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The Academic Unit must consult with the Office of the Registrar and the Office of Planning and Budgeting during the development of the Pre-Approval Form.

3. The Academic Unit completes the Pre-Approval Template.
4. The Academic Unit is responsible for seeking approval by the Department/Unit Head and Faculty Dean. The Dean may choose to submit the Pre-Approval Form to the Faculty Board for comment and/or approval.
5. Once approved, the Academic Unit submits the Pre-Approval Form to [quqap@queensu.ca](mailto:quqap@queensu.ca) for review.
6. Provost's Office sends the Pre-Approval Form to the Office of the Vice-Provost (Teaching and Learning) for approval.
8. Provost's Office informs the Academic Unit that the Pre-Approval has been approved and advises the Academic Unit on the next steps and deadlines.

## Proposal

9. \_\_\_\_\_, consulting with the Centre for Teaching and Learning on curriculum design and other central services as necessary
- 11.

12. Once these approvals are made, the Academic Unit submits the Proposal to Provost's Office for review.
13. Provost's Office sends the Proposal template to the Offices of the Registrar, Planning and Budgeting, Information Technology Services (ITS), and Library for review and approval.
14. Provost's Office submits the Proposal to the VPTL for review and approval.
15. Provost's Office informs the Academic Unit that the Proposal has been approved to go to the Review Team and advises the Academic Unit on the next steps and deadlines.

#### Review Team Nominations (may happen concurrently with Proposal)

16. The Academic Unit reaches out to the Provost's Office for the Review Team Nomination Template. Provost's Office provides the Academic Unit with the template and advises them on the process and deadlines.
17. The Academic Unit completes the template, nominating (e)1.72 (l)tem'esdT6.5( Is5 Tc -0.7a)7.6e

28. Provost's Office will review the report for completeness and solicit any clarifications required from the Review Team.

### Internal Responses

29. Provost's Office will contact the Academic Unit for the Unit/Department Head's response to the Review Team Report, providing them with the report and an Internal Response Template.

30. The Academic Unit will submit the response to [qugap@queensu.ca](mailto:qugap@queensu.ca).

31. Provost's Office will send the Review qu

