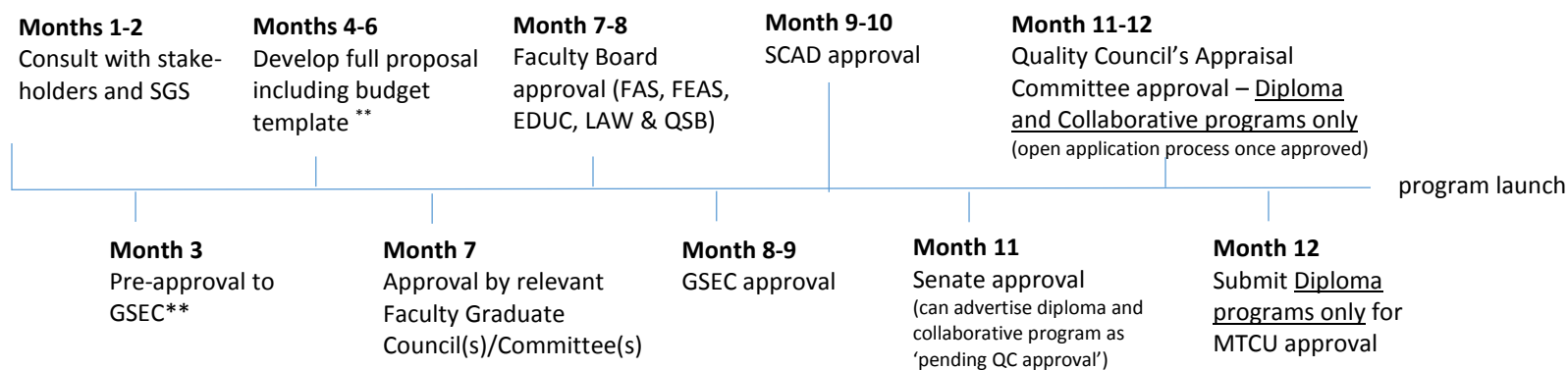


Path and timeline for approval of a new graduate Certificate, Diploma, or Collaborative program*

Once you have plans to develop a new graduate certificate, diploma or collaborative program, contact the School of Graduate Studies to discuss your proposal, review the process, establish a timeline, and discuss potential grant support from the Ministry of Training, Colleges and Universities (graduate certificates do not require Quality Council approval and are not eligible for MTCU funding and in collaborative programs, students are counted in the home program). In our experience, program directors know when they would like the program to launch, so it's often best to work backwards keeping in mind the meeting schedules of those committees that must consider and approve the proposal. Note that although Senate does not meet from May – August inclusive, the Senate Agenda and Summer Action Committee may act on behalf of Senate to deal with time-sensitive matters including program approvals that have been approved by SCAD. Also, consult the Senate Policy on Certificates and Diplomas: (<http://www.queensu.ca/secretariat/policies/senateandtrustees/certificateprograms.html>)

Below is a timeline to serve as a guideline for the approval and launch of a new graduate certificate, diploma or collaborative program. The time taken to develop the proposal varies by unit; but we know that consultation with the SGS early on can speed things up – we are here to assist. Graduate Certificate programs may accept applications and launch once approval from Senate is granted. Diplomas and Collaborative programs require Quality Council's approval and only diplomas require MTCU approval for funding (for collaborative programs, the 'parent' programs are already MTCU funded and certificate programs are not eligible for MTCU funding)

Timeline



* New Master's and Doctoral programs follow the full New program approval process – contact the SGS for details.

** Ensure that required signatures have been obtained

Notes

The Pre-Approval requires a summary of the proposed new program(s), the expectations in terms of demand, enrolment and anticipated resource implications. Sign-off is needed from the Department Head/director, appropriate Faculty Dean(s), Vice Provost and Dean (SGS), the Graduate Studies Executive Council and the Provost.

Development of full proposal requires consultation with students, staff, faculty, and shared services. Additionally, an evaluation of the student demand for the program is needed as well as a scan of similar programs to help establish the need for the program. Submission of the proposal must include a budget template. Sign-offs required prior to being considered by GSEC include: the Department Head/director, the appropriate Faculty Dean(s), confirmation of approval by the appropriate Faculty Graduate Council/Committee, and confirmation of approval by relevant Faculty Board(s)*. Once approved by the Graduate Studies Executive Council, the SGS will acquire signatures from the Vice-Provost (Library), the University Registrar, the Associate Vice-Principal (Budget and Planning) (all of whom should have been consulted in preparing the proposal document), and the Provost before the document is directed to SCAD. No external review is required for these particular new graduate programs.

Suggestions

Keep in mind that SCAD and Senate do not meet in the spring and summer so schedule your program development time such that you will not incur delays while waiting for these committees to reconvene in September.

As you consult with past graduates and the target audience keep a list of those individuals who have expressed interest so they may be contacted once the program has been approved. This has proven beneficial in the past and enabled programs to meet their projected enrolment target for year 1 when the timeframe for advertising the new program might be limited.

* Check regulations of relevant Faculty Graduate Council/Committee. Currently the Faculty Boards of Business, Law, Education, Arts & Science, and Engineering & Applied Science must approve new programs.