

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
COURSES	4	
NUMBER	001	
		Policy Database Document Reference Number 114001P

COURSE LIFECYCLE POLICY

Purpose/ objectives	To provide guidance to members of the University related to all elements of the lifecycle of courses – design, approval, review, revision, suspension and closure.
Scope/ Application	<ul style="list-style-type: none"> • All campuses • All courses • All staff
Policy Statement	<p>The University will provide consistent principles and procedures to guide the University community in the design, approval, delivery, review, revision and closure of courses. Courses, initiated by the Faculties or other academic units who are responsible for ensuring their academic values and integrity, will be:</p> <ul style="list-style-type: none"> • Designed consistent with the University Course Design Principles and Guidelines • Approved based on consistency with the qualification categories defined in the Schedule of La Trobe University Qualifications as well as other criteria outlined in the Course Approvals Procedures • Reviewed on a five yearly cycle, or more often if triggered by, for example, external professional accreditation or in response to data trends. The outcome of a course review may be no change, revision, suspension or closure • Revised based on outcomes of reviews as above • Suspended or closed based on outcomes of review as above <p>The University will ensure that no student is disadvantaged by the revision or closure of a course.</p>
Supporting Procedures	<p>Course Approval Procedures Course Review Procedures Course Revision Procedures Course Suspension and Closure Procedures</p>
Responsibility for implementation	<p>Deputy Vice-Chancellor Pro Vice-Chancellor (Curriculum and Academic Planning) Curriculum, Teaching and Learning Committee Deans</p>
Responsibility for monitoring implementation and compliance	<p>Deputy Vice-Chancellor Pro Vice-Chancellor (Curriculum and Academic Planning) Curriculum, Teaching and Learning Committee</p>
Status	New, subsumes 'Course Reviews' policy approved by Academic Board Nov 1999,

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
COURSES	4	
NUMBER	001	
		Policy Database Document Reference Number 114001P

	revised June 2003. The implementation of the latest version of this policy supersedes all previous versions of this policy.
Key stakeholders	Deputy Vice-Chancellor Pro Vice-Chancellor (Curriculum and Academic Planning) Deans Faculties
Approval Body	Academic Board 11 February 2009 Minute 429.3.1(b)
Initiating Body or person(s)	Academic Committee 18 November 2008
Definitions	Academic values: academic scholarship, critical inquiry, integrity and excellence
Related legislation	La Trobe University Act s.5 (b) (iv) and s. 30 (1) (d) Regulations 21.4, 21.6 – 21.10 Statute 7 The Academic Board
Related Policy and other documents	Qualifications Policy Credit Points Policy Double Qualifications Policy Nested Qualifications Policy Course Suspension and Closure Policy Course Design Principles and Guidelines Coursework Program Approval Business Case Template Coursework Program Proposal Template
Date Effective	January 2009
Next Review Date	January 2013
Keywords	Course, lifecycle, degree programs
Owner/Sponsor	Deputy Vice-Chancellor
Author	Pro Vice-Chancellor (Quality Enhancement)
Contact person	quality@latrobe.edu.au