

DAU 3-11 UPP-General Education Policy

Policy Code	Policy Name		
DAU 3-11	General Education Policy University Preparatory Program (UPP)		
Responsible Executive	Current Revision Date	Next Revision Date	
- DAU's Teaching Staff and Administrative Staff - UPP's Academic Program Development Committee (APDC) - UPP's Assurance Quality Unit - Deanship of Admissions, Registration, and Student Affairs	10/2023	10/2027	

1. Policy Purpose

The purpose of this policy is to provide all newly enrolled students at DAU with information about their general education course requirements.

2. Policy Scope

This policy applies to all newly enrolled students at DAU.

3. Policy Statement

General education courses at DAU are offered by the University Preparatory Program (UPP). The UPP offers general common courses (Unified University Requirement) allowing new students the opportunity to broaden their general knowledge and enhance essential generic/transferrable skills, to make informed decisions about many aspects of their lives. The courses are designed to complement professional outcomes of major degree programs by exposing students to areas of study outside of their chosen fields. UPP courses follow the program study requirements framework set out by the Ministry of Education and are in full alignment with DAU's Mission and its intended graduate attributes.

4. Policy Procedures

The UPP offers a total number of 31 courses amounting to a total of 87 credit hours. These courses are all mandatory and integrated into the study plans of degree programs at DAU.

Oral & Written Communication Skills (English & Arabic)	15 courses	50 Credit Hours
Learning Skills, Islamic Studies & Culture, Problem-Solving & Critical Thinking Skills	6 courses	13 Credit Hours
Math, Statistics, and Computer skills.	4 courses	11 Credit Hours
Physics, Biology & Chemistry	3 courses	10 Credit Hours
Physical Education	3 courses	3 Credit Hours

- The UPP courses are part of the program study plans of undergraduate students at DAU.
- There are different general education courses that colleges include in their study plans, as follows:

#	College	No. of UPP Credit Hours
1	College of Pharmacy and Applied Medical Sciences	32
2	College of Dentistry	32
3	College of Medicine	32
4	College of Architectural Engineering and Digital Design	35
5	College of Business	35
6	College of Law	22

Credit transfer refers to the process of inclusion in the student's grades record of the totality of credits obtained in previous official study programs of another recognized university/institution. The following conditions apply when transferring credits:

- The student fills in an equivalency request form through the Deanship of Admission & Registration.
- The transferred course must belong to a recognized institution or university.
- The transferable course description and course syllabus will be presented to the Academic Program Development Committee (APDC) at UPP to decide on the course equivalency request suitability matching of the course content.
- The transferred course should be identical, similar, or equivalent with at least 70% to the equivalent course.
- The number of approved transferred credit hours should not be less than those of equivalent courses.
- It is permissible to equate more than one course with one course in the program to satisfy the number of transferrable hours or content condition.
- The percentage of transferred credit hours should not exceed 40% of the total credit hours of the target program.
- Equivalent courses are not calculated in the cumulative GPA and are recorded in the student's academic record.
- The passing grade of the transferred course should not be less than Pass (D = 1point).
- The transferred course must belong to the same academic degree as the equivalent course.
- Approval of equivalency is based on recommendation of the Academic Program Development Committee (APDC) and the approval of UPP Director.

UPP Courses Quality Assurance Procedures:

To ensure quality of UPP courses, the following procedures apply:

- Each course has well-formulated, measurable course learning outcomes (CLOs) that align with the latest Education & Training Evaluation Commission standards and follow the most recent templates set out by the NQF. Every CLO covers the domains of learning Knowledge & Understanding, Skills, and Values.
- UPP CLOs align with the DAU's mission and related academic program learning outcomes.
- Each course must have a planned syllabus whose content aligns with the related CLOs.
- A course file for every course must be finalized at the end of academic semester by the course coordinator, using the most updated ETEC-NCAAA templates.
- Course files are reviewed by the Quality Assurance Unit at the UPP level and detailed reports are shared with DAU's Quality Assurance Directorate.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy