Level	Example of change	Impact on the student (CMA definition)	Approval route	Required communications - Current Students	Required communications - Offer Holders	Required communications - Applicants	Other (e.g. Erasmus students/universities)	Notes
Module	Change of title to better reflect current content	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Change to the aims or learning outcomes (which **does not** change the programme learning outcomes).	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Updates to the syllabus of the module	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Change to the teaching and learning methods	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Change in the duration of an exam	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Change in the relative weighting of assessments	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	None	
Module	Change of delivery semester	Non-material change	DoP or SPC Chairs Action. Must be logged by SPC	Notify	None	None	Notify	
Module	A change to the location of an advertised field trip, major activity or resource	Material Change	DoP or SPC Chairs Action. Must be logged by SPC	Consult	Notify	Notify	Notify	
Module	Withdrawal of an advertised field trip, major activity or resources	Material Change	DoP or SPC Chairs Action. Must be logged by SPC	Consult	Notify	Notify	Notify	
Multiple modules	Changes to pre or co-requisites for one or more modules.	Non-material change	SPC	Notify	None	None	None	
Multiple modules	Amendments to the syllabus of a group of modules (that does not affect the learning outcomes of the programme).	Non-material change	SPC	Notify	None	None	None	
Multiple modules	Replacing small numbers of option modules without restricting the overall amount of student choice.	Non-material change	SPC	Notify	None	None	None	
Multiple modules	Change to the assessment methods of multiple modules which leads to a significant change in the overall balance of the programme assessment strategy	Material Change	SPC	Consult	Notify	Notify	None	
Multiple modules	Change to the contact hours for multiple modules which leads to significant a change in the balance of teaching/independent study hours over the Part or whole programme.	Material Change	SPC	Consult	Notify	Notify	None	
Programme	Addition of a minor pathway which current students could choose to complete.	Non-material change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Notify	None	None	None	
Programme	Gaining a new or additional accreditation	Non-material change	SPC - notification to AQSS	Notify	None	None	None	
Programme	Introduction of specific attendance requirements from PSRB (e.g. % classes attended or defined duration for an existing placement).	Non-material change	SPC	Notify	Notify	None	None	
Programme	Addition of optional placement/study abroad requirement (or equivalent)	Non-material change	SPC	Notify	None	None	None	

Programme	Repackaging of a small number of modules into modules with different credit value for core/compulsory modules.	Non-material change	SPC	Notify	Notify	Notify	Notify	
Programme	Addition of new mode of attendance e.g. FT or PT with no changes to curriculum.	Non-material change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	None	None	None	None	
Programme	Addition or removal of a small number of option modules with only limited change to the amount of student choice.	Non-material change	SPC	Notify	None	None	Notify	
Programme	Addition of compulsory placement/study abroad requirement (or equivalent).	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	Addition, removal or renaming a specialisation (pathway) for a programme.	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	Mode of delivery -amending, or removing mode of attendance (e.g. FT to PT only, from face to face to delivering the programme largely by distance learning).	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Not possible	Consult	Notify	Notify	
Programme	Location of delivery (City A to City B only not changes to Southampton based campus location).	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	Notify	
Programme	Change to the contact hours which leads to a change in the balance of teaching/independent study hours at programme level.	Material Change	SPC	Consult	Consult	Notify	None	
Programme	A substantial change to the overall assessment strategy (for example,significant change to the balance between coursework and exams.)	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route (Please note, this may require a new programme code for those current students wishing to transfer to the new assessment strategy and retaining the current programme code to enable teach out of those wishing to remain with current assessment strategy).	Consult	Consult	Notify	None	
Programme	Significant change to programme content	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	
Programme	Significant change to programme aims and learning outcomes	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	
Programme	Withdrawing a significant number of option modules across the programme such that student choice is more restricted	Material Change	SPC	Consult	Consult	Notify	None	
Programme	Changing significant numbers of options to core/compulsory or vice versa	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	
Programme	Increase in the number of core or compulsory modules in a programme	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Notify	Notify	Notify	Notify	

Programme	Change to the credit architecture that affects a significant number of modules	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Notify	Notify	Notify	
Programme	Removal of placement/study abroad requirement (or equivalent)	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	
Programme	New additional costs for core/compulsory/option modules	Material Change	SPC	Consult	Notify	Notify	None	Consideration must be given to equity before adding additional costs. Costs should only be passed to students for core and compulsory modules where there is a method for ensuring that students unable to afford these can access financial support from the School/Faculty Aditional costs for any module must be clearly stated in the additional cots table in the programme spec, the CDD and the module profile.
Programme	Significant cumulative number of minor modifications to a single Part of whole programme in one year.	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Notify	None	None	
Programme	Change to accreditation status (loss of accreditation)	Material Change	SPC - Report to AQSS	Notify	Notify	Notify	None	
Programme	Change to the length of a programme to accommodate PSRB requirements (for example additional placement weeks required)	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Notify	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	Change of programme title	Material Change	SPC	Consult	Consult	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	Changes to the award title (BSc, BA etc)	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Consult	Consult	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	Removal of an exit award	Material Change	SPC for agreement and then submission to Programme Regulations Scrutiny Group for approval Could not be applied to current students without their agreement.	Consult	Notify	Notify	None	This change would require each current student to consent. In the absence of unanimous agreement a new programme should be set up with students given a choice to transfer to the new programme or to remain on the old one as it is taught out.
Programme	New exemption and/or variation from the University's standard progression regulations which makes it harder for students to pass/progress/achieve an award.	Material Change	AQSS	Consult	Notify	Notify	None	
Programme	A substantial change in partnership arrangements for an educational partnership programme.	Material Change	EPSC	Consult	Notify	Notify	None	
Programme	Programme withdrawal or suspension	Material Change	Consult with the DHoSE, ADE, Head of QSAT to determine approval route	Not possible	Consult	Notify	None	Requires AQSS approval of student protection plan. Must follow programme suspension and closure policy.