

New Program Design POLICY

Procedure #	AA-211-P01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

New Program Design Procedures

- 1.1. The department Curriculum Committee in the respective department examines the initiative and submits its recommendations to the chair of the department, who, in turn, refers the recommendations to the department council.
- 1.2. 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.
- 1.3. 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 University's mission statement. To accomplish the FBSU's mission, the objectives and learning outcomes of the new program shall:
 - A. Focus on quality, innovative, cognitive and application-based learning;
 - B. Blend practical and theoretical knowledge;
 - C. Seek to achieve excellence and distinction in terms of research and values; and
 - D. Be responsive to community needs.
- 1.4. In addition to the University's mission, the department the Department Council should benchmark the proposed draft program with at least three reputable national and international programs. Benchmarking should include, but not limited to:
 - A. Admission requirements if appropriate
 - B. Total number of credit hours
 - C. Core courses
 - D. Elective courses
 - E. General Educational Requirements
- 1.5. The proposed program shall also be abide by the by-laws of the Ministry of Education, the Saudi Arabia National Qualifications Framework (SAQF) standards and levels, and FBSU's Program Design Policy, and it should provide a:
 - A. Description of the needs for and educational objectives of the new program;
 - B. Description of the target audience and market demand; and
 - C. Resources needed.
- 1.6. Once approved by the department council, the Chair refers the study plan, along with the recommendations and minutes to the college dean.
 - 1.6.1. All programs undergo annual academic quality assurance reviews.

Related Documents

1. Program Specifications Template
2. Program Amendment Procedures (AA-212-P01)

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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)