

**APPG FORM 3: Request for Significant Change**

To be read in conjunction with the [Procedures for Course Closure, Suspension and Significant Change](https://www2.worc.ac.uk/aqu/documents/CCSSCPolicyAndProcedures.pdf) and to be completed by the School/Institute making the request.

**NOTE:** Where the proposed Significant Change has implications for contractual liabilities, resource implications, public information, and communications with applicants and/or students, the Course Team should complete the APPG Form 1: [New Course Proposal](https://www2.worc.ac.uk/aqu/documents/APPGForm1NewCourseProposal.docx). Please see APPG Guidance 1: [Relationship between Course Change, Course Re-Approval and APPG](https://www2.worc.ac.uk/aqu/documents/APPGGuidance1.docx).

Where the proposed Significant Change also has cost implications, an APPG Costings Form (available from, and completed in conjunction with, Finance) should also be provided.

A completed APPG Form 4 - [Provision of Information for Prospective Students](https://www2.worc.ac.uk/aqu/documents/APPGForm4ProvisionOfInfoForProspectiveStudents.docx) should also be provided.

The proposal will be considered by APPG. School/Institute Representative/s and the relevant Finance Management Accountant who prepared the APPG Costings Form may be invited to join the APPG meeting to respond to any questions about this item.

|  |  |
| --- | --- |
| **1. School/Institute**(and Academic Partner, if relevant) |  |

|  |  |
| --- | --- |
| **2. Course** (please provide full course title to which this request relates) |  |

|  |  |
| --- | --- |
| **3.1 Details of the proposed change** |  |
| **3.2 Intended date of implementation** |  |
| **3.3 To whom the revisions will apply:**  (eg applicants and current Year 1 students etc) |  |

|  |  |
| --- | --- |
| **4. Course Code** |  |

|  |  |
| --- | --- |
| **5. Type of Programme** (eg FdA, FdSc, Hons Degree, PG, SH) |  |

|  |  |
| --- | --- |
| **6. Location of Delivery** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. Mode of Attendance** *(please select)* |  | Full Time |  | Part Time |

|  |  |
| --- | --- |
| **8. Current Number of Students by level:** |  |

|  |  |
| --- | --- |
| **9. Current Number of Applicants/ Offers/ Acceptances:** |  |

|  |
| --- |
| **10. Rationale for significant change/revisions:** |
|  |

|  |
| --- |
| **11. Implications of significant change/revisions for students, other stakeholders, partners etc** |
|  |

|  |
| --- |
| **12. Details of discussions with collaborative partner/s and/or other Schools where relevant** (eg if JH, shared modules) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **13. Supporting statement by Head of School/Institute** | | | |
|  | | | |
| Signed: |  | Date: |  |