

Situation	Required forms for each submission	Dept/ School	Faculty/ Centre	Deans	UEC/ DVC	DEST
Creation of a new program, but no new courses are added/ <u>changed as a result of this new program</u> . For example, new Bachelor of Arts / Bachelor of Music where no new courses are changed.	- 1 Academic Program Information form(s) for each program	Yes	Yes	Yes	Yes	No
A new program is added with a few new courses. For example, the new Master of Diplomacy programs and the ANU Medical School programs in 2004.	- 1 Academic Program Information form(s) for each program - 1 Academic Course Information form for each new or changed course	Yes	Yes	Yes	Yes	Depending on date
A change to a program/plans but does not require changes to courses (eg change of a program/degree name). For example: “Bachelor of Psychology” to “Bachelor of Science (Psychology)”	- 1 Academic Program Information form(s) for each program	Yes	Yes	Yes	Yes	No
Inactivation of a program/plan/major. The College will need to check and certify that there are no students holding a place in it, no outstanding admission offers, and no new offers would be made.	- 1 Academic Program Information form(s) for each program	Yes	Yes	Yes	Yes	Depending on program
A restructure or change to a program that involves course changes or new courses. This includes both major and minor changes, eg: - School of Music restructuring their undergrad courses from full-year into semesterised courses. - SRES adding one or several courses into their undergrad programs.	- 1 Academic Program Information form(s) for each program - 1 Academic Course Information form for each new or changed course	Yes	Yes	Yes	Yes	No
One or several courses OR Any major changes* to an existing course’s details.	- 1 Academic Course Information form for each new course, completely filled. - 1 Academic Course Information form for each existing course to be	Yes	Yes	Yes	No	Depending on date

	changed; with only the relevant details of the changes.					
Any minor changes* to an existing course's detail.	This kind of change does not require the formal CC approval process if your College does not require it. - Fill in 1 Academic Course Information form for each changed course. Only the relevant details of the changes are needed.	Yes	Yes	Depending on College and nature of change	No	No
Class scheduling changes (eg which term a course is offered), <u>before the DEST deadline for the relevant half-of-year**.</u>	This can simply be communicated by the Faculty/Research School/Centre to SBS.Help@anu.edu.au .	Yes	Yes	No	No	No
Class scheduling changes, <u>after the DEST deadline for the relevant half-of-year**</u>	As above, but this will require getting written approval from DEST; the documentation required is extensive, and approval is not guaranteed.	Yes	Yes	Yes	Yes	Yes

* Please refer to the above section on Business Process Overview regarding the definition of major course/program changes.

** The deadline is 1 Oct if the class starts between 1 Jan-30 Jun, and 1 Apr if the class starts between 1 Jul and 31 Dec.

If a class is scheduled after the deadline, then the academic area will need to provide documentation that addresses all the following points stated on this web site:
<http://info.anu.edu.au/cis/HESA/Publication.asp>

If this web page is unavailable please contact SBS on 6125 5467.