Schedule - Approval Requirements for Changes to and Closures of Courses and Subjects

Type of change	Definition	Examples	Forms and other requirements	Final Approval Body
Editorial	Spelling or grammatical errors in courses and subjects		N/A	No approvals required - may be processed directly by College Education Teams
Administrative	Changes not impacting subject or course sequences that are updates to subject descriptions or subject delivery **Note**: Where an administrative change in one course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken.	Changes to subject coordinator Updates to teaching schedules Updates to text books (except those identified under the Conflict of Interest Procedure – Staff Authored Texts) Change of description of assessment items where this is not a change of assessment activity, or changes comprising 30 per cent or less of a subject assessment load Teaching organisational unit changes. Changes to subject or course codes to rectify an error	N/A	Head of School or delegate, or equivalent at College level (for College-based subjects)
Minor	Changes not impacting overall learning outcomes or course structures **Note**: Where a minor change in one course constitutes a major change in another course, the highest relevant level procedure must be undertaken. See Procedure for cumulative changes.	Changes to a subject description that do not also imply a change to content Change to the name of a subject or a minor Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes Change of composition of an elective minor or specified electives list, including suspension or closure Changes to subject rules that do not have an impact on progression or course completion Identification of essentials subjects (refer La Trobe Essentials Policy) Identification of cornerstone, midpoint or capstone subjects Changes to availability not impacting student progression Closure of a subject that is only offered as an elective in any course. Final closure of a course that has been phasing out Changes to course descriptions, including AHEGS	**Course Revision Proposal**	College Coursework Committee

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Major changes	All changes with significant impact on course content or course delivery are considered major changes. Changes to **individual electives** are not considered major changes.	Changes to names of majors or courses	**Course Revision Proposal**	Academic Board
		Changes to subjects, including assessment, that impact learning outcomes	**Course Revision Proposal**	
		Changes to subject or course intended learning outcomes	**Course Revision Proposal**	
		Changes involving more than one college	**Course Revision Proposal**	
		Proposals to vary arrangements with external partners or at offshore locations	**Course Revision Proposal**	
		Changes to entry criteria	**Course Revision Proposal**	
		Changes impacting professional recognition	**Course Revision Proposal**	
	Changes with potential to impact student progression	Changes to electives that significantly reduce options available to students	**Course Revision Proposal and Transition Plan**	
		Deletions to the delivery mode or location of subjects	**Course Revision Proposal and Transition Plan Proposal**	
		Changes that will affect progression or course completion rules (including changes such as hurdle requirements, prerequisites and co-requisites	**Course Revision Proposal and Transition Plan Proposal**	
		Replacement, suspensions or closure of core/required subjects, including those in majors	**Course Revision Proposal and Transition Plan Proposal**	
		Addition, suspension or closure of an existing major	**Course Revision Proposal and Transition Plan Proposal**	
		Closure of a course or course instance that is currently open for enrolments	**Course Closure Proposal**	
		Suspensions of course intakes	Documentation of: • Impacted active pathways • In progress offers • Management plan for above assuring University does not fall into provider default	College Pro Vice-Chancellor

Changes regarded as new

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Changes that constitute a new course	The creation of a nested award within an existing award	**New Course/Instance Proposal**	Academic Board
	The addition of a new major resulting in a new tagged award The addition of a delivery mode or location for courses	**New Course/Instance Proposal** **Course Business Case**	Academic Board
New subjects or new delivery modes	New additional subject (not a replacement) for an existing course New delivery mode/location for an existing subject	**New Subject Calculator** **Course Revision Proposal**	College Pro Vice-Chancellor or nominee, normally on advice of College Coursework Committee
New name	A change to the name of a course	Memo outlining change and rationale **Course Closure Form**	College Pro Vice-Chancellor or nominee, normally on advice of College Coursework Committee