



QUQAP Process for Expedited Approvals

Expedited Approvals - Senate functions as the final approval body

Note

1. This Expedited Approval Process applies to the following proposal types:
 - a. Undergraduate Diplomas
 - b. Undergraduate Certificates
2. **Undergraduate Programs** would **not** be reviewed by Graduate Councils, the School of Graduate Studies and Postdoctoral Affairs (SGSPA), and Graduate Studies Executive Council (GSEC). These steps would be skipped by Undergraduate Programs or replaced by their Faculty Board.

Pre-Approval

1. **(Grad Programs only:)** The Academic Unit proposing a program listed above reaches out to the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss with the Vice-Provost and Dean (SGSPA), a Graduate Associate Dean, and/or an Academic Affairs Officer.
2. The Academic Unit reaches out to the Provost's office (at quqap@queensu.ca) to summarize the proposal, receive the Pre-approval Template, discuss appropriate consultations, and review the approval process and timeline.
3. The Academic Unit must consult with the Office of the Registrar, the Office of Planning and Budgeting during the development of the Pre-Approval Form.
4. The Academic Unit completes the pre-approval template.
5. The Academic Unit is responsible for seeking approval by the Department/Unit Head, Faculty Dean. The Dean may choose to submit the Pre-approval Form to the Faculty Board/Graduate Council for comment and/or approval.
6. Once approved, the Academic Unit submits the Pre-Approval Form to the Provost's Office (quqap@queensu.ca) for review.
7. Provost's Office sends the Pre-Approval Form to the Office of the Registrar and Planning and Budget for review and approval.
8. Provost's Office submits the Pre-Approval Form to the Vice-Provost and Dean of SGSPA for review and approval.

9. The SGSPA Office submits the pre-approval to the Graduate Studies Executive Council (GSEC). If approved, SGSPA Office submits the pre-approval to the Provost's Office.
10. Provost's Office submits the Pre-Approval Form to the Vice-Provost (Teaching and Learning) (VPTL) for approval.
11. Provost's Office informs the Academic Unit and SGSPA Office that the pre-approval has been approved and advises the Academic Unit on the next steps and deadlines.

Proposal

12. Provost's Office sends the Academic Unit the Proposal Template and meets with them to explain the process, offer guidance on consultation with academic and non-academic central services, and answer any questions.
13. The SGSPA (for grad programs) works with the Academic Unit on the content of the Proposal Template.
14. The Academic Unit completes the Proposal, consulting with the Centre for Teaching and Learning on curriculum design and other central services as necessary.
15. The Academic Unit is responsible for seeking approval by the Department/Unit Head, Faculty Dean, the Faculty Graduate Council/Committee, and Faculty Board (as per Faculty Graduate Council/Committee regulations).
16. Once these approvals are made, the Academic Unit submits the Proposal to Provost's Office for review.
17. Provost's Office sends the Proposal Template to the Offices of the Registrar, Planning and Budgeting, Information Technology Services (ITS), and Library for review and approval.
18. Provost's Office submits the Proposal to the Vice-Provost and Dean of SGSPA for review and approval.
19. The SGSPA office submits the Proposal to GSEC. If approved, SGSPA Office submits the pre-approval to the Provost's Office.
20. Provost's Office submits the Proposal to the VPTL for review and approval.
21. Provost's Office informs the Academic Unit and SGSPA Office that the Proposal has been approved to go to the Review Team and advises the Academic Unit on the next steps and deadlines.

Institutional Approvals

22. Provost's Office submits the full proposal (Proposal and related Appendices) to the Senate Committee on Academic Development and Procedures (SCADP) for review.
23. If approved, the SCADP Secretary will inform the Academic Unit, Provost's Office, Faculty/Dean's Office, and SGSPA.
24. The SCADP Secretary will submit the full proposal to Senate for approval.
25. The Senate Secretary will invite members of the Academic Unit to attend Senate.
26. If approved at Senate, the University Secretariat will inform the Academic Unit, Provost's Office, Faculty/Dean's Office, and SGSPA.

Administration

27. Provost's Office asks for a website update from the Academic Unit. Provost's Office posts this program description on the Provost's Quality Assurance webpage.
28. Provost's Office tracks when any continuous improvement reporting, 5-year report and first Cyclical Program Review Report are to take place.