

New Undergraduate Program 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
2025-2026 Academic Year		
Notice of Intent	January 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.
Pre-Approval Development	January and February 2026	The academic unit completes the pre-approval template in consultation with the Faculty Dean.
Submission of Pre-Approval Form	March 2026	The academic unit submits the pre-approval form to the VPTL office and requests a pre-approval meeting.
Pre-Approval Meeting	April 2026	The VPTL hosts 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.
Review Team Nominations	May 2026	The academic unit submits review team nominations. These are then ranked by the Faculty Dean and approved by the VPTL.
Development of New Program Proposal	May-September 2026	The academic unit develops the full proposal in consultation with the university representatives and offices identified in the New Program Proposal template.

2026-2027 Academic Year		
Faculty-level and Institutional Approvals	October-November 2026	The academic unit obtains approvals and letters of support from the university representatives and offices listed in the New Program Proposal template, including Faculty Board and the Faculty Dean.
Submission of New Program Proposal	December 2026	The academic unit submits the proposal, including all approvals, to the VPTL office.
Review of New Program Proposal	December 2026	The VPTL office reviews the proposal to ensure it is complete, then asks the Faculty Office to schedule the site visit.
Site Visit Scheduling	January 2027	The Faculty Office schedules the site visit.
Site Visit	February-March 2027	The Faculty Office hosts the site visit.
Review Team Report	April 2027	The Review Team submits its report to the VPTL office within one month of the site visit.
Internal Responses and Possible Revisions	May-July 2027	The Academic Unit submits its response to the Review Team Report, including any possible revisions to the proposal. The Faculty Dean then reviews both the Report and the Academic Unit's response, and provides their own response.
2027-2028 Academic Year		
VPTL Review and Approval	August 2027	The Vice-Provost, Teaching and Learning, reviews and approves the proposal, the review team report, and the internal responses.
SCADP	September 2027	The Senate Committee on Academic Development and Procedures reviews and approves the proposal, the review team report, and the internal responses.
Senate	October 2027	The Senate reviews and approves the proposal, the review team report, and the internal responses.
Announcement	November 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 full proposal, including the Review Team Report and Internal Responses, 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	March-August 2028	Program is allowed to launch before ministry approval if the Faculty assumes budgetary risk.
Program Launch	September 2028	