



MEMORANDUM

To: Academic Programs Committee of University Council

Copy: Dr. Jeremy Lee, Department of Biochemistry, Microbiology & Immunology

From: Office of the Associate Dean, CGPS

Date: December 11, 2019

Re: Changes to Admission Requirements – Biochemistry and Microbiology & Immunology

As a result of the Graduate Program Review process and departmental and programmatic mergers, changes to admission requirements for graduate programming in Biochemistry, Microbiology & Immunology are being proposed. The CGPS requests that APC recommend approval to University Council for changes to the admission requirements to be effective for 2021-2022 admissions.

The proposal was approved by the Graduate Programs Committee on September 30, 2019. The proposal was subsequently approved by the Executive Committee of CGPS on November 25, 2019.

The proposed changes to admission requirements will help ensure that students admitted to the graduate programs will remain eligible for funding commitments.

Attached please find the proposed changes to the admission requirements.

If you have any questions, please contact Kelly Clement at kelly.clement@usask.ca or 306-966-2229

The new field is proposed to have slightly higher admission requirements. The proposed English proficiency requirement includes a minimum overall TOEFL score of 90 with a minimum of 20 in each area or a minimum overall IELTS score of 6.5 with a minimum of 6.5 in each area. (CGPS minimums require a minimum overall TOEFL of 86 with a minimum score of 19 in each area, or a minimum overall IELTS of 6.5 with a minimum of 6.0 in each area.) The minimum average for admission would be 75% for the Master of Science, and 80% for the Doctor of Philosophy. The changes to the admission requirements result from the graduate program review process.

Admission Requirements

Degree Program	Current	Proposed
Master of Science	<ul style="list-style-type: none"> • Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. • a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units) • a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study 	<ul style="list-style-type: none"> • Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. A minimum overall TOEFL score of 90 is required with a minimum score of 20 in each area, or a minimum overall IELTS score of 6.5 with a minimum score of 6.5 in each area, or another approved test as outlined in the College of Graduate and Postdoctoral Studies Academic Policies. • a cumulative weighted average of at least a 75% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units). (Students with a lower average may be accepted under exceptional circumstances). • a four-year honours degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study
Doctor of Philosophy	<ul style="list-style-type: none"> • Language Proficiency Requirements: Proof of English proficiency may be required for international 	<ul style="list-style-type: none"> • Language Proficiency Requirements: Proof of English proficiency may be required for international

	<p>applicants and for applicants whose first language is not English.</p> <ul style="list-style-type: none"> • Master’s degree, or equivalent, from a recognized university in a relevant academic discipline • a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master’s program) 	<p>applicants and for applicants whose first language is not English. A minimum overall TOEFL score of 90 is required with a minimum score of 20 in each area, or a minimum overall IELTS score of 6.5 with a minimum score of 6.5 in each area, or another approved test as outlined in the College of Graduate and Postdoctoral Studies Academic Policies.</p> <ul style="list-style-type: none"> • Master’s degree, or equivalent, from a recognized university in a relevant academic discipline • a cumulative weighted average of at least a 80% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master’s program)
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Consultation with the Registrar Form

This form is to be completed by the Registrar (or his/her designate) during an in-person consultation with the faculty member responsible for the proposal. Please consider the questions on this form prior to the meeting.

Section 1: New Degree / Diploma / Certificate Information or Renaming of Existing

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

1 Is this a new degree, diploma, or certificate?
Is an existing degree, diploma, or certificate being renamed?
If you've answered NO to each of the previous two questions, please continue on to the next section.

2 What is the name of the new degree, diploma, or certificate?

3 What is the credential of this new degree, diploma, or certificate? [Example - D.M.D. = Doctor of Dental Medicine]

4 If you have renamed an existing degree, diploma, or certificate, what is the current name?

5 Does this new or renamed degree / diploma / certificate require completion of degree level courses or non-degree level courses, thus implying the attainment of either a degree level or non-degree level standard of achievement?

6 If this is a new degree level certificate, can a student take it at the same time as pursuing another degree level program?
7 If YES, a student attribute will be created and used to track students who are in this certificate alongside another program.
The attribute code will be:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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8 Which College is responsible for the awarding of this degree, diploma, or certificate?

9 Is there more than one program to fulfill the requirements for this degree, diploma, or certificate? If yes, please list these programs.

10 Are there any new majors, minors, or concentrations associated with this new degree / diploma / certificate? Please list the name(s) and whether it is a major, minor, or concentration, along with the sponsoring department.

11 If this is a new graduate degree, is it thesis-based, course-based, or project-based?

Section 2: New / Revised Program for Existing or New Degree / Diploma / Certificate Information

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

1 Is this a new program?
Is an existing program being revised?
If you've answered NO to each of the previous two questions, please continue on to the next section.

2 If YES, what degree, diploma, or certificate does this new/revised program meet requirements for?

3 What is the name of this new/revised program?

4 What other program(s) currently exist that will also meet the requirements for this same degree(s)?

5 What College/Department is the academic authority for this program?

6 Is this a replacement for a current program?

7 If YES, will students in the current program complete that program or be grandfathered?

8 If this is a new graduate program, is it thesis-based, course-based, or project-based?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Section 3: Mobility

Mobility is the ability to move freely from one jurisdiction to another and to gain entry into an academic institution or to participate in a learning experience without undue obstacles or hindrances.

1 Does the proposed degree, program, major, minor, concentration, or course involve mobility?
If yes, choose one of the following?

Domestic Mobility (both jurisdictions are within Canada)	
International Mobility (one jurisdiction is outside of Canada)	

2 Please indicate the mobility type (refer to Nomenclature for definitions).

Joint Program	
Joint Degree	
Dual Degree	
Professional Internship Program	
Faculty-Led Course Abroad	
Term Abroad Program	
Yes	
No	<input checked="" type="checkbox"/>

3 The U of S enters into partnerships or agreements with external partners for the above mobility types in order to allow students collaborative opportunities for research, studies, or activities. Has an agreement been signed?

4 Please state the full name of the agreement that the U of S is entering into.

5 What is the name of the external partner?

6 What is the jurisdiction for the external partner?

Section 4: New / Revised Major, Minor, or Concentration for Existing Degree Information (Undergraduate)

Yes No Revised

1 Is this a new or revised major, minor, or concentration attached to an existing degree program? If you've answered NO, please continue on to the next section.
2 If YES, please specify whether it is a major, minor, or concentration. If it is more than one, please fill out a separate form for each.

3 What is the name of this new / revised major, minor, or concentration?

4 Which department is the authority for this major, minor, or concentration? If this is a cross-College relationship, please state the Jurisdictional College and the Adopting College.

5 Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?

Section 5: New / Revised Disciplinary Area for Existing Degree Information (Graduate)

Yes No Revised

1 Is this a new or revised disciplinary area attached to an existing graduate degree program? If you've answered NO, please continue on to the next section.
2 If YES, what is the name of this new / revised disciplinary area?

3 Which Department / School is the authority for this new / revised disciplinary area? (NOTE - if this disciplinary area is being offered by multiple departments see question below.)
Biochemistry, Microbiology and Immunology [BIM] - Bioch Micro Immuno - code and description for student system] BMI

4 Which multiple Departments / Schools are the authority for this new / revised disciplinary area?
Bioch Micro Immuno [BIM] - currently exists in student system BMI

4a Of the multiple Departments / Schools who are the authority for this new / revised disciplinary area and what allocation percentage is assigned to each? (Note - must be whole numbers and must equal 100.)

4b Of the multiple Departments / Schools who is the primary department? The primary department specifies which department / school policies will be followed in academic matters (ex. late adds, re-read policies, or academic misconduct). If no department / school is considered the primary, please indicate that. (In normal circumstances, a department / school with a greater percentage of responsibility - see question above - will be designated the primary department.)

5 Which current program(s) and / or degree(s) is this new / revised disciplinary area attached to?
Master of Science-Thesis [MSC-T-GP], Doctor of Philosophy(Transfer) [PHD-TRANS-GP], Doctor of Philosophy [PHD-GP]

Effective Term: 202005 (major merger)
202105 (admission)

Title: Major Merger [BIOC MIIM] to New
Major BIMl for MSC-T-GP, PHD-GP PHD-TRANS-GP

Section 6: New College / School / Center / Department or Renaming of Existing

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

- 1 Is this a new college, school, center, or department?
Is an existing college, school, center, or department being renamed?
Is an existing college, school, center, or department being deleted?
If you've answered NO to each of the previous two questions, please continue on to the next section.
- 2 What is the name of the new (or renamed or deleted) college, school, center, or department?

- 3 If you have renamed an existing college, school, center, or department, what is the current name?

- 4 What is the effective term of this new (renamed or deleted) college, school, center, or department?

- 5 Will any programs be created, changed, or moved to a new authority, removed, relabelled?

- 6 Will any courses be created, changed, or moved to a new authority, removed, relabelled?

- 7 Are there any ceremonial consequences for Convocation (ie. New degree hood, adjustment to parchments, etc.)?

Section 7: Course Information

1 Is there a new subject area(s) of course offering proposed for this new degree? If so, what is the subject area(s) and the suggested four (4) character abbreviation(s) to be used in course listings?

No

2

If there is a new subject area(s) of offerings what College / Department is the academic authority for this new subject area?

3 Have the subject area identifier and course number(s) for new and revised courses been cleared by the Registrar?

4 Does the program timetable use standard class time slots, terms, and sessions?

Yes No

If NO, please describe.

5 Does this program, due to pedagogical reasons, require any special space or type or rooms?

Yes No

If YES, please describe.

NOTE: Please remember to submit a new "Course Creation Form" for every new course required for this new program / major. Attached completed "Course Creation Forms" to this document would be helpful.

Section 8: Admissions, Recruitment, and Quota Information - as per current set-up other than admission qualifications

- 1 Will students apply on-line? If not, how will they apply?

- 2 What term(s) can students be admitted to?

- 3 Does this impact enrollment?

- 4 How should Marketing and Student Recruitment handle initial inquiries about this proposal before official approval?

- 5 Can classes towards this program be taken at the same time as another program?

- 6 What is the application deadline?

- 7 What are the admission qualifications? (I.E. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)
English proficiency requirement of minimum overall TOEFL score of 90 with a minimum of 20 in each area or a minimum overall IELTS score of 6.5 with a minimum of 6.5 in each area.
Minimum average of 75% for Master of Science and 80% for Doctor of Philosophy.
- 8 What is the selection criteria? (I.E. If only average then 100% weighting; if other factors such as interview, essay, etc. what is the weighting of each of these in the admission decision.)

- 9 What are the admission categories and admit types? (I.E. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

- 10 What is the application process? (I.E. Online application and supplemental information (required checklist items) through the Admissions Office or sent to the College/Department?)

- 11 Who makes the admission decision? (I.E. Admissions Office or College/Department/Other?)

- 12 Letter of acceptance - are there any special requirements for communication to newly admitted students?

- 13 Will the standard application fee apply?

- 14 Will all applicants be charged the fee or will current, active students be exempt?

- 15 Are international students admissible to this program?

Section 9: Government Loan Information - as per current set-up

NOTE: Federal / provincial government loan programs require students to be full-time in order to be eligible for funding. The University of Saskatchewan defines full-time as enrollment in a minimum of 9 credit units (operational) in the fall and/or winter term(s) depending on the length of the loan.

- 1 If this is a change to an existing program, will the program change have any impact on student loan eligibility?

- 2 If this is a new program, do you intend that students be eligible for student loans?

Section 10: Convocation Information (only for new degrees) - not applicable

- 1 Are there any 'ceremonial consequences' of this proposal (ie. New degree hood, special convocation, etc.)?

- 2 If YES, has the Office of the University Secretary been notified?

- 3 When is the first class expected to graduate?

- 4 _____
- What is the maximum number of students you anticipate/project will graduate per year (please consider the next 5-10 years)?

Section 11: Schedule of Implementation Information

- 1 What is the start term?
202005 [May 2020] - for new majors
202105 [May 2021] - for admission requirement change
- 2 Are students required to do anything prior to the above date (in addition to applying for admission)?
If YES, what and by what date?

Yes No

Section 12: Registration Information - as per current set-up

1 What year in program is appropriate for this program (NA or a numeric year)?
(General rule = NA for programs and categories of students not working toward a degree level qualification.)

Yes No

2 Will students register themselves?
If YES, what priority group should they be in?

Section 13: Academic History Information - as per current set-up

1 Will instructors submit grades through self-serve?

Yes No

2 Who will approve grades (Department Head, Assistant Dean, etc.)?

Section 14: T2202 Information (tax form) - as per current set-up

1 Should classes count towards T2202s?

Yes No

Section 15: Awards Information

1 Will terms of reference for existing awards need to be amended?

Yes No

2 If this is a new undergraduate program, will students in this program be eligible for College-specific awards?

Section 16: Government of Saskatchewan Graduate Retention (Tax) Program - as per current set-up

1 Will this program qualify for the Government of Saskatchewan graduate retention (tax) program?

Yes No

To qualify the program must meet the following requirements:
- be equivalent to at least 6 months of full-time study, and
- result in a certificate, diploma, or undergraduate degree.

Section 17: Program Termination

1 Is this a program termination? Yes No
If yes, what is the name of the program?

Majors of Biochemistry [BIOC] and Microbiology and Immunology [MIIM] in the Post Graduate Diploma [PGD-GP], Master of Science-Thesis [MSC-T-GP], Doctor of Philosophy(Direct) [PHD-DIRECT-GP], Doctor of Philosophy(Transfer) [PHD-TRANS-GP], Doctor of Philosophy [PHD-GP] programs

2 What is the effective date of this termination? Yes No
202005 [May 2020]

3 Will there be any courses closed as a result of this termination? Yes No
If yes, what courses?

4 Are there currently any students enrolled in the program? Yes No
If yes, will they be able to complete the program?
Students will be allowed to complete their current program or move to the new program

5 If not, what alternate arrangements are being made for these students?

6 When do you expect the last student to complete this program? Yes No
2025 - students have 6 years to complete

7 Is there mobility associated with this program termination? Yes No
If yes, please select one of the following mobility activity types.

- Dual Degree Program
- Joint Degree Program
- Internship Abroad Program
- Term Abroad Program
- Taught Abroad Course
- Student Exchange Program

Partnership agreements, coordinated by the International Office, are signed for these types of mobility activities. Has the International Office been informed of this program termination? Yes No

Section 18: Proposed Tuition and Student Fees Information - as per current set-up

1 How will tuition be assessed?

Standard Undergraduate per credit	
Standard Graduate per credit	
Standard Graduate per term	
Non standard per credit*	
Non standard per term*	
Other *	
Program Based*	

2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category or rate?
* See attached documents for further details

3 If program based tuition, how will it be assessed? By credit unit? By term? Elsehow?

4 Does proponent's proposal contain detailed information regarding requested tuition?
If NO, please describe.

5 What is IPA's recommendation regarding tuition assessment? When is it expected to receive approval?

6 IPA Additional comments?

7 Will students outside the program be allowed to take the classes?

8 If YES, what should they be assessed? (This is especially important for program based.)

9 Do standard student fee assessment criteria apply (full-time, part-time, on-campus versus off-campus)?

10 Do standard cancellation fee rules apply?

11 Are there any additional fees (e.g. materials, excursion)? If yes, see NOTE below.

12 Are you moving from one tuition code (TC) to another tuition code?
If YES, from which tuition code to which tuition code?

13 Are international students admissible to the program? If yes, will they pay the international tuition differential?

Yes No

Yes No

NOTE: Please remember to submit a completed "Application for New Fee or Fee Change Form" for every new course with additional fees.

Section 19: TLSE - Information Dissemination (internal for TLSE use only)

1 Has TLSE, Marketing and Student Recruitment, been informed about this new / revised program?	Yes	No
2 Has TLSE, Admissions, been informed about this new / revised program?	Yes	No
3 Has TLSE, Student Finance and Awards, been informed about this new / revised program?	Yes	No
4 Has CGPS been informed about this new / revised program?	Yes	No
5 Has TLSE, Transfer Credit, been informed about any new / revised courses?	Yes	No
6 Has ICT-Data Services been informed about this new or revised degree / program / major / minor / concentration?	Yes	No
7 Has the Library been informed about this new / revised program?	Yes	No
8 Has ISA been informed of the CIP code for new degree / program / major?	Yes	No
9 Has Room Scheduling/Scheduling Hub/Senior Coordinator of Scheduling been informed of unique space requirements for the new courses and/or informed of program, course, college, and department changes?	Yes	No
10 Has the Convocation Coordinator been notified of a new degree?	Yes	No
11 What is the highest level of financial approval required for this submission? Check all that apply.		

a. None - as it has no financial implications

OR

b. Fee Review Committee

c. Institutional Planning and Assessment (IPA)

d. Provost's Committee on Integrated Planning (PCIP)

e. Board of Governors

f. Other

SIGNED

Date: December 9, 2019

Registrar (Russell Isinger): Russell Isinger

College / Department Representative(s): Masha Smith

IPA Representative(s):