Major Modifications to Graduate Programs

Consultations

1. The Academic Unit proposing a Major Modification to a Graduate Program should contact the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss the changes being considered with either the Vice-Provost and Dean, Graduate Associate Dean, or an Academic Affairs Officer.
2. SGSPA may consult with the Vice-Provost (Teaching and Learning) (VPTL) to determine whether the change is a Major Modification or a New Program.
3. The Academic Unit reaches out to the Provost's office (at quqap@queensu.ca) to summarize the changes being proposed, determine the type of Major Modification, receive the Major Modification Template, discuss appropriate consultations, and review the approval process and timeline.
4. During the development of the template the Academic Unit must consult with the Office of the Registrar, the Office of the Planning and Budgeting, the School of Graduate Studies and Postdoctoral Affairs, and with anybody at the University (inside or outside of the faculty) that might be affected by the proposed changes.

Proposal

5. The Academic Unit completes the Major Modification Template utilizing QUQAP Guidance Documents and assistance from the Provost's Office and the SGSPA when required.
6. The Academic Unit is responsible for seeking approval from the Department/Unit Head, Faculty Dean, the Graduate Council/Committee, and Faculty Board (as per Faculty Graduate Council/Committee requirement).
7. Once these approvals are made, the Academic Unit submits the proposal to the Provost's Office for review.
8. Provost's Office sends the Major Modification Template to the Offices of the Registrar and Planning and Budgeting for review and approval.

9. Provost's Office submits the Proposal to the Vice-Provost and Dean of SGSPA for review and approval.
10. The SGSPA Office submits the Proposal to the Graduate Studies Executive Council (GSEC).
11. The SGSPA Office submits the Major Modification to the Provost' s Office.
12. Provost's Office submits the Major Modification to the VPTL for approval.

Institutional Approvals

13. Provost's Office submits the Major Modification to the Senate Committee on Academic Development and Procedures (SCADP).
14. If approved, the SCADP Secretary will inform the Academic Unit, SGSPA, and Provost's Office of the approval.
15. The SCADP Secretary will submit the Proposal to Senate for approval.
16. The Senate Secretary will invite members of the Academic Unit to attend Senate.
17. If approved at Senate, the University Secretariat will inform the Academic Unit, Provost's Office, Faculty/Dean's Office, and SGSPA.
18. The Provost's Office will pass on details of the change to the Registrar's Office, which will make any necessary updates to Peoplesoft program records.
19. The Academic Unit may implement the major modification from the effective date approved by Senate.

Quality Council

20. On an annual basis, Provost's Office will report all Major Modifications to the Quality Council.