



QUQAP Processes for Minor Modifications requiring Senate Approval

Minor Modifications Requiring Senate Approval

Note

1. This process applies to minor modifications requiring Senate approval only:
 - a. Change to the name of a program
 - b. Change to degree designation
 - that do not impact learning outcomes.
2. If these changes impact learning outcomes, then the Major Modification Protocol would need to be followed.
3. All other Minor Modifications should follow the processes outlined by the Faculty or School approval bodies, such as curriculum committee, Faculty Board, or the Graduate Studies Executive Council (GSEC), if applicable. They do not need approval by the Senate Committee on Academic Development and Procedures (SCADP) or Senate.
4. Undergraduate Programs would **not** be reviewed by Graduate Councils, the School of Graduate Studies and Affairs (SGSPA), or GSEC. These steps would be skipped by Undergraduate Programs or replaced by their Faculty Board.

Consultations

5. (Grad Programs only:) The Academic Unit proposing a Minor Modification Requiring Senate Approval will contact the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss the change with either the Vice-Provost and Dean, Graduate Associate Dean, or an Academic Affairs Officer.
6. The Academic Unit meets with the Provost's Office (contact quqap@queensu.ca)
7. for guidance on consultations and the approval process. The Provost's Office will provide the Academic Unit with the Minor Modification template at this meeting.

Proposal

8. The Academic Unit completes the Minor Modification template utilizing QUQAP Guidance Documents and assistance from the Provost's Office and SGSPA (if required).

9. The Academic Unit is responsible for seeking approval from the Department/Unit Head, Faculty Dean, Faculty Graduate Council (required for graduate programs), and Faculty Board (required for undergraduate programs; required for graduate programs as per Faculty Graduate Council regulations). When approved, the Academic Unit will send the Minor Modification to the Provost's Office.
10. The Provost's Office will send the Minor Modification to the Offices of the Registrar and Planning and Budgeting for review.
11. The Provost's Office will submit the Minor Modification to SGSPA for review and approval (for graduate programs).
12. (Graduate Programs Only:) SGSPA will review the Minor Modification and submit it to the Graduate Studies Executive Council (GSEC).
13. Provost's Office submits the Minor Modification to the Vice-Provost (Teaching and Learning) (VPTL) for approval.

Institutional Approvals

14. The Provost's Office submits the Minor Modification to the Senate Committee on Academic Development and Procedures (SCADP).
15. If approved, 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 Minor Modification from the effective date approved by Senate.