

Program Amendment POLICY

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

1. Purpose

This policy establishes the rules to be followed in revising an existing programs.

2. Policy

- 2.1. Initiatives for revising academic may result from:
 - A. Periodic revisions of the study plan every 4-5 years;
 - B. Requests to revise the plan from entities inside or outside the University;
 - C. Benchmarking with similar reputable national and international universities;
 - D. New developments and trends in the field of specialization;
 - E. Job market needs;
 - F. National development requirements; and
 - G. Academic accreditation requirements.
- 2.2. Amending an existing academic program at FBSU is a multi-procedural process that rests on the foundation of faculty responsibility for academic content and quality. The amended version shall:
 - A. Cover all the developments and trends in the field;
 - B. Be consistent with the University's mission;
 - C. Contribute to achieve the Program Learning Outcomes;
 - D. Meet the local and national requirements and needs; and
 - E. Avoid unnecessary duplications and costs.
- 2.3. Programs at FBSU shall be aligned to the University's Mission Statement, and Graduate Attributes and Institution Learning Outcomes (ILOs) and will:
 - 2.3.1. Be underpinned by a set of program specific graduate attributes that are developed through the courses in the program;
 - 2.3.2. Comply with the requirements of the Saudi Arabia National Qualifications Framework (SAQF), including the:
 - A. Program level
 - B. Minimum credits hours
 - C. Volume of learning, and
 - D. Learning outcomes (i.e. knowledge, skills, values);
 - 2.3.3. Get stakeholders and other beneficiaries (e.g. employers and other educational institutions) involved in all stages of designing, preparing and reviewing qualifications.
 - 2.3.4. Be relevant and responsive to community and industry needs;
 - 2.3.5. Take advantage of the University's research strengths;

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- 2.3.6. Encourage cross-disciplinary collaboration and leveraging of expertise;
- 2.3.7. Provide learners with clarity about expectations;
- 2.3.8. Provide a coherent and streamlined student experience; and
- 2.3.9. Use nomenclature that is:
 - A. Unambiguously and readily identifiable with the qualification type, discipline, and (where applicable) the professional orientation of the program;
 - B. In the case of postgraduate coursework programs, consistent across a suite of postgraduate coursework 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.

3. Related Documents

- 3.1 Program Specifications Template
- 3.2 Program Amendment Procedures (AA-212-P01)
- 3.3 New Program Design Policy (AA-211)
- 3.4 New Program Design Procedures (AA-211-P01)
- 3.5 Guide to Writing Learning Outcomes (AA-200-G01)
- 3.6 Guide to Learning Outcomes Assessment (AA-200-G02)
- 3.7 Guide to Graduate Attributes Assessment (AA-200-G03)