Course/Major/Stream Development and Change

Deadlines, Approval and Reporting

Courses are reported to DEEWR once per year by 1 August for delivery in the following year. All new courses, and changes to existing courses that affect reportable information, must be approved well in advance of this date. Please refer to the Courses Management website for further information (Timelines) about reportable course information and Courses Committee deadlines. The Faculty Courses Officer can assist in preparing paperwork and explain the approval process.

New Course/Major
A business case must be developed and the Business Case form submitted for all proposed new courses and majors. Once this has been endorsed the area can then develop the curriculum and submit the course information using the New/Reactivated Course/Major/Stream form, a Course Structure Form and a Curriculum Map.

New Stream
Submit the stream information using the New/Reactivated Course/Major/Stream form, a Course Structure Form and a Curriculum Map.

Reactivation of Course/Major/Stream
Use the New/Reactivated Course/Major/Stream form and attach a detailed rationale for the reactivation. Please note that a business case may be requested for the reactivation. A Course Structure Form and a Curriculum Map must also be submitted.

Course Changes
Depending on the type of change these may be carried out within the existing version of the course, or a new version may be required. In some cases a new Study Package must be created. A Course/Major/Stream Change form is required for all changes to courses, majors and streams. Rationale for the change, and changes to associated text can be submitted using the Course Details form. Most changes to the structure will require the submission of a Course Structure Form.

Deactivation of Course/Major/Stream
A Course/Major/Stream Deactivation form must be submitted for all deactivation requests.

Other
Depending on the specific nature of the change, additional forms, such as the Inter/Intra Faculty Approval, New Unit and Unit Deactivation form, may also be required. Changes to courses with OUA equivalents may require separate Open Universities Australia change forms to be completed. More detail about OUA changes can be found at http://cel.curtin.edu.au/cel_services/oua.cfm

Courses Management will advise if additional forms or information are required.

Minor Changes
If proposed changes are only very minor, Courses Management may accept an email or signed memo, detailing the minor changes, from the Head of School to the Faculty Dean of Teaching and Learning. The submission to Courses Management must include documented approval from the Dean of Teaching and Learning.