

Program Amendment POLICY

Procedure #	AA-212-P01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

Program Amendment Procedure

1. The Curriculum Committee in the respective department examines the initiative of change and submits its recommendations to the Chair of the department.
2. The Chair refers the recommendations of the Curriculum Committee to the Department Council.
3. If approved, a proposal is prepared to this end.
4. The proposal should provide a:
 - 4.1. Description of the needs for and educational objectives of amendments;
 - 4.2. Description of the target audience and market demand; and
 - 4.3. Resources needed.
5. Amendments to program are grouped into the following four categories each of which are dealt with in different ways.
 - 5.1. Editorial Amendments
 - 5.1.1. These are amendments to courses and programs that are necessary to bring them up-to-date but do not affect assessment; learning outcomes; mode of delivery; program content or structure.
 - 5.1.2. Minor changes to a course's syllabus that do not affect its learning outcomes. Such changes may be approved at departmental level without requirement for subsequent College level approval. Course specifications should be amended with tracked changes as necessary and submitted to the Quality Deanship for re-uploading onto the Course Specification. Examples of such amendments are:
 - Updating indicative reading lists
 - Minor changes to a course's syllabus that do not affect its learning outcomes
 - 5.1.3. Editorial changes are approved by the Department Council.
 - 5.2. Minor Amendments
 - 5.2.1. These include:
 - Change to a course title;
 - Changes to the method of assessment of a course;
 - Changes to the level of a course;
 - Changes to pre-requisites or co-requisites or designating a course as core, compulsory or elective; and
 - Adding or removing elective courses on a program.

Program Amendment POLICY

Procedure #	AA-212-P01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

- 5.2.2. Minor amendments are approved by the Department Council.
- 5.3. Standard Changes
- 5.3.1. These refer to low impact changes such as:
- Introducing a new course;
 - Changes to a course's learning outcomes
 - Course reshuffling (compulsory vs. elective)
- 5.3.2. Standard changes will normally be approved by the University Academic Committee.
- 5.4. Major Changes
- 5.4.1. These are changes which involve significant or fundamental alterations to a program's aims, learning outcomes, structure or assessment. Typical examples of specific amendments that are regarded as major are:
- Changes which affect more than 25% of the total program credits;
 - Changes to the title of a program (where this reflects changes to the program content);
 - Additions of a new program pathway (if a significant proportion of the courses are different from existing pathways, it may be decided to treat this as a new program proposal as this will normally be 33% or more).
6. In case of Standard and Major Changes, the department council holds a meeting to examine the recommendations of the Curriculum Committee with the participation of potential stakeholders (employers, alumni, graduate students, experts, etc.) interested in the field.
7. During the preparation phase, the objectives and learning outcomes of the proposed program shall be developed in accordance with the mission statement of the University. That is the new program shall be responsive and supportive to the FBSU's mission statement. To accomplish this mission, the objectives and learning outcomes of the new program shall:
- Focus on quality, innovative, application-based learning;
 - Blend practical and theoretical knowledge;
 - Achieve excellence and distinction in terms of research and values; and
 - Be responsive to community service needs.
8. The proposed program shall also abide by the by-laws of the Ministry of Education, the Saudi Arabia National Qualifications Framework (SAQF) standards and levels, and FBSU's Program Amendment Policy.
9. The proposed program shall be benchmarked with at least three reputable national and international universities. Benchmarking should include, but not limited to:

Program Amendment POLICY

Procedure #	AA-212-P01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

- Admission requirements if appropriate
 - Total number of credit hours
 - Core courses
 - Elective courses
 - General Educational Requirements
10. Proposed major amendments should be endorsed by the University Academic Committee and approved by University Council. Ministry of Educations should be informed about this change, as well.

Related Documents

1. Program Specifications Template
2. Program Amendment Procedures (AA-212-P01)
3. New Program Design Policy (AA-211)
4. New Program Design Procedures (AA-211-P01)
5. Guidelines to Writing Learning Outcomes (AA-200-G01)
6. Guidelines to Learning Outcomes Assessment (AA-200-G02)
7. Guidelines to Graduate Attributes Assessment (AA-200-G03)