Non-Material Changes Form

**Please remove any guidance text in blue, before sending this form and supporting documents to AQD.**

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| 1. **Course/Module details**
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| 1. **School(s)**

(The School to which this modification belongs) | [ ]  AADS [ ]  GSBL [ ]  SCDM [ ]  SHSC [ ]  SSSP [ ]  SBEN |
| Collaborative partner (If modification taking place on an off-campus course) |  |
| 1. **Course title(s)**

(If modification at Course level) | Only include the courses which will require changes to their specs. |
| 1. **Other Course(s) and/or School(s) affected**

(If any) and whether they have been consulted  | Please state all courses and Schools that use the module |
| 1. **Module code and title**

(If modification at module level) | List all the modules that will require changes due to this modification. |
| Implementation date (Academic year) | Which academic year? Will it have a January or September start?*E.g. Sept 2021; February 2022 (Feb starts)* |

| 1. **Nature of and rationale for proposed modification**
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| Rationale(Provide a rationale for the proposed modification. | Please explain the reasoning behind the proposed modification(s). |
| Nature and Extent of these changes(Provide full details on exactly what is being modified)Please ensure that **ALL** changes made to the specs are mentioned here and are [**non-material**](https://londonmet.sharepoint.com/%3Aw%3A/s/Academic-Registry/EZ4-ZwQ6r21CkZ2EIXAEAZgBetOR_UPLenspsTLiEFS0XQ?e=4ta6vI), otherwise they must be considered by the School LTQC and a Statement of Compliance completed. | Please use this section to provide detailed information on all proposed changes to the Course and Module specifications (X has been replaced by Y and/or Z). |

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| 1. **Consultations**
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| This section must be completed for all proposals with potential Consumer Protection Law implications. Consultation **must** be evidenced. Where evidence is not obtained or the evidence indicates that current students do not agree with the proposed modification, it will not be processed. |
| 1. **Evidence of Student Consultation**

(Provide details and evidence on how students have been consulted about changes being made to existing provision:E.g., via Weblearn, email exchange or a Course Committee) |  |
| 1. **Internal Consultation**

(Has this proposed modification been discussed and agreed with relevant people) | [ ] Subject Leader [ ] Course Leader[ ] Other Schools/ Courses affected by this change. Specify who:  |
| 1. **Informing Collaborative Partners**

(If course/module is offered collaboratively, confirm that the affected institution(s) have been contacted and provide their response to proposed changes) |  |

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| **3. Signed by** |
| Dean of School **OR** Chair of School Learning, Teaching and Quality Committee: |  | Date: |  |