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** | |
| 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/:w:/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use this section to provide detailed information on all proposed changes to the Course and Module specifications (X has been replaced by Y and/or Z).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** | |
| 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: |  |