

Course Amendment Policy

Policy #	AA-222	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all courses offered at FBSU.

2. Impetus

This policy establishes the rules to be followed in revising and amending an existing course(s).

3. Policy

- 3.1. Initiatives for revising and amending academic course(s) may result from:
 - A. Periodic revisions of the study plan;
 - B. Requests to revise and amend the plan from entities inside or outside the University;
 - C. Benchmarking with similar reputable national and international universities' course(s);
 - D. New developments and trends in the field of specialization;
 - E. Job market needs;
 - F. National development requirements; and
 - G. Academic accreditation requirements.
- 3.2. Amending an existing academic course(s) at FBSU is a multi-procedural process that rests on the foundation of faculty responsibility for academic content and quality. The amended course(s) shall:
 - A. Cover all the developments and trends in the field;
 - B. Be consistent with the University's Mission;
 - C. Contribute to achieve the PLOs and CLOs;
 - D. Meet the local and national requirements and needs; and
 - E. Avoid unnecessary duplications and costs.
- 3.3. Courses at FBSU shall be aligned to the University's Values and Mission and will:
 - 3.3.1. Be underpinned by a set of specific graduate attributes that are developed through the courses in the program;
 - 3.3.2. Comply with the requirements of the Saudi Arabia National Qualifications Framework (SAQF), including the:
 - A. Course level,
 - B. Minimum credits hours,
 - C. Volume of learning, and
 - D. Learning outcomes (i.e. knowledge, skills, values);

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- 3.3.3. Get stakeholders and other beneficiaries (e.g. employers and other educational institutions) involved in all stages of amending, preparing and reviewing the course(s);
- 3.3.4. Be relevant and responsive to community and industry needs;
- 3.3.5. Take advantage of the University's research strengths;
- 3.3.6. Encourage cross-disciplinary collaboration and leveraging of expertise;
- 3.3.7. Provide learners with clarity about course expectations;
- 3.3.8. Provide a coherent and streamlined student experience; and
- 3.3.9. Use nomenclature that is:
 - A. Unambiguously and readily identifiable with the course(s), discipline, and (where applicable) the professional orientation of the course(s);
 - B. In the case of postgraduate course(s), consistent across a suite of postgraduate course(s) awards and differentiates research from coursework;
 - C. Easily recognizable by prospective students, employers and other stakeholders; and
 - D. Consistent with nomenclature that has national and international acceptance.

4. Related Documents

- 4.1. Program Specifications Template
- 4.2. Guide to Writing Learning Outcomes (AA-200-G01)
- 4.3. Guide to Learning Outcomes Assessment (AA-200-G02)
- 4.4. Guide to Graduate Attributes Assessment (AA-200-G03)
- 4.5. Program Amendment Procedures (AA-212-P01)
- 4.6. CLOs Development Policy (AA-220)
- 4.7. Course Design Policy (AA-221)
- 4.8. Course Design Procedures (AA-221-P01)