# **Course amendment**

**Contact Person for the Proposal:**

**Course Number and Title:**

**Purpose of Proposal:**

Amendment to the following course detail(s), as shown in ‘track changes’ in the appended Course Description.

<Delete all that do not apply from the following list; provide further details if clarification needed.>

* Course prefix/number
* Title
* Prescription
* Learning outcomes
* Assessment details
* Requirements (Prerequisites, co-requisites, restrictions)
* On-line learning category
* Location of course delivery (onshore/offshore)
* Remove/impose a College limitation of entry (i.e. maximum student enrolments in course)

**Semester/Year Amendment(s) to be Implemented:**

**Rationale for Making Amendment(s):**

<Specify reasons why proposed amendment(s) are required.>

**Accreditation Considerations** (if applicable)

<Include any relevant details related to qualification/programme accreditation.

For College of Business proposals include a statement indicating compliance with AACSB Standards.  AACSB standards are available at <http://www.aacsb.edu/accreditation/standards>.  The proposal should be consistent with the College’s Mission Statement, and meet staff sufficiency and qualifications standards 5-7, and learning and teaching standards 8-12.

Qualifications:

<List all the qualifications in which each course proposed for amendment is taught.>

Calendar Amendments

<Specify Calendar amendments required - see examples below.>

*Example 1:* No Calendar amendments required.

*Example 2:* Amend all Calendar entries for course number(s) xxx.xxx in accordance with amendments identified in ‘track changes’ on the appended Course Description(s).

<*You should:*

1. order the existing Course Description(s)for the course(s) which you are proposing to amend via the following link: <http://www.massey.ac.nz/massey/staffroom/national-shared-services/office-of-academic-assurance/oaa-intranet/prefilled-paper-description-order.cfm>

2. copy the existing Course Description(s) to the appendix at the end of this Course amendment proposal; and then:

3. make the proposed amendments to the Course Description with ‘Track Changes’ on.>

**Consequential Amendments**

<Indicate if there are any consequential amendments to other courses that are proposed e.g. amendments to courses which have a renumbered course as a pre or co-requisite; append each relevant Course Description showing amendments in ‘track changes’>

**Consultation:**

<Describe the consultation that has been undertaken regarding the proposed amendment(s), particularly where the course contributes as a compulsory component or as part of a compulsory courses selection for a qualification or specialisation.>

**College/Academic Unit Sign Off**(Head of Unit/Programme Leader signature, as per relevant College process)

**Name** **Signature** **Date**

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| --- | --- |
| Committee | Recommendation |
| College Sub-committee | That the proposal be approved for forwarding to College Board. |
| College Board | That the proposed amendments be approved and the document forwarded to Academic Committee for noting. |
| Academic Committee | That the amendments approved by College Board be noted. |

**Appendix: Course Description(s) – showing proposed amendments as ‘tracked changes’**