

## Course Approval

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### 1.0 Purpose

This document outlines Griffith's approach to approving courses and modifying existing courses.

### 2.0 Scope

This Procedure applies to all courses offered by Griffith University including courses offered as part of award programs that the University self-accredits that lead to higher education awards and courses offered as part of non-award programs.

### 3.0 Procedure

Griffith is committed to ensuring that its course offerings support high-quality, academically rigorous and industry relevant programs. This procedure ensures that:

- Griffith's course offering supports well-designed and constructively aligned programs;
- Changes made to courses improve student outcomes, improve the student experience (including responding to student feedback) and support coherent program design;
- The number of courses and course instances offered by Griffith is financially sustainable.

#### 3.1 Approval of New Courses

##### Step 1: Approval of a new course as part of a change to a program

All new courses are approved as part of a program proposal following the *Program Approval Procedure*. This includes new courses that are core to a program, on an elective list for a program and a free choice elective course. Generally, new courses should only be added to an existing program when an existing course will be withdrawn.

The following 'core' elements of the design of the new course are required as part of the program change:

- The course title
- The course description
- The course learning outcomes
- A brief overview of the assessment strategy
- The credit points

- The delivery mode<sup>1</sup>, campus of offering and anticipated trimester of offer
- The position of the course in the accompanying program/s – such as whether the course is a core course, an elective list course or a free choice elective course
- The pre-requisites, co-requisites and incompatibilities
- Any specific resource requirements for the new course (such as staffing requirements including technical staff, teaching space requirements including laboratory or studio requirements, and library / digital resources).

The Program Director in the Griffith Business School (GBS) is responsible for reviewing the core design elements. In all other Schools/Groups, the core design elements should be reviewed by the Deputy Head of School (Learning and Teaching). These core design elements are then approved by the Dean (Learning and Teaching) as part of a program change.

Courses offered on different campuses with identical learning outcomes and equivalent content are identified as a single course and are equivalent across the campuses. 'Equivalent' means that the course must have the same title, the same credit points, and the same learning outcomes. The content should be equivalent to the extent necessary to support the learning outcomes. The assessment must be conducted to ensure equivalent outcomes and standards. The course code must be identical, except where the host school is different between the campuses, in which case the course is permitted to have different codes reflecting the different host Schools.

### **Step 2: Development of the course profile of the new course**

The Course Convenor<sup>2</sup> in conjunction with the Program Director and Teaching Team prepares the course profile for the new course<sup>3</sup>.

The new course profile is then approved by the Deputy Head of School (Learning and Teaching) or the Program Director (for GBS), ensuring:

- the course profile aligns with the course design that the Dean (Learning and Teaching) approved in Step 1
- the course profile is concise and accurate, and the assessment and pedagogical approach is high quality.

Upon approval, the course profile is published by the Academic Support Officer.

Variations to the course profile after publication and during the trimester of offer are not permitted, except in exceptional circumstances. The Dean (Learning and Teaching), after advice from both the Course Convenor and Program Director, may approve a variation that will be notified to all enrolled students in writing via email and by posting a notification on the Learning@Griffith course site.

## **3.2 Approval of major and minor changes to existing courses**

Courses are regularly reviewed, as detailed in the Program and Course Review Procedure. This review process may identify change requirements for existing courses. In making changes to a course, consideration should be given to:

- ensuring the change/s to the course maintains the constructive alignment and coherence of relevant program/s

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<sup>1</sup> Ensuring consideration is given to compliance with the *Education Services for Overseas Students Act*.

<sup>2</sup> There may be a different Course Convenor for each campus offering of the course. In this instance a 'primary' Course Convenor is to be designated who will be responsible for completing the Course Profile.

<sup>3</sup> In preparing the learning resources consideration should be given to the [Learning Resources and Reading List Guidelines](#).

- ensuring the change/s to the course will have a meaningful impact on the student experience and student outcomes
- ensuring the course and the number of instances are financially sustainable
- ensuring changes maintain compliance with the relevant legislation.

The below table outlines the approvals required for different types of changes to existing courses.

APPROVER	TYPE OF CHANGE TO EXISTING COURSE
Dean (Learning and Teaching)	<p><b>Major changes to courses</b></p> <p>Approval of changes to the core elements of the course design, such as:</p> <ul style="list-style-type: none"> <li>• the course title (where no other change is being made to the accompanying program or course)</li> <li>• the pre-requisites, co-requisites and incompatibilities</li> <li>• the learning outcomes and course aims</li> <li>• significant changes to the assessment strategy and structure, and alignment to learning outcomes (such as a redesign of assessment tasks or significant changes to assessment weightings)<sup>4</sup></li> <li>• the resource requirements where the change cannot be met within the budget of the School.</li> </ul> <p>These changes should be reviewed by the Deputy Head of School (Learning and Teaching) or Program Director prior to submission to the Dean (Learning and Teaching).</p>
<p><b>For Science, Health and AEL Groups:</b> Deputy Head of School (Learning and Teaching)</p> <p><b>For GBS:</b> Program Director</p>	<p><b>Minor changes to courses</b></p> <p>The Deputy Head of School (Learning and Teaching) or Program Director may approve changes to courses that do not involve changes to the core elements of the course design detailed above. This may include:</p> <ul style="list-style-type: none"> <li>• changes to the course description</li> <li>• changes to the teaching and learning activities</li> <li>• minor changes to the assessment strategy and structure (such as minor changes to the weightings of assessment. Where a change to assessment is major, this should be escalated to the Dean (Learning and Teaching) for approval. Deputy Heads of School (Learning and Teaching) or Program Directors will use their discretion to determine when an assessment change is significant).</li> </ul>

<sup>4</sup> Deputy Head of School (Learning and Teaching) or Program Director should use their discretion to determine whether a given change to the assessment requires Dean (L&T) approval.

## APPROVER

## TYPE OF CHANGE TO EXISTING COURSE

### Course Convenor

### Administrative changes and publishing of course profile

Course Convenors may approve administrative changes to an existing course such as:

- updating dates
- adjusting the sequence of the course content
- updating texts and reference materials
- (Note: Course Convenor approval of updates to text and reference materials must occur in line with:
- the requirements under the *Higher Education Standards Framework* for the accessibility of resources
- the [Conflict of Interest Policy](#) regarding Course Convenors assigning texts and reference materials which they have an interest in and approval must be provided by the Deputy Head of School (Learning and Teaching) or the Program Director.
- the [Learning Resources and Reading List Guidelines](#), and can be accommodated by the Library. Where changes require Library investment, consultation must occur with the Library.)

The Academic Support Officer will then publish the course profile following a quality assurance check of the course profile (including confirming that only administrative changes have been made, and checking for errors).

## 3.3 Class cancellation and course withdrawal

A proposal to withdraw a course must be made as part of a change to a program, as outlined in the Program Approval Procedure.

There may be circumstances under which the University may cancel a course's class offering(s).

### 3.3.1 Cancellations arising from low enrolments

The University reserves the right to cancel any class that attracts an enrolment of fewer than twelve students, provided that the course to which the class refers is not a requirement for satisfactory completion of a program.

The latest day to cancel a class is the first day of teaching. Students must be notified via their University email by the end of the first week of teaching of the class.

### 3.3.2 Cancellations and/or course withdrawal arising from staff absences

Schools/Departments are expected to arrange their staffing resources through the Teaching Allocation Tool, including planned absences and periods of leave, to ensure adequate support for the University's programs.

The absence of staff on approved leave, such as ASP (Academic Studies Program), is not regarded as an unforeseeable staffing problem and therefore does not justify the cancellation of a class or withdrawal of a course. Classes for core and prerequisite courses must be adequately

staffed to ensure that the planned or unplanned absence of a single member of staff will not lead to a request for last minute cancellation of classes.

### 3.3.3 Approval of class cancellation

The Dean (Learning and Teaching) must approve the cancellation of a class (s) in a particular enrolment period. Before making such a request Schools/Departments must be able to satisfy the Dean that all the students enrolled in the course concerned have been offered an alternative class or course. All students must have withdrawn from the course before it can be cancelled.

## 4.0 Definitions

**Course** refers to a component of a qualification, normally undertaken over a single trimester, in which the student enrolls and on completion of which the student is awarded a grade, such grades appearing on a student's academic transcript. Learning outcomes, assessment tasks and achievement standards are specified for each course appropriate to a level and qualification type.

**Course Profile** is a document that specifies course requirements within the format specified in the Course Profile System and the Course Profile Template.

**Course Profile System** is a repository for storage, review and approval of Course Profiles.

**Program** is an approved course of study. A student is admitted to a program.

In this procedure, reference to **Academic Group, School, Group Pro Vice Chancellor, Dean (Learning and Teaching)** or **Head of School** shall have the meaning set out in the Structure and Governance of Academic Groups of the University.

## 5.0 Information

Title	Course Approval Procedure
Document number	2024/0000069
Purpose	This Procedure outlines the process for approval of courses.
Audience	Staff
Category	Academic
Subcategory	Learning and Teaching
Approval date	4 September 2024
Effective date	4 September 2024
Review date	2025
Policy advisor	Senior Manager, Student Credentials
Approving authority	Provost

## 6.0 Related policy documents and supporting documents

Australian Government Legislation and Policy	Higher Education Standards Framework (Threshold Standards) Act 2021
	Education Services for Overseas Students Act 2000
	National Code of Practice for Providers of Education and Training to Overseas Students 2018
Policy	Academic Awards and Graduations Policy
	Conflict of Interest Policy
	Higher Degree by Research Policy
	Program and Course Policy
Procedure	Course Attributes and Requirements Procedure
	Micro-credential and Digital Badge Approval and Review Procedure
	Program and Course Review Procedure
	Program Approval Procedure
	Program Attributes and Requirements Procedure
	Qualifications Procedure
Schedule	Course Attributes Schedule