In the College, academics are strongly encouraged to use the CASS Course Outline template provided on our Intranet. This template is based on the current version of the University template, which originated in the Office of the Deputy Vice-Chancellor (Academic), and was approved by the University Education Committee in 2012. Use of the University template will become compulsory by the end of 2014. If you wish to continue using the old CASS template, you may do so for the foreseeable future.

The CASS Course Outline template is on the CASS Intranet. Follow the path: CASS Intranet > Education > Curriculum design > Course Outline template.

Academic course conveners carry responsibility for the preparation and revision of Course Outlines. Any new programs / courses or any changes to existing programs or courses for 2013 and beyond need to be considered by the CASS Education Committee and approved by the Dean. All proposals must comply with DEEWR legislation and ANU’s administrative and system policies.

The first step required for all proposals is consideration by the CASS Coursework Sub-Committee or the CASS Higher Degree Research Sub-Committee. The College Executive established these sub-committees to ensure that all course / program proposals are thoroughly scrutinized prior to their review by the CASS Education Committee (CEC). The CASS Education Committee advises the College Executive on the College’s curriculum, e.g. new course and program proposals or the revision, alteration or deletion of existing courses and programs. Items requiring endorsement by the University Education Committee (UEC) will be forwarded from the CEC for consideration. A newly-established degree program, once endorsed by CEC and UEC, is sent to the next meeting of the Academic Board for approval before it is added to the relevant University Rules. More information about these processes is available at http://cass.anu.edu.au/education/course-program-approval.

The purpose of Course Outlines is to provide enrolled students with detailed course information. The template includes not only course-specific information (e.g. topics covered, tutorial and lecture schedules, assessment information) but also College and University information (e.g. links to relevant policies and information about student support services).

Use of the Course Outline template helps to simplify the resolution of disagreements about issues associated with course expectations, content, assessment, and policy and reduces the number of student appeals. Provision of standardized information about administrative procedures and requirements also helps to reduce the time spent supporting students by College administrators.

Some information in the Course Outline is provided to students in the University’s online handbook (Study@ANU). The Study@ANU entry for a course is intended for prospective students, while Course Outlines provide detailed information for those enrolled in the course. Information provided to students in Course Outlines must be consistent with information provided on Study @ ANU and on Wattle sites.

Once the relevant approvals have been granted, is your responsibility to ensure that information about your course is correct and consistent in three places: the Course Outline, on the Wattle site, and in Study @ ANU.
1. **Study @ ANU**: Once you have completed your Course Outline, check it against the information in Study @ ANU. You will also need to provide copies to the administrative staff in your School or Centre.

2. **Wattle**: Upload a copy of the relevant Course Outline to your Wattle site. If the Course Outline changes following discussions with students in the first couple of weeks of the semester, date and mark the revised version clearly. These changes can only be minor, e.g. modifications to the assessment strategy.

### Management of Course Outlines

For each course you are convening or teaching, you will need to:

1. Create or revise the Course Outline, using the template. New courses need to be approved by the College Coursework Committee and it is possible that major revisions may mean that a course needs to be re-approved. If you intend to make major changes to a course, please check with the Associate Dean (Education) about this aspect of curriculum documentation.

2. Send an electronic copy of the completed Outline to your School office.

3. Upload the completed Course Outline to your Wattle site. You may also wish to distribute hard copies in class, but this is not compulsory, so long as students have access to an electronic copy.

4. If you revise the Course Outline following consultation with your students during the first 10% of the course delivery schedule, you will need to provide students with information about the changes. It is wise to post this information to your Wattle site.

### How to use the template

1. The nomenclature, headings, and order of sections in the template must be preserved.

2. Sections or sub-sections marked with an asterisk must be identical to the information provided about the course in Study@ANU. If you wish to change the information in Study@ANU, contact the Project Officer (Secretariat) in the Education Development Studio.

3. Additional information may be included.

4. Ensure that your School office has a copy of the latest version of the Course Outline. To assist them to track versions, please date each version of the document.

5. Ensure that your students have a copy of each version of the document.

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**Deborah Veness**  
November 2012  
revised January 2013