

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		Course Register &/or CIMS	No approvals required - may be processed directly by College Education Teams
ADMINISTRATIVE	<p>Changes not impacting subject or course sequences that are updates to subject descriptions or subject delivery</p> <p>Note: <i>Where an administrative change in one course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken.</i></p>	<ul style="list-style-type: none"> • Changes to course or subject coordinator • 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 • Changes to subject or course intended learning outcomes of an administrative nature and do not impact intent 	Course Register or CIMS	Head of School or delegate, or equivalent at College level (for College-based subjects)

Type of change	Definition	Examples	Forms and other requirements	Final approval body
MINOR	<p>Changes not impacting overall learning outcomes or course structures</p> <p>Note: Where a minor change in one course constitutes a major change in another course, the highest relevant level procedure must be undertaken.</p> <p>See Procedure for cumulative changes.</p>	<ul style="list-style-type: none"> Changes to a subject description that do not also imply a change to content Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes Changes to subject rules that do not have an impact on progression or course completion Closure of a subject that is only offered as an elective in any course. Changes to availability not impacting student progression Deletions to the delivery mode or location of subjects that do not impact student progression 	CIMS & where relevant, Course Register	College Coursework Committee
		<ul style="list-style-type: none"> Identification of essentials subjects (refer La Trobe Essentials Policy) Identification of cornerstone, midpoint or capstone subjects Changes to subject intended learning outcomes that may impact matrix mapping but do not impact course intended learning outcomes 	Memo, Course Matrix & CIMS <i>(memo not required for SILO revisions)</i>	
		<ul style="list-style-type: none"> Change to the name of a core or core-choice subject or a minor Change of composition of an elective minor or specified electives list, including suspension or closure Changes to course descriptions, including AHEGS 	Course Revision Proposal, Course Matrix & CIMS	

Type of change	Definition	Examples	Forms and other requirements	Final approval body
MAJOR	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, Course Matrix	Academic Board
		Changes to subjects, including assessment, that impact learning outcomes	Course Revision Proposal, CIMS, Course Matrix	
		Changes to course intended learning outcomes or subject intended learning outcomes that impact CILOs	Course Revision Proposal, CIMS, Course Matrix	
		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 and Course Matrix and CIMS	Academic Board
		Deletions to the delivery mode or location of subjects that impact student progression	Course Revision Proposal and Transition Plan Proposal and Course Matrix and CIMS	
		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 and Course Matrix and CIMS	
		Replacement, suspensions or closure of core subjects, including those in majors	Course Revision Proposal and Transition Plan Proposal and Course Matrix and CIMS	
		Addition, suspension or closure of an existing major	Course Revision Proposal and Transition Plan Proposal and Course Matrix	
		Closure of a course or course instance that is currently open for enrolments	Course Closure Proposal and Transition Plan Proposal	
		Suspensions of course intakes	Documentation of: <ul style="list-style-type: none"> 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

Type of change	Examples	Forms and other requirements	Final Approval Body
Changes that constitute a new course	The creation of a nested award within an existing award	New Course/Instance Proposal, Course Matrix and where required, CIMS	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 Matrix and where required, CIMS 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 (for elective subjects) Course Revision Proposal, Course Matrix and CIMS	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