



WC22 - Module Approval and Modification Form

College Policy	
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Introduction

Westerfield College is committed to providing high-quality education and ensuring continuous improvement. This template outlines the module approval process.

Purpose

As part of the college's continuous improvement plan and in line with feedback from students, teaching staff and external examiners, modules will be required to be modified. To ensure the currency of programmes new modules may also be introduced and others may be withdrawn. All changes to modules require evidence of both internal and external scrutiny. The following template form is to be completed by the module leader and submitted to the Academic Board for Approval.

Module Approval and Modification Template Form

MODULE APPROVAL AND MODIFICATION FORM	
MODULE CODE AND TITLE	
NATURE OF CHANGE: (PLEASE TICK)	Change to existing module
	Addition of new module
	Swapping one module for another
	Withdrawing a module
SUMMARY OF PROPOSAL	
Which pathway/s use this module?	
Is the module core or elective?	
Description of module	
Rationale for change	
Date from which change will take effect	
EVIDENCE OF CONSULTATION	
Feedback from external examiner	
Summary of consultation with students	
Consultation with programme leaders	
Consultation with partners (if applicable)	
Date of programme committee/academic board approval	
ADDITIONAL QUESTIONS	
If the change is to learning outcome:	
What impact will this have on meeting the overall programme outcome?	
If one module is being swapped for another, what impact will this have on meeting the overall programme outcomes?	
Is there any impact on agreed articulation pathways?	
If this is a new module, which Board of examiners and external examiner will be responsible for it?	
If the module comes from outside the Division, has the relevant programme leader been consulted and agreed to the change?	

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SUBMIT COMPLETED FORM TO THE ACADEMIC BOARD AND ATTACH (a) the original module descriptor (marked original) (b) the new module descriptor (marked new)

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by

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