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	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 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	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 • 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 • Additions to the delivery mode of subjects • Deletions to the delivery mode or location of subjects that do not impact student progression	**CIMS & where relevant, Course Register**	College Coursework Committee
		• 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** *(memo not required for SILO revisions)*	
		• 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**	

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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**	
		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 of a new named subject or a replacement of an existing subject (excluding unattached electives)	**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**	

Type of change	Definition	Examples	Forms and other requirements	Final approval body
		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 that constitute the creation of a new course

Type of change	Forms and other requirements	Final Approval Body
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
A change to the name of a course	**Memo outlining change and rationale** **Course Closure Form**	College Pro Vice-Chancellor or nominee