Change to course title

Proposer completes **PMG Course Title Change form (4A)** and submits to PMG Clerk

PMG considers request & Clerk notifies stakeholders of decision

Approved

A7 form completed to confirm student transition arrangements (if new title will be offered to existing students) (within 3-4 weeks)

Once A7 completed QAE shares form with the following departments:

- CSA
- RASC
- Student Records
- QAE
- Head of Dept

Proposer submits form A3 to QAPCC requesting to close the existing course (see course closure process)

Not approved

QAE process change via CMS

QAE determine if a SITS update is required (within 3-5 days)

SITS update required

CMS notification sent to the following recipients to take action as required:

- Timetabling
- FMBP
- Admissions
- CSA

Student Records team update SITS (within 2 weeks)

CMS notification sent to the following recipients confirming SITS update **complete**:

- Timetabling
- FMBP
- Admissions
- QAE
- Proposer

SITS update not required

CMS notification sent to the following recipients to take action as required:

- Timetabling
- FMBP
- Admissions
- CSA
- Proposer

Course title changes should only be submitted where the change is required to correct an error or make a minor amendment to the title for example, making a word plural. Proposals for changes to course titles should be discussed with QAE and then submitted to PMG for approval.

Any other proposed changes to course titles should be treated as a new course and should follow the new course validation process.