

Notifying Sister Academic Units

CourseLeaf has an automated process to provide email notification to “Related Departments” in relation to curriculum proposals. These emails are in addition to the approval and notification emails.

You will be notified each time a sister academic unit has proposed a change (e.g. to program requirements, lists of course categories, prerequisites, also listed as references, etc.) that invokes or involves your unit’s courses or other elements.

As with other CourseLeaf generated emails, the Related Departments email contains a link that brings you directly into CourseLeaf so that you can view the proposed changes. A Comment button will be available so that you can:

1. Indicate that you have reviewed the proposed change which impacts on programs and/or courses in your unit.
2. Indicate if you support this change unconditionally.
3. Indicated if you do not support this change.
4. Indicate if you support this change, with reservations.

It is important that you provide comments when receiving a Related Departments email so that the academic unit proposing the change knows if they have your unit’s support or not. If there are serious concerns about the proposed change then a direct email to the unit proposing the change is advised.