

Business Process

Curriculum Object	Detail	College Approval	Send to or Notify ASQO	Further approvals	Further action	Published by
Course	New	Final	Email to ASQO	No	ASQO to update HECS band in SAS and Requirement group through CMS	College in CMS (ASQO will republish if there is a requirement group)
	Amendment	Final	None required	No		College in CMS
	Amendment – requisite only	Final			Amendment to requisite detail in SAS	ASQO in CMS
	Disestablish	Final	Email to ASQO	No		ASQO in CMS
Program	New	Endorse	Send to ASQO	University Committees	ASQO to review and submit to University Committees	ASQO in CMS
	Amendment	Endorse	Send to ASQO	University Committees	ASQO to review and determine if streamlined or full amendment	ASQO in CMS, if streamlined this can be done prior to University Committees
MMS	New	Endorse	Send to ASQO	University Committees	ASQO to review and submit to University Committees	ASQO in CMS
	Amendment	Final	None required	No		College in CMS
Class Summary	New and Modify	Final	None required	No		College in CMS
Class Schedule	New and modify	Final	None required if within College approved access periods.*	No		College in CMS
	New and modify outside College access timeframes		Send Course Publishing Variation form to ASQO	ASQO to check meets legislative requirements	ASQO will contact College if doesn't meet requirements.	ASQO to action

Relevant deadlines are still applicable in relation to publishing amendments. Maintaining stability of the Curriculum for students is of primary importance.