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

This schedule is intended as a guide to approval requirements, with examples to assist in interpretation of policy and procedure and is subject to change.

The examples draw on experience and knowledge gained from past academic proposal approvals. This is not an exhaustive list of possible scenarios, nor is it intended to provide a prescriptive answer or solution. Adherence to the schedule does not guarantee approval of the proposal.

Some proposed changes may require consideration on an individual basis to determine the best course of action/approval pathway, which may not align with the examples. Consideration should be given to the type of information required by those considering the proposal, in order to enable informed decision making.

Users of this schedule are encouraged to consult with a Course Management Advisor early, for assistance in determining an appropriate course of action.

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 AND LOW-LEVEL CHANGES	Changes that do not impact course or subject intent, including minor rewording. **Note**: *Where an administrative or low-level change in one course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken*. See Revisions, Suspensions and Closures Procedure for cumulative changes.	ADMINISTRATIVE • Changes to course or subject coordinator • Teaching organisational unit changes. • Changes to subject or course codes to rectify an error LOW-LEVEL CHANGES • Updates to subject descriptions, activities or intended learning outcomes that clarify meaning and do not impact intent or outcome. • Updates to the description of assessment items where this is not a change requirement, or comprises 30 per cent or less of the total subject load. • Updates to text books (except those identified under the Conflict of Interest Procedure – Staff Authored Texts) • Changes to course descriptions, including AHEGS, that do not impact intent or outcome	**Course Register or CIMS**	Head of School or nominee, or equivalent at College level (for College-based subjects).
MINOR	Changes not impacting overall learning outcomes	• Changes to elements of subjects, including details of assessment, that do	**CIMS & where relevant,**	College Provost or

Type of change	Definition	Examples	Forms and other requirements	Final approval body
	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 Revisions, Suspensions and Closures Procedure for cumulative changes.	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 subject availability not impacting student progression. • Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance. • Deletions to the delivery mode or location of subjects that do not impact student progression	**Course Register**	nominee
		• Identification of essentials subjects (refer La Trobe Essentials Policy) • Identification of cornerstone, midpoint or capstone subjects • Changes to subject intended learning outcomes (SILO) that do not impact course intended learning outcomes (CILO)	**Memo, Course Matrix & CIMS** *(memo not required for SILO revisions)*	
		• Change to the name of a core or core-choice subject • Change of composition of a core-choice/prescribed elective list • Change to name of minor[s] • Addition, suspension or closure of minor[s] • Addition, suspension or closure of subjects in minor[s]	**Course Revision Proposal, Course Matrix & CIMS**	
MAJOR	All changes with significant impact on course content	• Change to name of major[s]	**Course Revision Proposal, Course Matrix**	College Provost or nominee

Type of change	Definition	Examples	Forms and other requirements	Final approval body
	or course delivery are considered major changes. Changes to **individual electives** are not considered major changes.	• New or revised Core Participation Requirements Statement (CPRS) (formerly Inherent Requirements)	**Core Participation Requirements Proposal (with a course proposal)**	Academic Board
		• Changes to subjects, including assessment, that impact course intended learning outcomes • 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 • Proposals to vary arrangements with external partners or at offshore locations • Changes to entry criteria • Changes impacting professional recognition	**Course Revision Proposal** (Note: for changes to arrangements with external partners there will be additional requirements under the Educational Partnership Policy).	
	Changes with potential to impact student progression	• Changes to electives that significantly reduce options available to students • Deletion of a delivery mode or location of subject[s] • Changes that will affect course completion rules by either removing or adding requirements that may impact the ability of students to meet CILOs • Replacement, suspensions or closure of subjects that are core to a course or major • Addition of a new core subject (excluding unattached electives) • Addition, suspension or closure of an existing major	**Course Revision Proposal and Transition Plan Proposal and Course Matrix and CIMS**	
		• Closure of a course or course instance that is currently open for enrolments	**Course Closure Proposal and Transition Plan Proposal**	
		• Suspension of course intakes	**Course Suspension Proposal and Transition Plan Proposal**	College Provost or nominee

Changes that constitute the creation of a new course

Type of change/Example	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 or specialisation, resulting in a new tagged (permissible) award. • The addition of a delivery mode to an existing course. • The addition of a location (new instance) to an existing course, including those made through an agreement with a third-party.	**New Course Proposal, Course Matrix and where required, CIMS** **Course Business Case**	Academic Board Course Portfolio & Scholarship Committee
• The addition of a location (new instance) to an existing course that is identical to the current offering (including majors and availability of elective subjects)	**New course instance memo** **Course Business Case**	College Provost or nominee Course Portfolio & Scholarship Committee
• A change to the name only of an existing course (a new course proposal is required if made in addition to any other changes)	**Change Name of Course Memo (outlining change and rationale)** **Course Closure Form**	College Provost or nominee