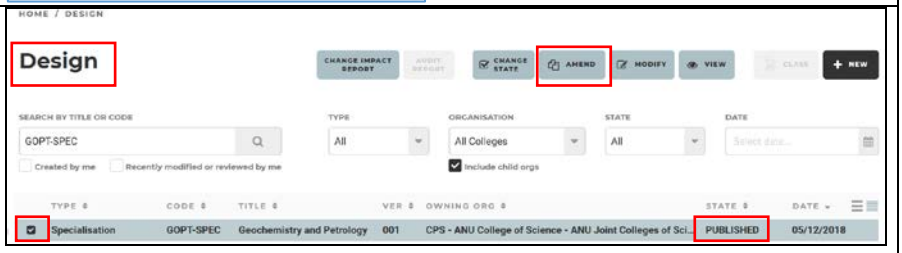
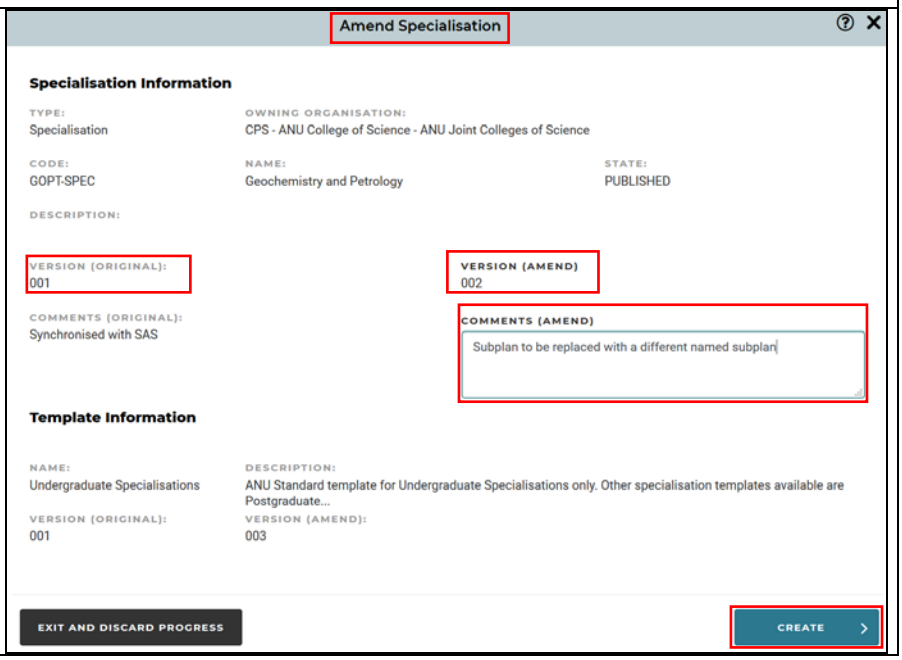
Subplan (major, minor, specialisation) amendment

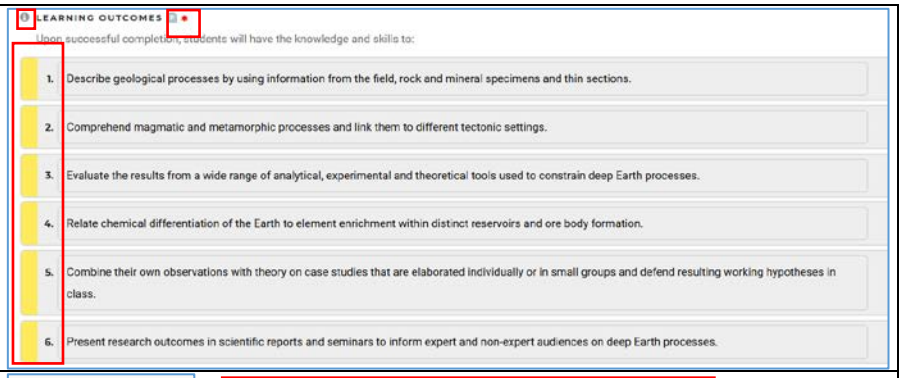
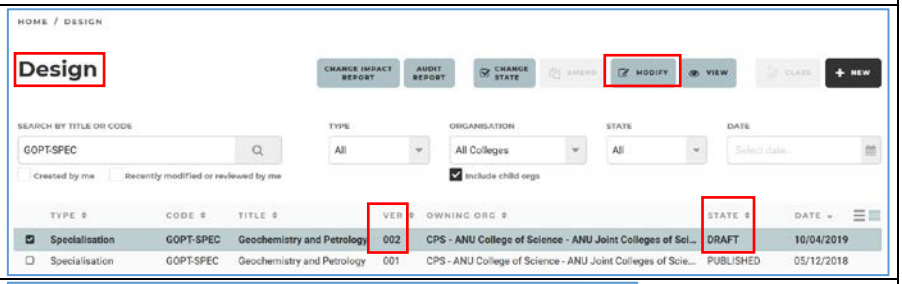
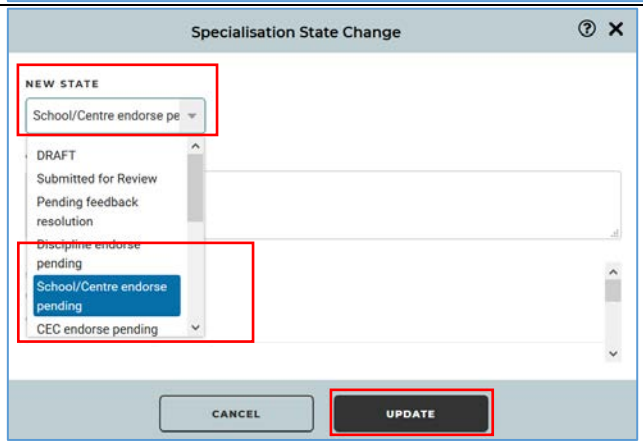
Subplan information is published in the online Programs and Course (P&C) catalogue. This includes subplan description, learning outcomes, course requirements and other information used by students to make enrolment choices. Amendments to this information go through a formal college approval process to ensure compliance with college education governance, ANU coursework accreditation policies as well as Australian Qualification Framework guidelines.

Deadlines for conveners:

- All amendments must be endorsed and submitted to the college by the Associate Director of Education. **Check school timelines and procedures with ADE or administrator**.
- Subplan amendments must be submitted in the year prior to next delivery. Maximum deadline for school to submit proposal to college for the next academic year: **13 September**.
- Maximum P&C publication deadline for College approved proposals: **1 November.** This is to ensure subplan information is correct and up-to-date by the time students start enrolling for the next academic year. In particular this affects the incoming cohort of new students.

Procedure:

1	Log in via URL. Single Sign up is supported. Click "**Continue**"	https://cms.anu.edu.au
2	Click "**Design**".	
3	Use search box to locate subplan by title or code.	
4	Identify latest **published** version of the subplan in the **Design** panel. Select the relevant entry. Buttons in top right become 'active'. Click "**Amend**"	
5	A window will pop up with basic subplan information and a box in which a brief summary of the changes to be made should be entered. Note that a new version number is being allocated to the amendment proposal. Click "**Create**". Note, once you click the create button, you cannot discard or delete the form. Once created, the form will remain at draft until it is either progressed through to publish or is repurposed. It cannot be withdrawn or deleted.	

6	Amend relevant fields. The form includes hints and other useful prompts. Save changes using the "**Save**" button at the bottom of the form. This will activate a change tracking functionality – see yellow highlighted fields.	
7	Save changes using button at bottom of form. This will create a DRAFT form.	 Note: Once created, a proposal cannot be deleted, only modified and published.
8	Use the "**Close**" button at the bottom of the form to exit the screen.	
9	Changes can be made to DRAFT forms by returning to the the **DESIGN** panel, select the new version created and clicking "**Modify**". If desired, conduct a peer review using the "collaborate" functionality (see process).	
10	If no further changes are required, "**Close**" the form and then "**Change State"** from DRAFT to SCHOOL/CENTRE ENDORSE PENDING. Click "**Update**". Note this panel contains an audit trail. Check workflow below. **Email Associate Director Education**. Note: All error messages must be resolved before the state will change. Compulsory fields must be populated. If in doubt, contact science.curriculum@anu.edu.au	

Workflow:

