation are documented in Policy #101 Academic Authorities Grid and related Procedures.

2. Standards

New programs will be approved based on factors related to:

- i. benefit to stakeholders (province, students, industry, Saskatchewan Polytechnic);
- ii. alignment to strategic direction;
- iii. industry and labour market need;
- iv. projected student demand;
- v. resources required; and
- vi. alignment to established quality standards.

These factors will be evidenced in concept paper, feasibility study, and program implementation proposal documents, based on needs assessment research and cost and resource estimates, and gauged against the program implementation factors as listed, for endorsement and approval.

- i. **Benefit to stakeholders** will be assessed based on evidence gathered from secondary sources, including Province of Saskatchewan plans and publications.
- ii. **Alignment to strategic direction** will be based on the current strategic plan and related

documents, with alignment to be documented in the concept paper and feasibility study.

- iii. **Industry and labour market need** will be established needs assessment research, to be documented in the feasibility study.
- iv. **Projected student demand** will be established via needs assessment research, to be documented in the feasibility study.
- v. **Resources required** will be detailed in a cost and resource estimate, to be documented in the feasibility study.
- vi. **Alignment to established quality standards** will be guided by Saskatchewan Polytechnic's policies and frameworks, including the Credential Qualification Framework and Curriculum Framework, and related accreditation and/or degree standards, to be documented in the implementation proposal.

Templates and related documents are available in the POP Manual.

3. Process

The process for approval of a new program, through to curriculum development and program delivery, includes:

- i. Concept paper is prepared by school leadership/dean and endorsed for further development.
- ii. Concept paper is reviewed and endorsed by provost and vice president, academic for further development.
- iii. Needs assessment research is conducted, and in consultation with Finance the cost and resource estimates are prepared, within the school.
- iv. Feasibility study is prepared within the school, for endorsement and approval by dean, SALT and SMC, as per Policy 101 Academic Authorities Grid.
- v. If feasibility study is approved, the new program is included in Saskatchewan Polytechnic planning documents, including the Multi Year Business Plan and Degree Plan, as applicable,
- vi. If approved, feasibility study is forwarded by the office of the provost and vice president, academic for external approval by the Ministry of Advanced Education.
- vii. Implementation proposal is prepared for endorsement and approval by dean, Academic Council, SALT and SMC.
- viii. In the case of degree programs, further documentation as required is forwarded by the office of the provost and vice president, academic for external review and approval.
- ix. If all approvals are met, the program and curriculum may be developed and the program delivered.

RELATED DOCUMENTS

Policy 101 Academic Authorities Grid
Credential Qualification Framework
Curriculum Framework