

## Sample recommendations for course and unit proposals submitted to the SAC

### New Course (Senate approval required)

**It is recommended:**

That the School Academic Committee endorses the introduction of the new course [course code and name] to commence in [year] at the [campus] and recommends the proposal to the College Education, Assessment and Progression Committee. TRIM reference:

### Major Course Variation (Senate approval required)

**It is recommended:**

That the School Academic Committee endorses the major course variation to [course code and name] consisting of [variation] to commence in [year] and recommends the proposal to the College Education, Assessment and Progression Committee. TRIM reference:

### Minor Course Variation (for approval by CEAPC)

**It is recommended:**

That the School Academic Committee recommends the minor course variation to [course code and name] consisting of [variation] to commence in [year] and forwards the proposal to the College Education, Assessment and Progression Committee for approval. TRIM reference:

### Retirements/Suspensions of Courses (for endorsement to CEAPC for noting)

**It is recommended:**

That the School Academic Committee notes the retirement/suspension of [course code and name] from [date] and forwards to the College Education, Assessment and Progression Committee for noting. TRIM reference:

### New Unit Set (Senate approval required)

**It is recommended:**

That the School Academic Committee endorses the introduction of the new unit set [unit set code and name] to commence in [year] at the [campus] and recommends the proposal to the College Education, Assessment and Progression Committee. TRIM reference:

### Major Unit Set Variation (Senate approval required)

**It is recommended:**

That the School Academic Committee endorses the major unit set variation to [unit set code and name] consisting of [variation] to commence in [year] and recommends the proposal to the College Education, Assessment and Progression Committee. TRIM reference:

### Minor Unit Set Variation (for approval by CEAPC)

**It is recommended:**

That the School Academic Committee endorses the minor unit set variation to [unit set code and name] consisting of [variation] to commence in [year] and forwards the proposal to the College Education, Assessment and Progression Committee for approval. TRIM reference:

### **New Unit (approved by CEAPC)**

**It is recommended:**

That the School Academic Committee endorses the new unit [unit code and name] to commence in [session and year] and recommends the proposal to the College Education, Assessment and Progression Committee for approval. TRIM reference:

### **Major Unit Variation (approved by CEAPC)**

**It is recommended:**

That the School Academic Committee endorses the major variation to [unit code and name] consisting of [variation] to commence in [year] and recommends the proposal to the College Education, Assessment and Progression Committee for approval. TRIM reference:

### **Major Unit Variation (New Code & Unit Name replacing old unit) (approved by CEAPC)**

**It is recommended:**

That the School Academic Committee endorses the unit [unit code and name], which replaces [unit code and name] and consists of change to [add variation], to commence in [session and year] and recommends the proposal to the College Education, Assessment and Progression Committee for approval. TRIM reference:

### **Minor Unit Variation (approved by HOS and noted at EAPC)**

**It is recommended:**

That the School Academic Committee notes the minor variation to [unit code and name] consisting of [variation], to commence in [year] and recommends the proposal to the College Education, Assessment and Progression Committee for noting. TRIM reference:

### **Inactive Units (for noting)**

**It is recommended:**

That the School Academic Committee notes that [unit code and name] will be made inactive from [date] and recommends the proposal to the College Education, Assessment and Progression Committee for noting. TRIM reference:

### **SAC RECOMMENDATIONS TO CEAPC (units/unit sets/courses endorsed at SAC subject to amendment)**

When a unit, unit set or course has been endorsed at the SAC **SUBJECT TO AMENDMENTS**, the amended unit or course will be TRIMmed and the original SAC recommendation will be amended with the words .... “**subject to [whatever amendments are required].**”