Approval, Monitoring and Periodic Review of Programmes and Awards
Programme Changes - Procedure Amendment

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Purpose

The purpose of this document is to provide an update to the procedure for the approval of changes to existing programmes. This was agreed by programme evaluation committee (PEC) sub-committee of Academic Council on 2nd May 2014.

Procedure

The proposed procedure for changes to programmes will be as follows (Step 1 – 10 below should be followed for programmes that were considered as part of the Schools programmatic review; Steps 1 – 4 and Steps 9 -10 should be followed for legacy programmes):

1. Proposed changes to programmes are submitted in electronic format to the secretary of the PEC by the Head of Department using the following forms (forms will be revised for the academic year 2014/2015 to reflect this procedure):

    a. Changes to Approved Programme Schedule Coversheet
    b. Changes to Programmes or Programme Schedules

2. Documentation is circulated electronically by the secretary of the PEC to the members of the PEC in advance of the PEC meeting.

3. Proposed changes are considered by the PEC and decisions recorded in the minutes as appropriate. Approved changes are signed and dated by the chair of the PEC and the Registrar/ Assistant Registrar for consideration by the Academic Council.

4. Completed programme change documentation is submitted in electronic format by the secretary of the PEC to the Registrar's Office.

5. The Registrar's Office circulates the programme change documentation in electronic form to the Head of Department.

6. The Head of Department ensures that the curriculum management system (Akari Document) is updated and initials the programme change documentation indicating that the amendments have been completed.

7. Programme change documentation is submitted in electronic format to the Registrar's Office.

8. The Registrar's Office approves the changes to the programmes in the curriculum management system (Akari Document) and circulates the Akari Document programme schedule(s) in electronic format to Academic Administration so that the student management system (Banner) can be updated.

    Please note that programme changes will only be made in the student management system (Banner) if programme change documentation has been signed off and

submitted by the Head of Department. Programme change documentation includes the following:

- **Changes to Approved Programme Schedule Coversheet**
- **Changes to Programmes or Programme Schedules**
- **Updated programme schedule(s) from the curriculum management system (Akari Document)**

9. Academic Administration notify the Registrar's Office when programme changes have be made in the student management system (Banner) providing electronic copies of the Banner Approved Programme Schedule(s).

10. The Registrar's Office notify the Head of Department that programme changes have been completed providing copies of the Banner Approved Programme Schedule(s) in electronic format.