



## QUQAP Process for New Graduate Program

1. The Academic Unit reaches out to the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss the potential for a New Program with the Vice-Provost and Dean of SGSPA, a Graduate Associate Dean, and/or an Academic Affairs Officer.
2. The Academic Unit reaches out to the Provost's office (at [quqap@queensu.ca](mailto:quqap@queensu.ca)) to summarize the proposal, receive the Pre-approval Template, discuss appropriate consultations, and review the approval process and timeline.
3. The Academic Unit must consult with the Office of the Registrar, the Office of Planning and Budgeting during the development of the Pre-Approval Form.
4. The Academic Unit completes the Pre-Approval Template.
5. The Academic Unit is responsible for seeking approval by the Department/Unit Head, Faculty Dean. The Dean may choose to submit the Pre-approval Form to the Faculty Board/Graduate Council for comment and/or approval.
6. Once approved, the Academic Unit submits the Pre-Approval Form to [quqap@queensu.ca](mailto:quqap@queensu.ca) for review.
7. Provost's Office sends the Pre-Approval Form to the Offices of the Registrar and Planning and Budgeting for review and approval.
8. Provost's Office submits the Pre-Approval Form to the Vice-Provost and Dean of SGSPA for review and approval.
9. The SGSPA Office submits the Pre-A (VPTL)

informs the Academic Unit and SGSPA Office that the pre-approval has been received. The SGSPA Office then informs the Academic Unit on the next steps and deadlines.





