Course and Subject Approval Levels Schedule

This schedule is intended to define the final approval body for various types of course and subject change. This is not an exhaustive list of possible scenarios. However, it does provide a clear statement of the final approver for the types of change listed in it.

Changes that are not listed will require consideration on an individual basis to determine the best course of action/approval pathway, aligned with the principles exemplified by the categories of administrative, low impact, minor and major changes. Consideration should be given to the type of information required by those considering the proposal, in order to enable informed decision making. In these cases, users of this schedule are encouraged to consult with a Course Management Advisor early, for assistance in determining an appropriate course of action.

Key Deadlines

- Where there is a need to cancel a subject instance or alter the published teaching period post student enrolment, the revision must have final approval <u>at least four weeks prior to the commencement of classes.</u> This will ensure students are able to select an alternate subject in a timely manner. Late requests may only be considered in exceptional circumstances. Core subjects in a course/major/minor/specialisation must be offered every year.

- Major changes to courses impacting student progression or completion, which may also require a transition or transition / teachout combination, must achieve Academic Board approval <u>by September of the year prior</u>. Late requests may only be considered in exceptional circumstances, such as professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) prior to commencing the proposal.

- Course entry requirement changes must receive Academic Board approval <u>by July of the year prior</u> to implement. Late requests may only be considered in exceptional circumstances, such as professional accreditation or government regulatory requirements. Approval for late submission should be received from School and DVC(E) prior to commencing the proposal.

Definition	Examples	Final approval body
ADMINISTRATIVE **Editorial within CourseLoop** Editorial changes to administrative components ofcourses or subjects. Adjustments made without change in tone.	**Subjects** Updates to subject class requirements or schedules Increase to existing subject quota limits Teaching organisational unit changes **All academic items** Adjustments made without change in tone or intent, e.g. changes to a subject or course coordinator Changes to codes to rectify an error	Does not require academic approval. May be processed directly by the Course Management Team

LOW IMPACT **Administrative within CourseLoop** Changes that do not impact course or subject intent, including minor rewording. **Note**: *Where low impact change in a course constitutes a minor or major change in another course, the highest relevant level procedure must be undertaken*.	**Subjects and Modules** Revisions to an approved module Changes to subject rules Closure of a subject that is: ▪ only offered as an elective in any course ▪ no longer needed as part of a course that is either 'phasing out' or 'discontinued'. Subject revisions that do not negatively impact student progression in any course including: ▪ Changes to subject availability ▪ Deletions to the delivery mode or location of subjects Introduction of a subject quota or reduction to an existing subject quota limit Additions to the delivery mode or location of subjects that do not result in the creation of a new course or course instance Changes to elements of subjects, including details of assessment, that do not impact course intended learning outcomes Updates to text books, not including those identified under the [Conflict of Interest Procedure – Staff Authored Texts](#). **Minors, including university-wide minors** Change to name of minor[s] **Courses** Change of composition of a core-choice/recommended elective list Amendments or addition to professional recognition statements used for marketing and accreditation purposes, where these are confirmed to be accurate representations of the course and its activities Changes to Core Participation Requirements Statements (CPRS) **All academic items** Updates to descriptions, including AHEGS, that do not impact intent or outcome Change to StudyFlex (FlexPlus) indicator	Dean of School or nominee For subjects/majors/minors not owned by a School: the Head of the relevant owning area

MINOR	Subjects and Modules	Dean of School or nominee
Changes not impacting overall learning outcomes or course structures. **Note**: *Where there is a need to cancel a subject instance or alter the published teaching period post student enrolment, the revision must be approved at least four weeks prior to the commencement of classes. This will ensure students are able to select an alternate subject in a timely manner. Late requests may only be considered in exceptional circumstances. Core subjects in a course/major/minor/specialisation must be offered every year.* **Note**: *Where a minor change in one course constitutes a major change in another course, the highest relevant level procedure must be undertaken.*	Creation of a new module Creation of new core or elective subject Changes to subject intended learning outcomes that do not impact course intended learning outcomes Deletion of a delivery mode or location of subject[s] or cancellation of a teaching period that may impact student progression **Minors, including university-wide minors** Creation of a new minor Addition, suspension, or closure of minor[s] / subjects in minor[s] (with full teach out) Creation of and changes to enrolment rules **Majors, including university-wide majors and specialisations** Suspension of a major or specialisation (with full teach out) Change to name of major[s] or specialisation Addition of any of non-cognate majors / university-wide majors that do not impact course intended learning outcomes Addition, replacement, suspension, or closure of up to 30 credit points of subjects that are core to a major or specialisation and that do not impact course intended learning outcomes Creation of and changes to enrolment rules **Courses** Suspension of a course (with full teach out) Addition, replacement, suspension or closure of up to 30 credit points of subjects that are core to a course, that do not impact course intended learning outcomes Changes to Core Participation Requirement Statements (CPRS)	For subjects/majors/minors not owned by a School: Board of Studies

MAJOR	Majors, including university-wide majors and specialisations	Academic Board
All changes with significant impact on course content, learning outcomes or course delivery **Note:** *Major changes impacting student progression or completion must achieve Academic Board approval by September of the year prior to implementation and require a transition/teach out plan.* **Note:** *Course entry requirement changes must receive Academic Board approval by July of the year prior to implementation.*	Creation of a new major or specialisation Addition or closure of an existing discipline major or specialisation Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a major or specialisation **Courses** Closure of a course or course instance that is currently open for enrolments Addition, replacement, suspension or closure of more than 30 credit points of subjects that are core to a course Changes to entry criteria Proposals to vary arrangements with external partners or at offshore locations New Core Participation Requirements Statement (CPRS) Changes to Course Intended Learning Outcomes (CILO)	**Note:** *for changes to arrangements with external partners there are additional approval requirements under the* [*Educational Partnership Policy*](#)*.*
NEW COURSE Changes that constitute the creation of a new course or instance of a course **Note:** *for changes to arrangements with external partners there are additional approval requirements under the* [*Educational Partnership Policy.*](#)	The addition of a new major or specialisation, resulting in a new tagged (permissible) award The addition of a location to an existing course offered by a third party (both domestic and international) or where additional changes are made The creation of a new award	Academic Board **Note:** *requires a business case to be approved by Course Portfolio & Scholarships Committee prior to academic approval.*
	The creation of a nested award within an existing award utilising existing subjects and structure	Academic Board
	A change only to the name of an existing course The addition of a location to an existing course where the course structure is identical	Dean