

DAU 3-13 Program Development and Revision Policy

Policy Code	Policy Name		
DAU 3-13	Program Development and Revision Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Standing Committee of Study plan and Academic System -Academic Program Development Committee at the college and department levels - Teaching & Learning Unit	10/2023	10/2027	

1. Policy Purpose

The purpose of the Program Development and Revision Policy is to provide guidance on the process followed in designing new academic programs and in reviewing existing academic programs/curricula at DAU and highlights the roles of staff and committees involved in the development and review cycle.

2. Policy Scope

The policy applies to all staff involved in academic programs as well as Curriculum and study Plan Committee at the university, including faculty members, academic departments, and colleges.

3. Policy Statement

In addition to developing new academic programs, DAU is committed to continuously reviewing and refining existent academic programs/curricula as per learners' emerging needs and to ensure their currency and relevance as per market needs. Each department and program within the university is responsible for conducting a review of its academic curriculum every 5 years based on feedback from stakeholders (e.g., alumni, students, employers, faculty members). Revision of existing curricula/programs/courses adheres to the Kingdom of Saudi Arabia's NQF, as required by the Education and Training Evaluation Commission (ETEC). Changes to existing curricula or programs must be consistent with DAU mission and strategic plan.

4. Policy Procedure

Procedures for New Program Development

- **Preliminary Program Proposal**
 - The process starts with the preparation of a new program proposal by the academic department. For this purpose, the Department's Academic Program Development Committee (APDC) should use "[Proposal for a New Academic Program.docx](#)". Some of the items required in the template must be properly researched and completed providing sound justification.
 - The Head of the Department shall submit the new program proposal for review and approval, using the above-mentioned template, first to the Department Council (DC) and then to the College Council (CC).
 - The College Council requests the Academic Program Development Committee to review the submitted proposal and make the necessary recommendations.
 - After approval by the College Council, the Dean shall submit the final version of the proposal template to the Standing Committee for Study Plans and Academic System (SCSPAS) for its review and approval.
 - After the approval of the SCSPAS, it shall be submitted by the SCSPAS Chair to the University Council for review and approval.
 - Upon approval by the University Council, the SCSPAS Chair shall notify the Dean to proceed with the comprehensive development of the new program.

- **Final Program Proposal**
 - The Dean shall notify the Head of the Department to direct the Academic Program Development Committee to work on comprehensive development of the new program.
 - Program academic accreditation standards must be complied with during program development, especially the “Teaching and Learning” standard.
 - Academic Program Development Committee must use the forms developed by the Education and Training Evaluation Commission-National Center for Academic Accreditation and Evaluation ETEC-NCAAA.
 - Developing the program's learning outcomes in line with the National Qualification Framework and the requirements of the “Teaching and Learning” standard, and their consistency with the DAU's Graduate Attributes and the institutional learning outcomes.
 - The Head of the Department shall ensure that the total number of credit hours must at least be equivalent to the minimum required number of credit hours by the NQF. For more details, refer to NQF.pdf.
 - Select a panel of Three external expert reviewers to act as expert reviewers for the new program’s specification and study plan.
 - Study the recommendations of the external review committee and amend the proposed program accordingly.
 - APCD submits the documents of the proposed program after reviewing them to the College Council. If approved, the documents are forwarded to the University Council to communicate with the Ministry of Education for official approval.

Procedures for Program Revision

As part of continuous improvement at DAU, program revisions are based on feedback from internal/external stakeholders and ensure the program's currency and relevance:

- **Minor Change**

A change is considered minor if the revision does not modify a program’s key characteristics (such as its goals, program learning outcomes, mode of study or the total number of credit hours) and involves some minor changes to the program. The Minor Change does not require ETEC-NCAAA or MOE approval.

Examples of minor changes: Change course name or code; Change in course prerequisites; Change in textbooks/learning resources or assessment methods; Modification of course content (20% or less) without affecting the Program Learning Outcomes; Change of the status of core courses to elective courses and vice versa, without changing the number of credit hours, etc.

The changes can be done as follows:

- Minor program/curriculum changes are carried out periodically and not necessarily during the Five-year-review cycle.
- Since minor amendments do not affect the overall structure or main characteristics of the program, they are usually implemented at the departmental level based on periodical course reviews of reports or upon recommendations from faculty.
- It must be approved by the college Academic Program Development Committee (APDC) before it is submitted to the Department Council for approval.
- If the Department Council Approves the changes, they must then be reported to the College Council.

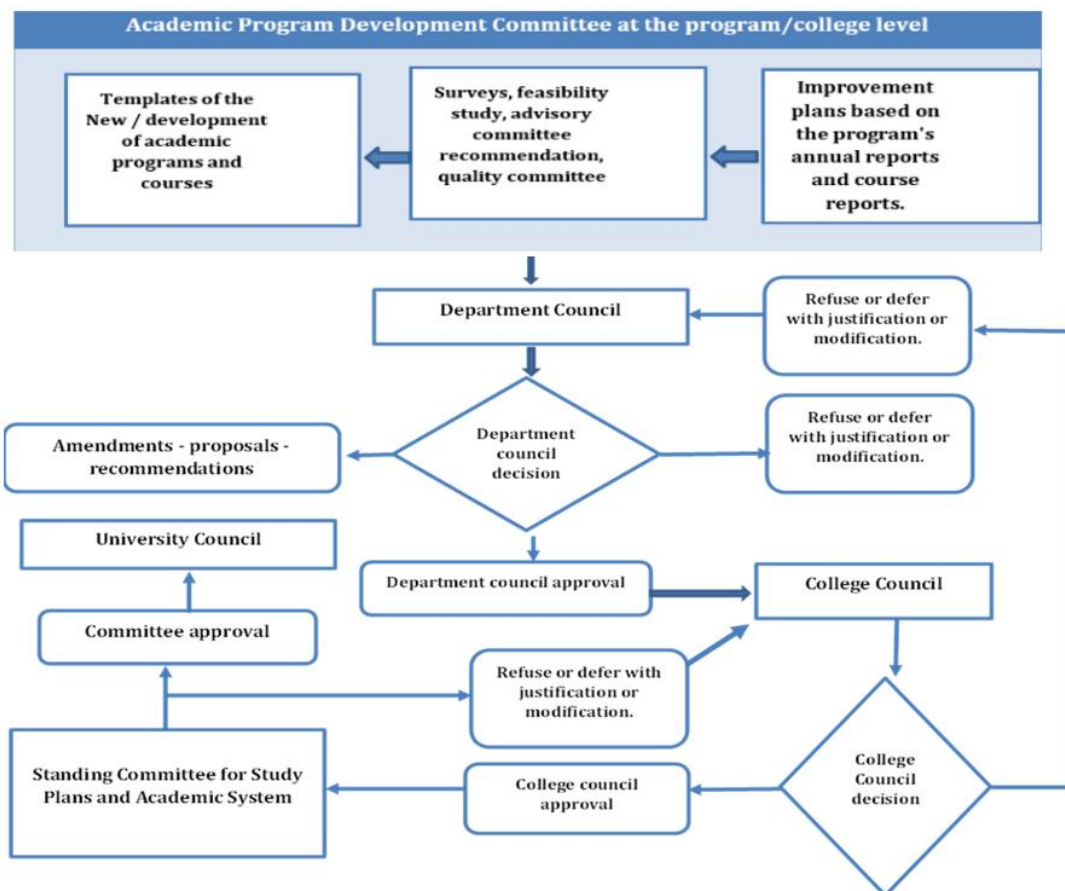
- **Substantive (Major) Changes**

A change is regarded as substantive if it includes a change to the title of the program, a change to the number of credit hours or to the relative distribution of credit hours between core and elective courses, a change to the Program Learning Outcomes, a change to the language of instruction, a change to the mode of instruction (e.g., using intensive instruction, e-learning ...), etc.

- The Academic Program Development Committee (APDC) at the level of the department executes a comprehensive curriculum review every five years to assess the current curriculum/program. In doing so, the APDC collects and monitor information regarding the current program from different internal

- and external sources, including annual course and program reports, stakeholders (e.g. students, faculty members, College Quality Assurance Unit, employers, parents, industry organizations, accreditation organizations, local and international universities, etc.).
- If changes to the curriculum are deemed necessary, the APDC submits a curriculum update proposal to the Department Council. The proposal must be well-documented with appropriate justifications and include recommendations for the program vision and mission, study plan, program learning outcomes, program specifications, as well as course specifications for all courses using the ETEC-NCAAA standards and forms.
 - If the Department Council approves the proposal for the comprehensive curriculum review, it is then submitted to the Academic Program Development Committee (APDC) at the level of the college for review and to the College Council for approval. The minutes of meetings shall be well-documented with appropriate justification.
 - After approval from the College Council, the proposal is submitted to the SCSPAS for further study and approval. The minutes of meetings shall be well-documented with appropriate justification to demonstrate the robust process of review and approval. If it is not approved by the College Council, the proposal is returned with recommendations to the Head of Department (HOD).
 - After the approval of the SCSPAS, the proposal is submitted to the University Council for final review and final approval.
 - An official communication is made with the Ministry to approve the substantive change. If the program has obtained academic accreditation, ETEC-NCAAA is notified of these changes using Substantive Changes.docx.
 - Upon approval by the MOE, the SCSPAS Chair shall notify the Dean to proceed with the program's substantive changes.

Matrix of powers to propose new/develop an academic program.



5. Related Policies/ Document/ Forms

[Academic Program Modification Template.docx](#)
[Proposal for a New Academic Program.docx](#)
[College template for study plan approval.docx](#)
[Course modification template.docx](#)
[Matrix of powers to create or develop programs.pdf](#)
[National Qualification Framework.pdf](#)
[Study Plan Template.docx](#)
[Substantive Changes.docx](#)

6. Document History

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