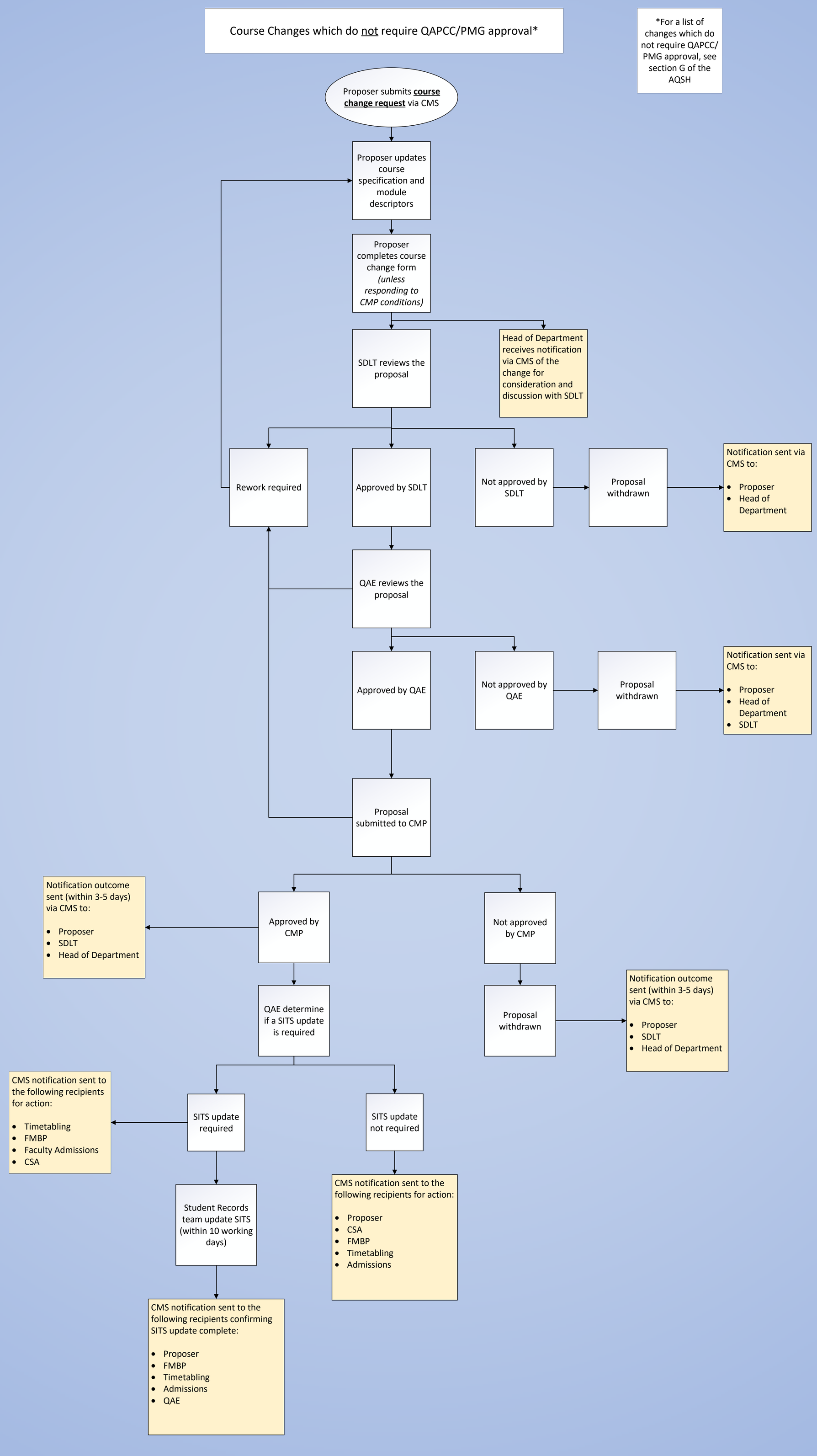

Course Changes which do not require QAPCC/PMG approval*
*For a list of changes which do not require QAPCC/ PMG approval, see section G of the AQSH
Proposer submits course change request via CMS
Proposer updates course specification and module descriptors
Proposer completes course change form (unless responding to CMP conditions)
SDLT reviews the proposal
Head of Department receives notification via CMS of the change for consideration and discussion with SDLT
Rework required
Approved by SDLT
Not approved by SDLT
Proposal withdrawn
Notification sent via CMS to:
Proposer
Head of Department
QAE reviews the proposal
Approved by QAE
Not approved by QAE
Proposal withdrawn
Notification sent via CMS to:
Proposer
Head of Department
SDLT
Proposal submitted to CMP
Notification outcome sent (within 3-5 days) via CMS to:
Proposer
SDLT
Head of Department
Approved by CMP
Not approved by CMP
QAE determine if a SITS update is required
Proposal withdrawn
Notification outcome sent (within 3-5 days) via CMS to:
Proposer
SDLT
Head of Department
CMS notification sent to the following recipients for action:
Timetabling
FMBP
Faculty Admissions
CSA
SITS update required
SITS update not required
Student Records team update SITS (within 10 working days)
CMS notification sent to the following recipients for action:
Proposer
CSA
FMBP
Timetabling
Admissions
CMS notification sent to the following recipients confirming SITS update complete:
Proposer
FMBP
Timetabling
Admissions
QAE