Courses (Award and Non-Award)

Approval Request Type - Approver	Endorsed by:	Form:
Group 1 – JCU (James Cook University) Council Approvals	Academic Board	
First instance of Offshore Delivery of Program		P2 or A2
Group 2 – Vice-Chancellor Approvals	VCAG/CComm	
Tuition Fee	VCAG	B1
Fee Type (e.g. Commonwealth supported, international fee paying)	VCAG	B1
Business Case	VCAG &VCOG	B1
New Course Concept Proposal (with Business Case)	CComm & VCAG	P1 (with B1)
Group 3 – Academic Board Approvals		
Full Course Proposal		P2
Reinstate previously Discontinued Course		P2
Amendments to:		
• *category type/AQF level*		P2
• *credit value/volume of learning/ expected EFTSL tocomplete the course*		P2
• *course title*		P2
• *award title*		P2
Discontinue[1]		D2
Group 4 – CComm Approvals	Dean/CCMC	
Suspend[1]		S2
ATARs[1]	Academy Executive	X2
Amendments to:		
admission requirements (course pre-requisites, minimum English language proficiency, additional selection requirements, special admission requirements)		
course progression (progression requisites, post-admission requirements, mandatory placement(s) or fieldwork, additional assessment requirements, professional accreditation requirements, supplementary exam for final subject)		
academic requirements for course completion (course rules, additional completion requirements, course learning outcomes)		
• *inherent requirements[1]*	Course Coordinator	
• *affiliated Colleges[1]*		
• *self-management flag[1]*		A2
• *course structure, including elective elements*		
• *credit (eligibility, maximum allowed, currency, expiry, other restrictions)*		
• *candidature (maximum leave of absence, maximum time to complete)*		
• *award details (title, abbreviation, inclusion of majors on testamur, exit with a lesser award, course articulation, Honours availability)*		
• *AHEGS course description*		
• *Field of Education (FOE)[1]*		
• *load category (full-time/part-time)*		
• *availability information (add/remove campus, add/remove study period)*		
• *delivery mode (internal/external/mixed)*		

Approval Request Type - Approver	Endorsed by:	Form:
Group 5 –Deputy Vice Chancellor - Academy Approvals		
Proposal to initiate a new program by a College	Academy Executive	P0 and B0
Proposal to initiate a suspension or discontinuation of a program by a College	Academy Executive	P0

[1] Chair of Committee/Board delegation can approve executively

Coursework Approval Procedures: Schedule

Approval Request Type - Approver	Endorsed by:	Form:
Group 6a – Director, Academic Program Quality Approvals		
QTAC handbook information (undergraduate)	Heads, CM team	*Written communication*
Group 7a – Administrative Amendments No need for separate form or approval, processed by Curriculum Management team		*n/a*
• *correct formatting and typographical errors*	n/a	
• *change of subject title following CSDB amendment*	n/a (consequential change)	
• *update QTAC and/or CRICOS information following a courseapproval*	n/a (consequential change)	
• *update Course Coordinator details as advised by CMOs*	CMO/CMA	
• *update to professional accreditation status*	M,CM/CMO	

Coursework Approval Procedures: Schedule

Majors

"Major", unless specified otherwise, is inclusive of *Teaching Areas, Specialisations,* and *Minors* (i.e., all *programs* that are not courses)

Approval type:	Endorsed by:	Form:
Group 4 – CComm Approvals	Dean/CCMC	
New		P3
Discontinue		D2
Suspend		S2
Amendments to:		
• *credit value*		
• *title*		
• *Structure (including elective elements)*		A2
• *availabilities (add/remove campus)*		
• *mode (internal/external/mixed)*		
• *self-management flags*		
Group 7a – Administrative Amendments		
No need for separate form or approval, processed by Curriculum Management team		
• *correct formatting and typographical errors*	n/a	n/a
• *change of subject title following CSDB amendment*		

Coursework Approval Procedures: Schedule

Subjects

* Subject amendments in Group 4 require approval of all relevant College Deans

Approval type:	Endorsed by:	Form:
Group 4 – CComm Approvals[1]	Dean/CCMC/DAPQ	CSDB
New		
Discontinue		
Suspend		
Amendments to:		
• *category type*		
• *credit points*		
• *FOE code*		
Group 6 – Dean Approvals	CCMC	
New Independent Studies Subject	Academic Head	P4
Amendments to:		CSDB
• *subject description*		
• *learning outcomes*		
• *assessment*		
• *Professional Placement*		
• *Subject title*		
• *Result type*		
• *Availabilities (add/remove campus, add/remove hidden availability, add/remove study period, add/remove attendance mode)*		
• *college responsible for admin (owning org unit)*		
• *EFTSL distribution for teaching*		
• *frequency of offer*		
• *pre-requisites/co-requisites/anti-requisites*		
• *allowed/not allowed course codes*		
• *quota – Max and Min*		
• *learning activities (type and/or hours)*		
• *Pass requirements*		
• *minor changes and corrections to subject description*		
• *assumed knowledge*		
• *face-to-face dates*		
• *override dates (early start dates / late end dates)*		
• *self-management flags*		
Group 7b – Administrative Amendments No need for separate form or approval, processed by Academic Services Team Leader (**ASTL**)	n/a	
• *correction to typographical errors*		

Coursework Approval Procedures: Schedule

Modules

Approval type:	Endorsed by:	Form:
Group 4 – CComm Approvals[1]	Dean/CCMC/DAPQ	CSDB
New		
Discontinue		
Suspend		
Amendments to:		
• *category type*		
• *credit points*		
• *significant changes to module description*		
• *FOE code*		
Group 6 – Dean Approvals	CCMC	CSDB
Amendments to:		
• *assessment*		
• *module title*		
• *learning outcomes*		
• *result type*		
• *availabilities (add/remove campus, add/remove study period, add/remove attendance mode)*		
• *pre-requisites/co-requisites/anti-requisites*		
• *college responsible for admin (owning org unit)*		
• *EFTSL distribution for teaching*		
• *allowed/not allowed course/program codes*		
• *frequency of offer*		
• *quota – Max and Min*		
• *tuition fee*		
• *learning activities*		
• *pass requirements*		
• *minor changes and corrections to module description*		
• *assumed knowledge*		
• *face-to-face dates*		
• *override dates (early start dates / late end dates)*		
• *self-management flags*		
Group 7b – Administrative Amendments No need for separate form or approval, processed by Academic Services Team Leader (ASTL)	n/a	
• *corrections to typographical errors*		

Coursework Approval Details

Schedule B

Coursework Approval Procedures: Schedule

Bulk amendments

Approval type:	Endorsed by:	Approved by:	Deadline:	Form:
Amendment – Bulk (course/major/minor/teaching areaamendments)	Endorsement, approval, and deadlines for bulk amendments are the same as for standard approvaltypes			X2

Consequential amendments

Approval type:	Endorsed by:	Approved by:	Deadline:	Form:
Amendment – Consequential	Endorsement, approval, and deadlines for consequential amendments are the same as for standard approval types			Consequential amendments must first be recorded on the document that requires the highest level of approval.

Coursework approval forms

Form code	Form title
P0	Coursework Proposal Request
B0	Market Insights Report
P1	Course Concept Proposal
B1	Business Case
P2	Full Course Proposal
P3	Full Major Proposal
S2	Program Suspension Proposal
D2	Program Discontinuation Proposal
A2	Program Amendment Proposal
X2	Bulk Amendment Proposal
P4	Independent Studies Subject Proposal