

New Graduate Diploma Sample Timeline

The sample timeline below is for a program launch in September 2028. It's important to note that this represents a moderately compressed timeline requiring careful project management by the program developers. Typical program development takes longer.

Academic units proposing new programs are encouraged to do the following:

- Create a timeline that aligns with fixed [committee meeting dates](#), since those occur only at certain times of the year.
- Engage early and regularly with all reviewers and approvers to speed up approvals and reduce revisions.
- Ensure that the proposal meets all the New Program Proposal Evaluation Criteria ([QUQAP 2.4.2](#)) to avoid delays at the Appraisal Committee stage.

Some further compression of the timeline is possible if necessary. If aiming for a more compressed timeline, early consultation with the VPTL is essential; contact quqap@queensu.ca.

Stage	Date	Description
<i>2026-2027 Academic Year</i>		
Notice of Intent	September 2026	The academic unit notifies the Vice-Provost, Teaching and Learning (VPTL) of their intent to propose a new program and meets with the VPTL office to discuss timelines and to receive the pre-approval form.
Development of Pre-Approval	September and October 2026	The academic unit completes the pre-approval template in consultation with the Faculty Dean and the Vice-Provost and Dean, School of Graduate Studies and Postdoctoral Affairs (SGSPA).
Submission of Pre-Approval Form	November 2026	The academic unit submits the pre-approval form to the VPTL office and requests a pre-approval meeting.
Pre-Approval Meeting	December 2026	The VPTL and the Vice-Provost and Dean, SGSPA host a meeting with university representatives to review the proposal and grant pre-approval. If it is granted, the VPTL office provides templates and guidance for the new program proposal process.
Development of New Program Proposal	December 2026-February 2027	The academic unit develops the full proposal in consultation with the university

		representatives and offices identified in the New Program Proposal template.
Faculty-level and Institutional Approvals	March-April 2027	The academic unit obtains approvals and letters of support from the university representatives and offices listed in the New Program Proposal Template, including Faculty Graduate Council and the Faculty Dean.
Submission of New Program Proposal	April 2027	The academic unit submits the proposal, including all approvals, to the VPTL office.
Review of New Program Proposal	April 2027	The VPTL office reviews the proposal to ensure it is complete, then submits it to the Graduate Studies Executive Council (GSEC).
GSEC and SGSPA approval	May 2027	The Graduate Studies Executive Council and the Vice-Provost and Dean, SGSPA, review and approve the proposal.
VPTL Review and Approval	May 2027	The Vice-Provost, Teaching and Learning, reviews and approves the proposal.
SCADP	June 2027	The Senate Committee on Academic Development and Procedures reviews and approves the proposal.
<i>2027-2028 Academic Year</i>		
Senate	September 2027	The Senate reviews and approves the proposal.
Announcement	October 2027	Program can be advertised to prospective students as "subject to approval by the Quality Council."
Appraisal Committee	November 2027- January 2028	The VPTL office sends the proposal to the Appraisal Committee for approval. Historically, the appraisal committee has asked for at least one change to the proposal before approving it.
Quality Council	February 2028	Once the Appraisal Committee approves the proposal, it is provided to the Quality Council for their approval.
Ministry Funding Approval	February-July 2028	Program is allowed to launch before ministry approval if the Faculty assumes budgetary risk.
Program Launch	September 2028	