Course changes may be triggered by any factor, including External Examiner report, new research, student feedback, change in strategic direction, outcome of annual or periodic monitoring.

**Adjustment**

- Course change agreed by Department, Faculty or Institute.
- Faculty Board (and/or Degree Committee for PG courses) approve the course change.
- The School approves the change, if relevant.
- Course team alert their EQPO liaison officer, who will advise on the approval route and required documentation.
- Adjustment approved. Course change published.

**Minor Modifications**

- Minor modification approved. Change published, amendments to Regulations made if appropriate.
- Academic Standards and Enhancement Committee approve the change.
- The School approves the change, if relevant.
- Other committees including:
  - Senior Tutors’ Education Committee (for substantial changes to undergraduate courses)
  - Undergraduate Admissions Committee (for changes to entry requirements)
- Minor modification approved. Change published, amendments to Regulations made if appropriate.

**Major Modifications**

- Major modification approved. Course change published, amendments to Regulations made if appropriate.
- General Board’s Education Committee.
- Report to the General Board if required.
- Course changes may be triggered by any factor, including External Examiner report, new research, student feedback, change in strategic direction, outcome of annual or periodic monitoring.

**Who to contact**

- Dr Andi Bawden
  - Faculties and Departments in the School of Arts and Humanities
- Jane Clare
  - Faculties and Departments in the School of Biological Sciences (excluding the Department of Veterinary Medicine and the Veterinary Sciences and Medical Sciences Triposes), the Department of History and Philosophy of Science and the School of the Physical Sciences
- Dr Emma Dollard
  - The School of Clinical Medicine, Department of Veterinary Medicine, the Veterinary Sciences and Medical Sciences Triposes, Faculty of Education and the Institute of Continuing Education
- Dr Marianna Kaimaki
  - Faculties and departments in the School of the Humanities and Social Sciences (excluding History and Philosophy of Science)
- Melissa Rielly
  - Faculties and departments in the School of Technology.

[https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/changes-existing-courses](https://www.educationalpolicy.admin.cam.ac.uk/curricula-and-assessment/changes-existing-courses)