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# Types of Workflow



Workflows are assigned when you create NEW or AMEND existing curriculum and will be selected based on the type of curriculum, the academic organisation the curriculum is owned by and the action to be performed.

### New (Class Summary, Course, Program, Major, Minor or Specialisation)

 Creates new curriculum and follows the formal governance process for approval.

#### Amend (Course, Program, Major, Minor, Specialisation or Honours Specialisation(Admission **Requirements Only)**

· Allows changes to be made to existing curriculum and depending upon the scope of changes allows approvals to be streamlined or follow formal governance processes.

### Disestablish (Course, Program, Major, Minor or Specialisation)

Allows justifications to be submitted to the governance authorities to disestablish the curriculum.

## Accessing Workflow Screen

#### Workflow button

- WORKFLOW Course, Programs & MMS
- Mapping

Classes

Publish

### Within Curriculum

· Modify/View - Click on the Status area in the top right hand corner



### Made a mistake?

What if I need to make more changes and I no longer have permission to edit the curriculum?

Each workflow has the ability to return to a draft state for more editing "Pending feedback resolution". Contact your College Governance office for assistance.

What if I chose the wrong workflow?

ASQO have access to an CMS Override feature and can correct workflow selection errors.

Apply Change

View graphical workflow

information in a table

14/02/2020

or: 18/03/2020

CEC endorse pendin

