

<b>DOCUMENT TYPE</b>	<b>D</b>	
<b>ACADEMIC/ADMINISTRATIVE</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>COURSES</b>	<b>4</b>	
<b>NUMBER</b>	<b>004</b>	
		Policy Database Document Reference Number <b>114004D</b>

## COURSE REVISION PROCEDURES

<b>Parent Policy Title</b>	Course Lifecycle Policy																				
<b>Associated Procedures</b>	<p>Course Approvals Procedures</p> <p>Course Reviews Procedures</p> <p>Course Suspension and Closure Procedures</p> <p>Course Design Principles and Guidelines</p>																				
<b>Preamble</b>	<p>These procedures outline an orderly approach to the revision of existing courses. They distinguish between major and minor revisions, which have different approval paths, and reinforce the importance of delivering to students the course for which they enrol.</p>																				
<b>General</b>	<p>The University has a legal obligation to deliver its courses in the form described in its published information materials, including the Course Handbook. Where a course must be changed while students are enrolled in it, there must be appropriate notice to, and/or consultation with, the students. All course revisions must be approved by Faculty Board.</p> <p>Major revisions must be approved also by the University's Curriculum, Teaching and Learning Committee (CTLC).</p> <p>Significant course restructures must be approved also by the Academic Board.</p>																				
<b>Table of Contents</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">Section</th> </tr> </thead> <tbody> <tr> <td>Faculty assurance of quality and compliance</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Timing of revisions</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Revisions affecting multiple awards</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Minor course revisions – definition and process</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Major course revisions – definition and process</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Significant course restructures – definition and process</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Multiple course revisions and approvals procedures</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Changes to funding clusters</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Rights of students</td> <td style="text-align: center;">98</td> </tr> </tbody> </table>	Item	Section	Faculty assurance of quality and compliance	1	Timing of revisions	2	Revisions affecting multiple awards	3	Minor course revisions – definition and process	4	Major course revisions – definition and process	5	Significant course restructures – definition and process	6	Multiple course revisions and approvals procedures	7	Changes to funding clusters	8	Rights of students	98
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<b>1. Faculty assurance of quality and compliance</b>	<p>Each Faculty must appoint a senior staff member to be responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that any amendments to existing courses are in accordance with University policy and guidelines</li> <li>• ensuring that changes are made within deadlines set periodically by the University's CTLC to enable inclusion of the course information in University publications</li> </ul>																				

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	<ul style="list-style-type: none"> <li>reporting formally to the CTLC on minor course changes that the Faculty Board has approved.</li> </ul>						
<b>2. Timing of course revisions</b>	<p>In general, proposals to revise courses should be processed by the Faculty Board of the faculty responsible for the course no later than 31 July of the year prior to the year in which the revision is to take effect.</p> <p>The timing of course revisions should also take account of publication schedules. All courses are subject to the publication deadlines for Study at La Trobe (SaLT) and for the University Handbook. Courses handled through the Victorian Tertiary Admissions Centre (VTAC) and/or the Universities Admission Centre (UAC) are subject to the dates advertised by VTAC and UAC each year as the last date for cancellation of courses.</p> <p>Some of the relevant deadlines* follow:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">December</td> <td> <ul style="list-style-type: none"> <li>deadline for inclusion in the SaLT undergraduate publication for the following year plus one</li> </ul> </td> </tr> <tr> <td>March</td> <td> <ul style="list-style-type: none"> <li>deadline for inclusion in the SaLT postgraduate publication for the following year plus one</li> <li>deadline for inclusion in the VTAC/UAC Guide for the following year (changes reported later than March are communicated through separate periodic VTAC/UAC bulletins)</li> </ul> </td> </tr> <tr> <td>August</td> <td> <ul style="list-style-type: none"> <li>deadline for inclusion in the hard copy University Handbook (changes reported later than August are included in the on-line Handbook)</li> </ul> </td> </tr> </table> <p>*These are approximate and subject to annual adjustment.</p>	December	<ul style="list-style-type: none"> <li>deadline for inclusion in the SaLT undergraduate publication for the following year plus one</li> </ul>	March	<ul style="list-style-type: none"> <li>deadline for inclusion in the SaLT postgraduate publication for the following year plus one</li> <li>deadline for inclusion in the VTAC/UAC Guide for the following year (changes reported later than March are communicated through separate periodic VTAC/UAC bulletins)</li> </ul>	August	<ul style="list-style-type: none"> <li>deadline for inclusion in the hard copy University Handbook (changes reported later than August are included in the on-line Handbook)</li> </ul>
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<b>3. Revisions affecting multiple awards</b>	<p>When the course to be revised is offered not only as a single award but also jointly with one or more other awards, the requirements set out in this policy apply to each of the award combinations, as relevant.</p>						
<b>4. Minor course revisions – definition and process</b>	<p>Any of the following course changes are minor revisions. They may be approved by Faculty Board, reported to the University's CTLC, and actioned as soon as the report has been received and noted:</p> <ul style="list-style-type: none"> <li>addition, substitution or removal of elective subjects</li> <li>change of subject names, where there is no significant curriculum change</li> <li>change of one-third or less of the compulsory coursework (measured by credit points) specified in the course outline in effect at the date of the last course review or the original course proposal, whichever is more recent.</li> </ul> <p>The Faculty Board will require a rationale for the changes, a statement of the impact, and the date on which the changes are to take effect.</p>						
<b>5. Major course revisions – definition and process</b>	<p>Any of the course changes listed below are major revisions and require the approval of the CTLC:</p> <ul style="list-style-type: none"> <li>change to course name*</li> <li>change to length or credit point requirements of a course*</li> </ul>						

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	<ul style="list-style-type: none"> <li>• change of degree structure to include an Honours year or Honours option</li> <li>• change of disciplines, majors or specialisations available within the course</li> <li>• change to course level*</li> <li>• change of more than one-third but less than two thirds of the compulsory coursework (measured by credit points) specified in the course outline in effect at the date of the last course review or the original course proposal, whichever is more recent.</li> <li>• changes to admission criteria</li> <li>• change to thesis requirements</li> <li>• change to delivery arrangements (eg faculty, mode or campus)</li> <li>• change that will have an impact on other faculties of the University. Such changes must be discussed with every affected faculty before being forwarded to the CTLC for approval.</li> </ul> <p>The CTLC will require a rationale for the revision, a statement of the impact, the date on which it is to take effect, and transition arrangements if applicable.</p> <p>* The CTLC may at its discretion refer the revisions on to the Academic Board, and in the case of changes marked with an asterisk above <b>must</b> refer the changes to Academic Board.</p>
<b>6. Significant course restructures – definition and process</b>	<p>Any of the course changes listed below are significant course revisions and require the approval of the Academic Board:</p> <ul style="list-style-type: none"> <li>• change of more than two thirds of the compulsory coursework (measured by credit points) specified in the course outline in effect at the date of the last course review or the original course proposal, whichever is more recent.</li> <li>• multiple major revisions to a single course</li> <li>• changes involving external partners or offshore locations.</li> </ul> <p>Proposals for significant revisions must be submitted via the Faculty Board and the University’s CTLC in the form prescribed in the relevant sections of the Course Approvals Procedures. They must incorporate an impact statement and risk analysis, give evidence of appropriate stakeholder consultation, and detail transitional arrangements if applicable.</p>
<b>7. Multiple course revisions and approvals procedures</b>	<p>Changes to compulsory coursework attract various levels of scrutiny, depending on the component of the course that has change. Where multiple revisions combine to produce changes crossing the thresholds (measured by credit points) between minor and major course revisions, or between major and significant course revisions, the change will require relevant higher level approval of the cumulative change.</p> <p>For the purposes of change control, the starting point for cumulative change will be the original course proposal or the course outline at the most recent formal course review, whichever is more recent.</p>
<b>8. Changes to funding clusters</b>	<p>Any proposal to change the funding cluster (ASCED Code) of a course must be submitted to, and approved by, the Deputy Vice-Chancellor through the Director, Academic Services.</p>

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<b>9. Rights of students</b>	<p>Students have a right to timely notice of changes to courses. The notice normally should be provided at least one semester prior to the semester in which the change is to take effect. Notification may be by whatever form or forms are most appropriate in light of the timing of the changes.</p> <p>Where the change involved is major or significant, students must be given the option of completing their degree under the original conditions or under the changed conditions. Students' decisions must be in writing; by voluntary informed consent; and registered with the relevant faculty, which will ensure that they form the basis for assessment of the students' progress and completion.</p> <p>For purposes of this section, 'students' means both students who have an active enrolment and students who are on an approved leave of absence.</p>
<b>Status</b>	New. These procedures incorporate decisions taken by the Academic Board 4 June 2008 Minute 424.3.4(b).
<b>Approval Body</b>	Academic Board 11 March 2009 Minute 429.3.1 (b)
<b>Initiating Body</b>	Academic Committee 18 November 2008
<b>Definitions</b>	Not applicable.
<b>Date Effective</b>	January 2009
<b>Next Review Date</b>	January 2013
<b>Keywords</b>	ASCED, amendment, change, course, revision, restructure
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
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