



## Partner Curriculum Change Form – Course or Pathway

All course change proposals should be submitted to [partnership@sussex.ac.uk](mailto:partnership@sussex.ac.uk) in October in order to meet CMA deadlines.

### Indicate your change request by checking the appropriate box below:

<p><b>Material changes to a course or pathway:</b> complete all sections</p> <p>Please see the <a href="#">CMA</a> information on guidance as to what constitutes a material change. If you are unsure, please contact <a href="#">AQP Partnership</a> for help. This will include changes to core modules and may include changes to optional modules, the structure of the course (i.e. changing the proportion of core vs optional modules), removal of a mode of study (FT, PT)</p> <p><b>(If a Partner wishes to change a course so substantially that all stages of the course are affected, then the Partner should submit the revised course to Collaborative Provision Approval Committee (CPASC) as if it were a new course, starting from Stage 1 of the process. This applies even where the title of the award is itself unchanged)</b></p>	<input type="checkbox"/>
<p><b>Non Material change to a course or pathway:</b> complete all sections</p> <p>Course learning outcomes must be written at the level of the award. Please see the <a href="#">Learning Outcome Support</a> on the AQP webpage.</p>	<input type="checkbox"/>

### Change to Course Title

Such requests must be submitted to Collaborative Provision Approval Committee (CPASC) for consideration and cannot be approved by School Education Committee. The form can be found at <https://www.sussex.ac.uk/adqe/partnerships/cpasc>

### SECTION 1: COURSE INFORMATION

Partner Institution	
Course or Pathway Title and Award (e.g. BA)	
School and Department	
Course Code	
Effective date of change	
Course or Pathway Convenor	

### SECTION 2: COURSE LEARNING OUTCOMES (add or delete rows as necessary)


**Please append an updated Course Learning Outcome map to this form. (This will have been submitted as part of the most recent validation or re-validation for this course. See Appendix 6a or 6b, Section E of the Partner Handbook)**

### SECTION 3: CHANGE TO COURSE STRUCTURE

Please give details of the stage of study as it is currently approved;

Semester 1				Semester 2			
Module title	Credits	Core/ Option	FHEQ level	Module title	Credits	Core/ Option	FHEQ level

Please give details of the stage of study as it will be with the changes incorporated;

Semester 1				Semester 2			
Module title	Credits	Core/ Option	FHEQ level	Module title	Credits	Core/ Option	FHEQ level

If you are making changes to more than one stage of study for an undergraduate course, please copy the tables above and paste them below.

**Do these changes result in a module being withdrawn?**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please ensure a withdrawal form is completed and submitted

**Do these changes need a new module?**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

### SECTION 4: CHANGE TO MODE OF STUDY

Please indicate all the current modes of study for this course

Full Time	Part Time	Online Distance Learning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate if you wish to add a mode of study

Please indicate if you wish to remove a mode of study

Full Time	Part Time
<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 5: RATIONALE

Please give a rationale for the change:

### Partner Curriculum Change Form – Sign-Off Sheet

#### Course Convenor

By signing I **confirm that I have notified relevant colleagues of the proposed change in line with CMA requirements.**

Please note: if changes are not notified to the University in good time for the changes to be implemented in line with CMA guidance, the Partner must set out how it will ensure that communication with applicants can take place in a timely manner.

Completed by:	Date:
Signature:	

#### Partnership Tutor

I confirm I have read the above form and my comments are as below:

Name	
Comments: (if no comments, please enter No Comments)	
Signed:	Date:

#### Chair of Faculty Education Committee

Approved by:	Date:
Chair of Faculty Education Committee)	Signature:

AQP August 2025