

SCHEDULE 4. COURSE PROPOSAL/CHANGE TYPES AND APPROVAL PATHWAYS

Any course proposal that requires a capital investment requires approval from the Chief Operating Officer regarding campus development and infrastructure implications.

The following tables should be used to determine the appropriate approval pathway for the proposal:

	Item	Type	Strategic/ Management or Academic Governance	Propose	Recom mend	Endorse	Approve	Notes
1a	New course concept proposed by a Faculty	New	Strategic/Management	Executive Dean	Faculty Board (noting)	Provost		To be noted at AB, via sub-item of the Provost's report.
1b	New course concept proposed by the Course Incubator	New	Strategic/Management	Academic Lead		Provost		To be noted at AB, via sub-item of the Provost's report.
2a	Curriculum plan for a new course proposed by a Faculty	New	Academic	Executive Dean	Faculty Board	CAQC	Academic Board *Senate	*Only courses which: <ul style="list-style-type: none"> represent a departure from the current Strategic Plan <i>or</i> involve a new strategic initiative <i>or</i> involve the expenditure of substantial additional capital or recurrent costs <i>and/or</i> represent a departure from the current Constitution of ACU.
2b	Curriculum plan for a new course proposed by the Course Incubator	New	Academic	Provost	CAQC	Academic Board	Senate	
3	Existing course at a new location	New	Strategic/Management	Executive Dean		CAQC	Academic Board	To be noted at AB, via sub-item of the Provost's report.
4a	New embedded Microcredential/s (those that form part of, or are a pathway to an award course)	New	Academic	Academic	Faculty		Faculty Board	To be noted at CAQC and AB
4b	New stand-alone Microcredential/s	New	Academic	Academic	Faculty		CAQC	To be noted at AB via CAQC

	Item	Type	Strategic/ Management or Academic Governance	Propose	Recom mend	Endorse	Approve	Notes
5	Major curriculum change with resourcing impact	Major	Strategic/Management Academic	Faculty	Faculty Board	CAQC	Academic Board	
6	Change to course duration or credit points	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	
7	New specialisation with resourcing impact	Major	Strategic/Management Academic	Faculty	Faculty Board	CAQC	Academic Board	
8	New major with resourcing impact	Major	Strategic/Management Academic/	Faculty	Faculty Board	CAQC	Academic Board	
9a	Course review Stage 1		Academic	Faculty Course Review Committee			Faculty Board	To be noted at CAQC
9b	Course review Stage 2							Outcome dependent. Faculties to follow relevant course accreditation of amendment pathway
10	Change to Course learning outcomes	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	
11	Major Change with 30% or above change to curriculum	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	
12	Change following minor amendments over the previous two years that cumulatively exceed 30% of the overall course/specialisation/major	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	
13	Remove course from Enrolment Plan		Strategic/Management	Executive Dean			Provost	Memo to Provost must include an indication of medium-term strategy for the course e.g., offer in next admission period, move to suspension or discontinuation
14	Suspension of a course/specialisation or major		Strategic/Management	Faculty			Provost	Noted at AB via CAQC.
15	Discontinuation of a course/specialisation or major		Strategic/Management / Academic	Faculty	Faculty Board	CAQC	Academic Board	
16	New specialisation with no resourcing impact		Academic	Faculty	Faculty Board	CAQC	Academic Board	
17	Change to fee type		Procedural	Faculty			Provost	
18	Offer an existing course to international students on a student visa (first time)	Major	Strategic/Academic	Faculty	Faculty Board	CAQC	Academic Board	In consultation with Global Engagement

19	Change to course nomenclature	Major	Strategic/Management	Executive Dean		Academic Registrar	Academic Board	
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	Item	Type	Strategic/ Management or Academic Governance	Propose	Recom mend	Endorse	Approve	Notes
20	Change course study mode	Major	Academic	Faculty	Faculty Board	CAQC *CEI	Academic Board	May be approved through Executive Action by Chair AB. *Consultation and endorsement from CEI required where mode proposed is Online.
21a	Change admission requirements (within Admission to Coursework Programs Policy provisions)	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	May be approved through Executive Action by Chair Academic Board Consultation with Academic Register required
21b	Change admission requirements (outside Admission to Coursework Programs Policy provisions)	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	Consultation with Academic Registrar required
22	Change to Course Structure as Defined in Course Rules - Specified Units - Core Curriculum - Program Core - Specialisation - Major/Minor -*Electives	Major	Academic	Faculty	Faculty Board	CAQC	Academic Board	*refers to the introduction of electives into a course for the first time or removal of all electives from a course
23	Change to program map	Minor	Academic	Faculty			Faculty Board	
24	Add a unit to a course	Minor	Academic	Faculty			Faculty Board	*New units must be associated with a course
25	Change to unit name and/or code	Minor	Academic	Faculty		Academic Registrar	Faculty Board	
26	Change to unit contact hours	Minor	Academic	Faculty			Faculty Board	
27	Change to unit pre- requisites	Minor	Academic	Faculty			Faculty Board	
28	Change to unit description	Minor	Academic	Faculty			Faculty Board	
29	Discontinue a unit	Minor	Academic	Faculty		Academic Registrar	Faculty Board	
30	Change to unit study mode	Minor	Academic	Faculty		Academic Registrar	Faculty Board	
31	Change to unit learning outcomes	Minor	Academic	Faculty			Faculty Board	

32	Change to unit assessment requirements	Minor	Academic	Faculty			Faculty Board	
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If you require further clarification regarding the change type or approval pathway to follow for your proposal, please contact the Office of the Academic Registrar.