Coursework Approval Procedure: Schedule

This schedule supports setting optimal timelines for consideration of Coursework Program and Unit proposals, and informs the annual Curriculum Committee Schedule of Business. Consultation with other stakeholders ensures these resulting Schedules of Business align with scheduled CSDB rollover, QTAC handbook information deadline, class timetable publication, JCU handbook and study finder publication, and enrolment opening dates.

"Programs" specifically includes Courses, Majors, Minors, Specialisations, Streams, and Teaching Areas unless listed separately.
"Units" specifically includes Subjects, Modules, and micro-units unless listed separately.

Month	Item of business	College Curriculum Management Committee meeting	Curriculum Committee meeting	Academic Board meeting
February	***Programs*** ☐ ATARs (<<YYYY +1>> intake) ***Reports*** ☐ Accreditation Compliance Report <<YYYY -1>>	01	01	*02 April*
March	***Units*** ☐ Amendments for teaching period 2, <<YYYY>> • Learning Activities ***Programs*** ☐ Course Concept Proposal (new UG course for <<YYYY + 2>> intake)	02	02	*03 (May)*
April	Nil	03	03	
May	***Programs*** ☐ Full Course Proposal (new PG course for <<YYYY +1>> intake) ☐ Amendments to the following Course fields for <<YYYY +1>> intake: • *category type/AQF level* • *field of Education* • *credit value/volume of learning /expected EFTSL to complete course* • *learning outcomes* • *course structure e.g. removal of, or change of credit value of all majors*	04	04	*04 (July)*
June	***Units*** ☐ Amendments for teaching period 2, <<YYYY>>: • Description • Learning outcomes • Assessment (including Special Assessment Requirements) • Pass requirements • Pre-requisites/co-requisites/anti-requisites • Course codes permitted/not permitted to enrol ☐ New subjects for <<YYYY +1>> ☐ Amendments for teaching period 1, <<YYYY +1>>: • Availabilities (study period, campus, attendance mode) • Subject title • Results type ☐ Amendments for teaching period 2, <<YYYY +1>>: • Availabilities (study period, campus, attendance mode) • Subject title • Results type ***Programs*** ☐ Amendments to program structures for <<YYYY +1>> ☐ Amend program availabilities for <<YYYY +1>> ☐ Suspend a course in <<YYYY +1>> ☐ Discontinue a course in <<YYYY +1>> ☐ New major or minor in <<YYYY +1>>	05	05	
July	***Units*** ☐ Amendments for teaching period 1, <<YYYY +1>>: • Learning Activities (e.g. lectures, workshops, etc...)	06	06	*05 (September)*
August	Nil	07	07	
September	***Courses*** ☐ Full Course Proposal (new UG course for <<YYYY + 2>> intake)	08	08	*06 (October)*
October	Nil	09	09	
November	***Units*** ☐ Amendments for teaching period 1, <<YYYY +1>>: • Description • Learning outcomes • Assessment (including Special Assessment Requirements) • Pass requirements • Pre-requisites/co-requisites/anti-requisites • Course codes permitted/not permitted to enrol • EFTSL distribution ☐ Amendments for teaching period 2, <<YYYY +1>>: • EFTSL distribution ***Programs*** ☐ Course Concept Proposal (new PG course for <<YYYY +2>> intake)	10	10	01 (February YYYY+1)