SUMMARY:
At its December 18, 2019 meeting, the academic programs committee approved the following motion:

- That the Academic Program approve the reduction in credit units for the Bachelor of Science in Engineering (B.E.) and EPIP programs in Engineering Physics, effective May 2020.

Changes to the total number of credit units required for an approved degree program when the change affects tuition require approval by the Academic Programs Committee.

The College of Engineering is making some changes to its B.E. in Engineering Physics, which include removing one required course (PHYS 371.3), decreasing the number of credits in the Engineering Science and Design elective group by 3 c.u., and adding EP 428.3 as a required course. These changes result in an overall credit-unit reduction of 3 c.u. for the program.

The concepts taught in PHYS 371 will still be covered in another course (EP 370) and PHYS 371.3 will still be available as an optional elective.

The addition of the EP 428.3 ensures students in the Engineering Physics program have a training in computational physics, which is becoming an increasingly important skill for engineers in this field.

The decrease in the number of elective credits maintains the same number of credit units in the fourth year and keeps the total number of credit units in the program in line with the other engineering programs in the college.
ATTACHMENTS:

1. Reduction of number of credit units in the Engineering Physics program
PROPOSAL IDENTIFICATION

Title of proposal: Reduction of number of credit units in the Engineering Physics program

Degree(s): Bachelor of Science in Engineering

Field(s) of Specialization: Engineering Physics

Level(s) of Concentration: Undergraduate Program

Degree College: College of Engineering

Contact person(s) (name, telephone, fax, e-mail):
Dr. Doug Degenstein
Engineering Physics Undergraduate Chair
306 966 6447
doug.degenstein@usask.ca

Dr. Sasha Koustov
Department Head of Physics & Engineering Physics
306 966 6426
sasha.koustov@usask.ca

Proposed date of implementation: May 2020
Proposal Summary

The Bachelor of Science in Engineering Physics degree program is one of eight undergraduate programs offered by the College of Engineering. The Engineering Physics (EP) curriculum was first introduced in 1937, and accredited since 1965. Currently it is one of the 6 Engineering Physics programs in Canada, with one of the longest standing traditions. It is a four-year program, comprising a total of 147 credit units.

The current proposal seeks to alter the requirements for the Bachelor of Science in Engineering Physics degree program. The change would include removing one core course, and introducing one course currently offered as the elective as the requirement, while decreasing the number of credits in one group of electives:

a) To remove the PHYS.371 3 Statistical and Thermal Physics as a required course in the EP program,
b) To make EP 428.3 Computational Engineering Physics a required course of the EP program,
c) To decrease the number of credits in Engineering Science or Design electives group from 6 to 3.

Given the Engineering Physics is an existing program, the College is not requesting that a program be added or removed from our suite of offerings. Instead, the College is seeking approval from the Academic Programs Committee of Council (and all relevant governing bodies) to reduce the total number of credit units in the program. If approved, the change will result in the reduction of 3 credit units in the program, to the new total of 144 credit units.

Academic justification

Removing PHYS 371 as the required course would address an ongoing issue with the difficulty and large number of required credits in the third year of the EP program (currently 40 credit units). No courses require PHYS 371 as a prerequisite.

The kinetic theory that is taught as part of EP 370 Heat Kinetic Theory and Thermodynamics will still provide students with a basic exposure to the concepts of statistical thermodynamics. In addition, students can still choose to take PHYS 371 as one of the two Senior Science Electives.

The EP program is currently very heavy on Natural Science content (accreditation standards require 195 accreditation units and the program has 378), so the removal would have no impact on the program accreditation.

Introducing EP 428 as a required course would be beneficial for students, as Computational physics is becoming an increasingly important skill for EP engineers. The Department was struggling to offer the course consistently as an elective due to teaching resource demands (it
was offered every other year); designating EP 428 as a required course will ensure it is offered every year.

The decrease in the number of credits in Engineering Science or Design electives group from 6 to 3 is requested to make room for the new required course, while maintaining the same number of credit units in the fourth year of the program.

Comparing the number of credits units in Engineering Physics with other engineering programs in the College, it becomes apparent that EP has the highest number of credit units in third year (in fact, any year), and one of the two highest totals.

<table>
<thead>
<tr>
<th><strong>USASK Engineering Programs</strong></th>
<th>Credit units in third year</th>
<th>Total number of credits units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>32</td>
<td>137</td>
</tr>
<tr>
<td>Civil</td>
<td>36</td>
<td>144</td>
</tr>
<tr>
<td>Computer</td>
<td>33</td>
<td>134</td>
</tr>
<tr>
<td>Electrical</td>
<td>33</td>
<td>134</td>
</tr>
<tr>
<td><strong>Engineering Physics</strong></td>
<td><strong>40</strong></td>
<td><strong>147</strong></td>
</tr>
<tr>
<td>Environmental</td>
<td>36</td>
<td>144</td>
</tr>
<tr>
<td>Geological</td>
<td>39</td>
<td>147</td>
</tr>
<tr>
<td>Mechanical</td>
<td>39</td>
<td>145</td>
</tr>
</tbody>
</table>

The program “is recommended for students interested in physics, specifically optics, mechanics, electronics, instrumentation, and modelling”. Other Engineering Physics programs are offered at the University of Alberta, University of British Columbia, Carleton, McMaster and Queen’s. The competition for the students interested in this particular “bridge between pure and applied science”, although not numerous, is very strong, which is why it is important to remain relevant and continually improve.

**Consultation**

The Department of Physics and Enquiring Physics discussed and endorsed curricular changes on the meeting held on October 24, 2019. One additional change was approved at that meeting: to remove the lab component of EP 370.3 Heat, Kinetic Theory, and Thermodynamics. As that change does not require change to credit units and is considered course change in the purview of the college, it has been submitted for approval through the Arts & Science course challenge process, and thus not included in this proposal.

The Undergraduate Academic Programs Committee (UAPC) of the College of Engineering reviewed and endorsed this proposal on November 5, 2019. The UAPC is “responsible for approving and submitting to University Council’s Academic Programs Committee the college’s recommendations on: special topic courses, course and program catalogue, new courses, course deletions, and minor program revisions.” The Chair of the UAPC endorsed the proposal.
Given that the proposal for curricular change does not affect any other academic units on campus, no further consultation was completed at the university-level in the development of this proposal.

This proposal is now being submitted to the Academic Programs Committee of Council and all other relevant governing bodies for subsequent review and approval.

Budget

The proposed curricular changes will have a modest impact on the department resources. Tuition revenues generated by the Bachelor of Science in Engineering Physics program are expected to decrease.

PHYS 371 is a part of the Bachelor of Science in Engineering Physics program but offered through the College of Arts and Science, and listed under the Category 14 tuition rate. Category 14 Undergraduate tuition rates (September 2019 - August 2020) are $232 per credit unit for domestic students, and $633.36 per credit unit for international students. As PHYS 371 is a 3 credit unit course, a cost for domestic student is listed as $696, and $1900.08 for an international one.

By removing this course from the list of required courses in the program, the total number of credit units in the Bachelor of Science in Engineering Physics will decrease by 3 credits units. The course will, however, continue to be offered, and will be on the list of electives for the students in the program, so the loss of tuition will not necessarily apply to all student in the program.

In the past 5 years, Engineering Physics had 61 student on average, and had an average of 19 students in the third year of the program, with only a minimal number of (or no) international students.

<table>
<thead>
<tr>
<th>Academic Year Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Engineering Physics</td>
</tr>
<tr>
<td>Year In Program: 3rd Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Canada</td>
<td>14</td>
<td>15</td>
<td>19</td>
<td>19</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>International</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Undergraduate Total</td>
<td></td>
<td>15</td>
<td>15</td>
<td>19</td>
<td>21</td>
<td>25</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>15</td>
<td>15</td>
<td>19</td>
<td>21</td>
<td>25</td>
</tr>
</tbody>
</table>

Source: University of Saskatchewan Data Warehouse, Data as of Wednesday, December 11, 2019

Assuming the number of students admitted to the program remains constant into the future, the worst case scenario would be a loss of tuition for all students in the EP program, which would be $13000 on average.
**College Statement**
This proposal for curricular change has been endorsed by all relevant bodies in the College of Engineering. The consultation process has been briefly described. Please see appendices for more details and, in particular, the Letter of Support from the Associate Dean Academic.

**Appendices and Consultation Forms**
The following documents have been appended to this proposal:
- Appendix 1: Department Request for approval by the UAPC
- Appendix 2: Excerpts from the University Catalogue 2019/20 entry for Engineering Physics (with proposed changes marked in red)
- Appendix 3: Associate Dean Academic Letter of Support
- Appendix 4: Consultation with the Registrar Form.
Appendix 1: Department Request for approval by the UAPC

---Original Message---

From: Bourassa, Adam <adam.bourassa@usask.ca>
Sent: Friday, October 25, 2019 4:29 PM
To: Farthing, Sarah <sarah.farthing@usask.ca>
Subject: Re: UAPC November meeting

Hi Sarah,

Great, I've attached a document with the three motions to bring to the committee from EP.

Let me know if you have any questions.

Thanks,
Adam

Adam E. Bourassa, Ph.D., P.Eng.
Professor, Physics and Engineering Physics
University of Saskatchewan
Phone: 1-306-966-1418
Email: adam.bourassa@usask.ca

--- Motions to the UAPC from Engineering Physics -- November 2019 ---

Approving the Department of Physics and Engineering Physics on Oct 24, 2019

Motion: To remove the lab component of “EP 370.3 Heat, Kinetic Theory, and Thermodynamics”.

Rationale:
- To address an ongoing issue with the difficulty and large number of required credits in the third year of the EP program affecting student retention
- The first term was very heavy on practical labs (EE 321, EP 352, and EP 370). Removing these labs will relieve a considerable amount of both scheduled time in the lab and homework time for the students.
- The labs were not tightly linked to the lecture material so the impact on the learning outcomes will not be greatly affected.
- Effect on program accreditation:
  - Decease of 9.2 AUs of Engineering Science
  - 705.8 of the required 225 Engineering Science AUs remain
  - 266.8 of the required 225 Specific ES+ED AUs remain

Motion: To remove “PHYS 371.3 Statistical and Thermal Physics” as a required course in the EP program.

Rationale:
- To address an ongoing issue with the difficulty and large number of required credits in the third year of the EP program
- The EP program is currently very heavy on Natural Science, and no courses require PHYS 371 as a prerequisite.
- The kinetic theory that is taught as part of EP 370 provides basic exposure to the concepts of statistical thermodynamics.
• Students can still choose to take PHYS 371 as one of the two “Senior Science Electives”
• Effect on program accreditation:
  o Decrease of 36.6 AUs of Natural Science
  o 378.5 of the required 195 Natural Science AUs remain

Motion: To make EP 428 a required course of the EP program, and decrease the number of credits in “Engineering Science or Design” electives from 6 to 3.
Rationale:
• Computational physics is becoming an increasingly important skill for EP engineers and all students should take it.
• The department was struggling to consistently offer the course as an elective due to teaching resource demands and this will ensure it is offered every year.
• Effect on program accreditation: none
Appendix 2: Excerpts from the University Catalogue for 2019/20 for Engineering Physics (with proposed changes marked in red)

Engineering Physics
Bachelor of Science in Engineering (B.E.) - Engineering Physics

Year 1 (34 credit units)
All Engineering programs have a common first year.

Year 2 (37 credit units)

Year 3 (40 37 credit units)

Fall Term
- EE 321.3
- EP 353.2
- EP 370.3
- PHYS 356.3
- PHYS 383.3
- MATH 331.3
- 3 credit units of Engineering Physics Requirements

Winter Term
- EP 317.3
- EP 320.3
- EP 325.3
- EP 354.2
- PHYS 323.3
- PHYS 371.3
- 3 credit units of Engineering Physics Requirements

Year 4 (36 credit units)

Fall Term
- EP 413.3
- EP 417.3
- EP 421.3
- GE 348.3
- PHYS 456.3
- 3 credit units of Engineering Physics Requirements
Winter Term

- GE 449.3
- EP 428.3
- 9 6 credit units of Engineering Physics Requirements

Fall Term and Winter Term

- EP 495.6
- PHYS 490.0

Engineering Physics Requirements

Engineering Science or Engineering Design List

6-3 credit units from the following list, at least 3 credit units must be 400 level.

- CE 317.3
- CME 331.3
- CME 341.3
- CME 342.3
- EE 241.3
- EE 322.3
- EE 341.3
- EE 342.3
- EE 343.3
- EE 442.3
- EE 471.3
- EE 472.3
- ENVE 201.3
- EP 428.3
- EP 440.3
- GE 213.3
- GEOE 377.3
- or any other approved elective

Senior Science Requirement

6 credit units from the Engineering Science or Engineering Design list, or CMPT, CHEM, GEOL courses at 200 level or higher, or PHYS, ASTR, MATH, STAT courses at 300 level or higher, or any other approved elective. At least 3 credit units must be at 400 level.

Complementary Studies Elective (3 credit units)

Senior Humanities or Social Science Elective (3 credit units)
Ms. Amanda Storey  
Academic Programs and Student Appeals Coordinator  
Office of the University Secretary  

December 12, 2019  

Re: Proposal for Curricular Change- Bachelor of Science in Engineering Physics  

Dear Ms. Storey,  

The Undergraduate Academic Programs Committee within the College of Engineering convened on November 5, 2019. During this meeting, the Committee reviewed a proposal for curricular change that was submitted by the Department of Physics and Engineering Physics.  

As a Chair of the Undergraduate Academic Programs Committee, I am pleased to inform you that the Committee has approved the proposal and recommended that the proposal be sent for further review and approval. I wish to certify that the College is in agreement with and supports this proposal.  

Please do not hesitate to contact me directly if you have any questions or concerns.  

Sincerely,  

Bruce Sparling Ph.D, P.Eng., FCSCE  
Associate Dean Academic  
College of Engineering  
Phone: 306-966-4190  
Email: engr.academicdean@usask.ca
Appendix 4: Consultation with the Registrar Form
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

1. Is this a new degree, diploma, or certificate?
   [ ] Yes  [ ] No  x

   Is an existing degree, diploma, or certificate being renamed?
   [ ] Yes  [ ] No  x

   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?
   [ ] Yes  [ ] No

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:

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.
    [One major is required on all programs [4 characters for code and 30 characters for description]

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

1. Is this a new program?
   Yes [ ] No [X]

2. Is an existing program being revised?
   Yes [ ] No [X]

   If you've answered NO to each of the previous two questions, please continue on to the next section.

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

4. What is the name of this new/revised program?

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

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

7. Is this a replacement for a current program?
   Yes [X] No [ ]

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

9. If this is a new graduate program, is it thesis-based, course-based, or project-based?
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? Yes [ ] No [X]

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

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? Yes [ ] No [X]

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)

1 Is this a new or revised major, minor, or concentration attached to an existing degree program?  
   Yes [X] No [ ] Revised [ ]  
   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.  
   Major of EP [Engineering Physics] - reduction of 3 credit units from current 147 to 144

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

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.  
   PHYS [Physics and Engin Physics]

5 Which current program(s), degree(s), and/or program type(s) is this new / revised major, minor, or concentration attached to?  
   BE [Bachelor of Sc Engineering] and EPIP [EN Professional Intern Prog]

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

1 Is this a new or revised disciplinary area attached to an existing graduate degree program?  
   Yes [ ] No [X] Revised [ ]  
   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.)

4 Which multiple Departments / Schools are the authority for this new / revised disciplinary area?

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

1. Is this a new college, school, center, or department?
   Yes  No  X

2. Is an existing college, school, center, or department being renamed?
   Yes  No  X

3. Is an existing college, school, center, or department being deleted?
   Yes  No  X

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 (i.e., New degree hood, adjustment to parchments, etc.)?
Section 7: Course Information - no change

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?

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 - no change

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? (IE. High school transcript required, grade 12 standing, minimum average, any required courses, etc.)

8. What is the selection criteria? (IE. 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? (IE. High school students and transfer students or one group? Special admission? Aboriginal equity program?)

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

11. Who makes the admission decision? (IE. 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 - no change

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)

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]

2 Are students required to do anything prior to the above date (in addition to applying for admission)?
   Yes [ ] No [X]

   If YES, what and by what date?
Section 12: Registration Information - no change

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.)

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

Section 13: Academic History Information - no change

1. Will instructors submit grades through self-serve?

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

Section 14: T2202 Information (tax form) - no change

1. Should classes count towards T2202s?

Section 15: Awards Information - no change

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

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 - no change

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

   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?
   If yes, what is the name of the program?

2. What is the effective date of this termination?

3. Will there be any courses closed as a result of this termination?
   If yes, what courses?

4. Are there currently any students enrolled in the program?
   If yes, will they be able to complete the 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?

7. Is there mobility associated with this program termination?
   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?
Section 18: Proposed Tuition and Student Fees Information - no change

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

   * See attached documents for further details

2 If fees are per credit, do they conform to existing categories for per credit tuition? If YES, what category or rate?

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?
   - Yes
   - No
   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?
   - Yes
   - No
   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?

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
   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 11, 2019

Registrar (Russell Isinger):

College / Department Representative(s):

IPA Representative(s):