WC26 - Programme Modification Form

WESTERFIELD COLLEGE

College Policy	
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Document Title	Programme Modification Form
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Information Classification: Private
Status: Draft

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Procedure

The following form is to be used to modify an existing programme. The completed form and the existing and new programme specifications should be submitted to the Academic Board for Approval.

PROGRAMME INFORMATION		
Qualification and Programme Title (current title)		
Pathway/Department		
Module Code(s)		
Programme Leader		
Proposed date of implementation		

MODIFICATION INFORMATION
Type of modification proposed (e.g. minor change to delivery, increase to student numbers)
Summary detail of indicative nature of change (i.e. Change from; change to)
Rationale for the modification (please include supporting documentation where possible)
Are there any potential resourcing implications to consider for the programme being modified or other programmes that may share resource? If so, what action has been taken to mitigate these implications?
Will the schemes of assessment, programme specification and/or programme regulations need to be updated to reflect the proposed changes? If so, ensure that they are appended to the Modification Form with tracked changes enabled.

CONSULTATION AND IMPACT ON STAKEHOLDERS
Will the proposed changes affect students currently enrolled and if so, what transitional arrangements will be made for affected students?

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Outcome of consultation with students	

Has the Pathway Leader Approved?	Yes ☐	No ☐
Please provide the outcome of the discussion or the reason why consultation with the Pathway Leader was not required.		

Will this change cause the location of study of the programme to change? An increase or decrease in the number of weeks that students spend onsite may impact how the course needs to be returned to HESA.	

Has the Timetabling been consulted?	Yes ☐	No ☐
Please provide the outcome of the discussion or the reason why consultation with the Timetabling was not required.		

Has the Student Support been consulted?	Yes ☐	No ☐
Please provide the outcome of the discussion or the reason why consultation with the Student Support was not required.		

Has the Marketing and Admissions Team been consulted?	Yes ☐	No ☐
Please provide the outcome of the discussion or the reason why consultation with the Admissions Team was not required.		

If the modules affected by the change are accessed by other programmes, what was the outcome of consultation with the relevant course directors for the affected programmes?	
Outcome of any further consultation (e.g. with external examiners, practice partners, service users, collaborative partners and/or accrediting body)	

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