



**Cairnmillar**  
INSTITUTE

Treatment | Education | Research

# Course and Unit Change Policy and Procedures

<b>Policy Name</b>	Course and Unit Change Policy and Procedures
<b>Policy number</b>	CDD008
<b>Date approved</b>	24 July 2019
<b>Approving body</b>	Academic Board
<b>Responsible officer</b>	Head of School
<b>Implementation officer</b>	Course and Program Coordinators
<b>Next review date</b>	June 2022
<b>Linked policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">CDD002 Course Development Policy</a></li> <li>• <a href="#">Course Advisory Committee TORs</a></li> <li>• <a href="#">CDD005-Annual-Course-Review-Policy</a></li> <li>• <a href="#">CDD006-Major-Course-Review-Policy</a></li> <li>• SSP001 Student Selection Admission and Enrolment Policy</li> </ul>
<b>Linked forms and documents</b>	

## 1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to deliver robust high-quality education and valuable professional qualifications to students and ensure compliance with relevant quality assurance, regulatory, and legislative requirements.

This policy details the rules for the review, approval, and implementation of major and minor changes to TEQSA registered higher education courses of study (courses) and the units within those courses delivered by the Institute.

## 2. Policy

### 2.1. Commitment to quality and improvement

The Institute must regularly review course and unit content, including consistent benchmarking of course and unit content and learning outcomes.

The Institute recognizes that in order to maintain the relevance and currency of its qualifications both minor and major changes may be required to course and unit content and delivery from time to time.

### 2.2. Major Course Change

2.2.1. Major course changes cover significant changes to course curriculum and structure including:

- a) Removal or addition of core units or 'selective' units (where students choose electives from a set pool of units)
- b) Changes to course rules (for selection and/or completion)
- c) Change of study mode
- d) Change of course name
- e) Change of course duration
- f) Change to primary delivery mode of the course
- g) Changes to graduate attributes and course learning outcomes
- h) Substantial changes to unit learning outcomes which may impact the constructive alignment of the course

### 2.3. Minor Course Changes

2.3.1. Minor course changes cover smaller changes that occur typically at a single-unit level which still impact the overall course offering.

- a) Change of mode of delivery for a single unit (e.g., off-campus versus on-campus) where the majority of the course remains the same
- b) Change to unit class types/contact hours
- c) Change to unit pre-requisites
- d) Change to the name of a unit
- e) Non-substantive changes to the wording of unit learning outcomes which will not impact the overall constructive alignment of the course or program
- f) Substantive changes to unit content or focus

## 2.4. Unit or Subject Changes

- 2.4.1. Minor unit changes are those which impact the unit but not the overall coherency of the course of study. These changes are normally the result of regular review and unit guide updates.
- a) Change to unit description (including prescribed textbooks and readings)
  - b) Change to unit assessment
  - c) Minor changes to the content of lectures or modules as part of regular review and refreshment of unit between offerings

## 3. Procedures

### 3.1. Consultation of Course Changes

- 3.1.1. Course and Program changes may be identified through a number of methods including Annual Course Review or Major Course Review, response to student feedback, or changes to regulatory environment or external accreditation rules.
- 3.1.2. The Course or Program Coordinator is responsible for ensuring that all impacted stakeholders are consulted before changes are processed.
- 3.1.3. The Academic Registrar should be consulted to ensure compliance with this policy and any technical considerations for proposed changes.
- 3.1.4. The Associate Head of School for Teaching and Learning (AHoS(T&L)) or the Head of School must be consulted to ensure academic relevancy of the proposed changes.
- 3.1.5. For major changes, the [TEQSA Guidance Note on Changes in a Course of Study that may lead to Accreditation as a New Course](#) should be reviewed by the Course or Program Coordinator and either the AHoS(T&L) or the Head of School to determine if the change can progress under this policy.
- 3.1.6. The Head of School may seek additional guidance from TEQSA if there is any doubt about the status of a proposed change.
- 3.1.7. In some cases, the TEQSA guidance may indicate that the proposed changes require a new course application instead of a change notification, in which case this procedure cannot apply and a new course application must be developed under the [CDD002 Course Development Policy](#)
- 3.1.8. Students, student representatives or alumni may be surveyed or contacted for comment on change proposals if appropriate.

## 3.2. Course Rule Transitions and Student Consultation

- 3.2.1. Where current students may be impacted by major course changes they must be consulted prior to change approval and wherever legally possible students who started under an older rule set must be offered a transitional plan to complete under the old rules if they choose.
- 3.2.2. Agreement from students to changes or transitions should be obtained in writing.
- 3.2.3. Where current students may be impacted by minor course changes they should be consulted before the change is actioned if possible and informed of any changes as soon as practical to allow for any adjustments they may need to make.
- 3.2.4. Minor unit changes should not occur after the unit has started teaching and should not impact enrolled students. Changes made between iterations of the unit should be listed in the unit guide so students are informed of new aspects of the unit and aware of ongoing improvement processes.

## 3.3. Approval of Major Course Changes

- 3.3.1. The relevant Course Advisory Committee (CAC) should be formally consulted to review the changes.
- 3.3.2. The CAC must then refer any recommended changes to the Academic Board for final approval.
- 3.3.3. A formal notification must be made to TEQSA in accordance with TEQSA's current Course Change Notification or Material Change processes, unless TEQSA have already indicated this will not be required during prior consultation.
- 3.3.4. If the course is eligible for FEE-HELP, a copy of the notification must also be made to the Department of Education via the HITS system.
- 3.3.5. Major course changes must be approved and finalised by no later than 1 August in the year prior to the change taking effect.
- 3.3.6. Once approved by the Academic Board the official Course Handbook can be updated prior to publication to students.
- 3.3.7. In most cases the new course rules or major changes will only apply to new intakes of students into the course unless consultation and written agreement has been obtained from existing cohorts of students under 3.2.1 and 3.2.2.

## 3.4. Approval of Minor Course Changes

- 3.4.1. The relevant CAC should be formally consulted to review the changes.

- 3.4.2. The CAC must then refer any recommended minor course changes to the Academic Board for final approval.
- 3.4.3. Minor course changes must be approved and finalised by no later than 1 August in the year prior to the change taking effect.
- 3.4.4. Once approved by the Academic Board the official Course Handbook can be updated prior to publication to students.
- 3.4.5. In most cases minor changes will apply to the units immediately for the next year or teaching period of offer onwards and may therefore impact students who were admitted to the course earlier but have not yet undertaken the amended unit(s) of study. Students so impacted should be informed as per 3.2.3

### 3.5. Approval of Minor Unit Changes

- 3.5.1. The Course or Program Coordinator is responsible for review and approval of all unit guides at least three (3) weeks prior to the start of the semester in which a unit is taught.
- 3.5.2. Minor unit detail changes can be approved by the Course or Program Coordinator through this review process.
- 3.5.3. A copy of the unit guides, with comment on any minor changes and amendments, should go to the next meeting of the relevant CAC.

### 3.6. Late Changes to Unit Guides

- 3.6.1. Published unit guides are an agreement between the Institute and the enrolled student. Late changes (e.g. after publication to students) must be avoided and can only be made with full agreement from the impacted students.
- 3.6.2. Where there are unavoidable and unexpected changes required, students enrolled in the unit must be informed of the need for a change immediately and given a chance for input or alternative options where possible.
- 3.6.3. Changes or alternative arrangements made must not negatively impact students enrolled in the unit nor change the substantive educational outcomes.

## 4. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note on Changes in a Course of Study that may lead to Accreditation as a New Course](#)
- [TEQSA Guidance Note on External Referencing \(including Benchmarking\)](#)
- [TEQSA Guidance Note on Course Design \(including Learning Outcomes and Assessment\)](#)