Course & Topic Approval Process

Level 4

- Establish course/specialisation/ major/minor substantially in a field of study new to university

Academic proposer consults with Dean (Education) → College senior executive team review → College Education Committee Chair: Dean (Education) → Education Quality Committee Chair: DVC(S) → **APPROVER Academic Senate**

Approves concept to proceed | *Endorses concept* | *Considers and endorses formal proposal* | *Recommends for Senate approval* | *Approves new course*

Level 3a

- New course
- New course components
- Major course changes
- Discontinue course
- New micro-credentials and discontinuations of same
- Fully online offering
- Change to course duration

Academic proposer consults with Dean (Education) → College senior executive team review → College Education Committee Chair: Dean (Education) → Education Quality Committee Chair: DVC(S) → **APPROVER DVC(S)**

Approves concept to proceed | *Endorses concept* | *Considers and endorses formal proposal* | *Recommends for DVC(S) approval* | *Approves new course/change*

Level 3b

- Name of course/ specialisation
- Course learning outcomes
- Programs of Study where change alters course LOs
- Admission requirements
- Progression rules that further restrict progress
- Course/topics that require establishment of new agreement with third party

Academic proposer consults with Dean (Education) → College Education Committee Chair: Dean (Education) → Education Quality Committee Chair: DVC(S) → **APPROVER DVC(S)**

Approves concept to proceed | *Considers and endorses formal proposal* | *Recommends for DVC(S) approval* | *Approves change*

Level 2

- PoS changes that do not alter course learning outcomes
- Mode of delivery
- Name of major/minor/micro-credential
- Learning outcomes of major/minor/specialisation that do not alter course learning outcomes
- Other course changes that are not level 3 or 4
- Establishment, change, discontinuation of topics

College Education Committee Chair: Dean (Education) → **APPROVER VP&ED or sub-delegate (Dean (Education)**

Considers formal proposal | *Approves course change/new topic/change*

Level 1

- Editorial/consequential changes to course rules and topics

APPROVER Associate Director (Education Quality) or sub-delegate

Approves change