

MEMORANDUM

**Office of the Provost
and Vice-Principal (Academic)**

To: Associate Deans, Teaching and Learning
From: Gavan Watson, Vice-Provost, Teaching and Learning
Date: October 8, 2025
Subject: Updates to Major Modifications Processes

I write to outline an update to Major Modifications processes at Queen's. Please share this memo with unit heads in your Faculty (if applicable).

In response to feedback, and as part of our ongoing efforts to strengthen program development, we have introduced an expedited process for major modifications limited to changes program-level learning outcomes, with no accompanying changes to program requirements. This process is designed to balance oversight, efficiency, and workload, while upholding academic quality and supporting continuous program improvement.

The new expedited process is available immediately and involves:

- 1) A shorter, more focused template; and
- 2) A streamlined approvals process that eliminates consultation with central offices such as the Office of the University Registrar, the Office of Planning and Budgeting, and Undergraduate Admission and Recruitment.

Once such major modifications are approved at the Faculty level, they should be sent to the Vice-Provost, Teaching and Learning office at quqap@queensu.ca. From there, they will be reviewed and approved by the Graduate Studies Executive Council (in the case of graduate programs), the Senate Committee for Academic Development and Procedures, and Senate.

Units proposing major modifications should reach out to my office at quqap@queensu.ca to consult on the process and to receive the correct template.