University of Glasgow

Course/Programme Approval Process

Student Consultation Proforma

Proposal for a NEW course   
or SUBSTANTIVE CHANGES to a course   
or WITHDRAWAL of a course

|  |  |
| --- | --- |
| Course Name(s): |  |
| School: |  |
| College: |  |

# Instructions for completion

This proforma should be completed for **new** course proposals, substantive **change** course proposals and course **withdrawals**\*. If the proposal concerns more than one course, the student consultation can be presented together or separately, as most appropriate.

Evidence of the student consultation should be submitted to the School Committee with the proposal documentation; therefore, **this proforma must be completed *BEFORE* final documentation is due for submission to the School Committee for scrutiny**.

### New course proposals or substantive change course proposals:

Consult students who might take the course(s) in future years and/or consult students who have already taken courses at the same level. If there is no similar course, consult with a group of students closest to the proposal.

Students should be asked specifically about:

* whether the course(s) would be challenging
* whether the course(s) would be stimulating
* whether the course(s) would meet their expectations
* the proposed workload
* methods of teaching, learning and assessment
* whether the course(s) would develop their graduate attributes and employability skills

### Withdraw course proposals:

Consult students who might have expected to take the course(s) in future years and/or consult students who have already taken the course.

\* Student consultation for course withdrawals is not required if:

* there were no enrolled students in the previous session;
* the course is only open to students on a programme which is being withdrawn;
* the withdrawal is due to unforeseen circumstances (though students should be informed as soon as possible).

## Please describe which students were consulted.

* list the classes consulted (including the class size);
* if the consultation did not take place in a meeting, indicate the number of responses received.

## When did the consultation(s) take place?

## How was the information presented to the students?

## Summary of student feedback.

## Response to any issues raised.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer |  | Date |  |

|  |  |
| --- | --- |
| Signature |  |