



SUBJECT: Academic Authorities Grid	CATEGORY: Academic – Programming	NO. A-1.1
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PREAMBLE

The Academic Authorities Grid will ensure that new programs, changes to existing programs and courses, and suspension, reinstatement or deletion of programs follow an approved, consistent, and effective approval and notification process.

POLICY

The SIAS Academic Authorities Grid governs the approval process for new credit programs, revisions to existing programs and courses, and deletion of programs.

PROCEDURES

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

- Upon approval of SIAS’s operating and capital plan, program areas will work with their division 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 SIAS Program Operating Procedures Manual.
- Development and implementation of new or revised programs will not commence until identified in the approved operating and capital plan.
- Proposals and recommendations must receive recommendation and/or 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 senior vice-president, academic will communicate all program decisions through the minutes of deans’ council meetings.

Approved by: President & CEO	Prepared by: Deans’ Council	Date Issued: May 25, 2011	Supersedes/New Supersedes	Page 1 of 2 #A-1.1
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SIAST Academic Authorities Grid

For New Credit Programs, Revisions to Existing Programs and Courses, and Deletion of Programs

<i>Proposal Format Required</i>		<i>Program Head</i>	<i>Dean of Division</i>	<i>Program Council</i>	<i>Deans' Council</i>	<i>SMC</i>	<i>President</i>
	New Programs						
Implementatio n Proposal Format #1	Development and implementation of new certificate or diploma programs ¹	R	E	E	E	N	A
	Development and implementation of new applied or advanced certificate programs	R	E	E	A	N	
Major Revision Format #2	Major Revisions to Existing Programs (for details see format #2)	R	E	E	A	N	
	Minor Revisions to Existing Programs						
Minor Revisions: Deans' Council Approval Format #3	Change admission requirements	R	E	--	A	N	
	Change graduation requirements	R	E	--	A	N	
	Change program title	R	E	--	A	N	
	Changes Requiring Notification to Deans' Council						
Minor Revisions: Dean's Approval Format #4	Minor change to the program length	R	A	--	N	--	
	Minor curriculum change	R	A	--	N	--	
	Replace delivery mode of one or more courses	R	A	--	N	--	
	Revision to apprenticeship programs	R	A	--	N	--	
	Add/delete a SIAST delivery site for core funded programs	R	A	--	N	--	
	Add/delete/change annual intake capacity at existing site for core funded programs	R	A	--	N	--	
	Change to funding category	R	A	-	N	-	
	Changes Requiring Notification to Registrar						
	Change course title/code	R	A	--	--	--	
	Change course description	R	A	--	--	--	
	Change pre/co-requisites	R	A	--	--	--	
	Change course grade mode	R	A	--	--	--	
	Change course passing grade	R	A	--	--	--	
Change scheduled semester offering of course	R	A	--	--	--		
Add alternative course delivery mode (except WebCT or PLAR)	R	A	--	--	--		
Change to learning outcomes	R	A	--	--	--		
Issue Sheet	Suspension/Reinstatement/Deletion of certificate or diploma programs	R	E	--	E	N	A
Issue Sheet	Suspension/Reinstatement/Deletion of applied or advanced certificate programs	R	E	--	A	N	

R – recommend to the next step

E – endorsed

A – approved

N – notify

¹ Addition and deletion of new certificate and diploma programs as identified in the operating and capital plan.

Program decisions will be communicated by the office of the senior vice-president, academic and will not take effect until formal notification is included in the deans' council minutes.