



QUQAP Process for Major Modifications to Undergraduate Programs

Major Modifications to Undergraduate Programs

Consultation

1. 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. At this time Provost's Office will confirm whether the changes are a Major Modification or lead to a New Program Proposal.
2. During the development of the Template the Academic Unit must consult with the Offices of the Registrar, Planning and Budgeting, and with anybody at the University (inside or outside of the faculty) that might be affected by the proposed changes.

Proposal

3. The Academic Unit completes the Major Modification Template.
4. The Academic Unit is responsible for seeking approval from the Department/Unit Head, Faculty Dean, and Faculty Board.
5. Once these approvals are made, the Academic Unit submits the Proposal to Provost's Office for review.
6. Provost's Office sends the Major Modification Template to the Offices of the Registrar and Planning and Budgeting for review and approval.
7. Provost's Office submits the Major Modification Form to the Vice-Provost (Teaching and Learning) (VPTL) for approval.

Institutional Approvals

8. Provost's Office submits the Major Modification Template to the Senate Committee on Academic Development and Procedures (SCADP) for review.
9. If approved, the SCADP Secretary will inform the Academic Unit and Provost's Office.

10. The SCADP Secretary will submit the Proposal to Senate for approval.
11. If approved at Senate, the University Secretariat will inform the Academic Unit and the Provost's Office.
12. 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.
13. The Academic Unit may implement the Major Modification from the effective date approved by Senate.

Quality Council

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