

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 -College and department councils -Academic Program Development Committee at the college and department levels -Teaching & Learning Unit	10/2023	10/2027	

1. Policy Purpose

Program Development and Revision Policy provides guidance on the process to be followed when developing new academic programs and reviewing existing academic programs/curriculums at DAU. The policy also outlines the roles of staff and committees involved in the process.

2. Policy Scope

The policy applies to all university staff members and committees involved in developing or revising academic programs at the university.

3. Policy Statement

In addition to developing new academic programs, DAU is committed to continuously reviewing and refining existing programs/curricula to ensure their relevance and currency in the market. Each department and program within the university is responsible for reviewing its curriculum every five years based on feedback from stakeholders (e.g., alumni, students, employers, faculty members). In accordance with the requirements of the Education and Training Evaluation Commission (ETEC), existing curricula/programs/courses should be revised so that they adhere to the Kingdom of Saudi Arabia's NQF. Furthermore, curriculum and program changes must align with DAU's mission and strategic plan.

4. Policy Procedure

Procedures for New Program Development

- *Preliminary Program Proposal*
 - The process starts with the academic department's Academic Program Development Committee (APDC) preparing an initial proposal for a new academic program using "[Proposal for a New Academic Program.docx](#)" template. The template items must be thoroughly researched and adequately justified.
 - The Department Council should review the initial proposal for the new program and, upon approval, forward it to the college dean.
 - The dean shall forward the proposal to the Academic Program Development Committee at the college level for further review and amendment.
 - Upon approval by the College Council, the final proposal will be forwarded by the dean to DAU's Standing Committee for Study Plans and Academic System (SCSPAS).
 - The SCSPAS shall review the initial new program proposal and, upon approval, forward it to the University Council for final approval.

- **Final Program Proposal**

- Once the initial proposal has been approved by the University Council, the APDC at department level has the responsibility for developing a detailed and comprehensive proposal for the new program. Development must ensure that it takes into consideration the following:
 1. Program academic accreditation standards must be complied with during program development, especially the “Teaching and Learning” standard.
 2. The 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.
 3. 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.
 4. The total number of credit hours of the new program must at least be equivalent to the minimum required number of credit hours by the NQF. For more details, refer to [NQF](#).
- The Department Council shall select a panel of three external experts to conduct a comprehensive review of the new program’s specification and study plan and amend the proposed program accordingly.
- Following approval by the Department Council, APDC at the College level, and the College Council, a detailed and comprehensive new program proposal will be submitted to SCSPAS.
- After approval by SCSPAS, the proposal will be forwarded to the university Council for recommendation of approval by DAU's Board of Trustees.
- The proposed new programs must be reviewed and approved by the Board of Trustees.
- The proposed new program with all supporting documents will be referred to the General Secretariat of Council of Universities Affairs (CUA) at the Ministry of Education for final 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 minor revision involves changes that do not significantly change a program's key characteristics (such as its goals, its learning outcomes, its mode of study or the total number of credits) and involves some minor changes. No approval is required from ETEC-NCAAA or the MOE for a minor change. Changes to a course's name or code, prerequisites, textbooks, learning resources, or assessment methods are examples of minor changes. Course content can be altered by 20% or less without affecting Program Learning Outcomes; core courses can be changed to electives without altering the credit hours, etc.

Minor revision procedures:

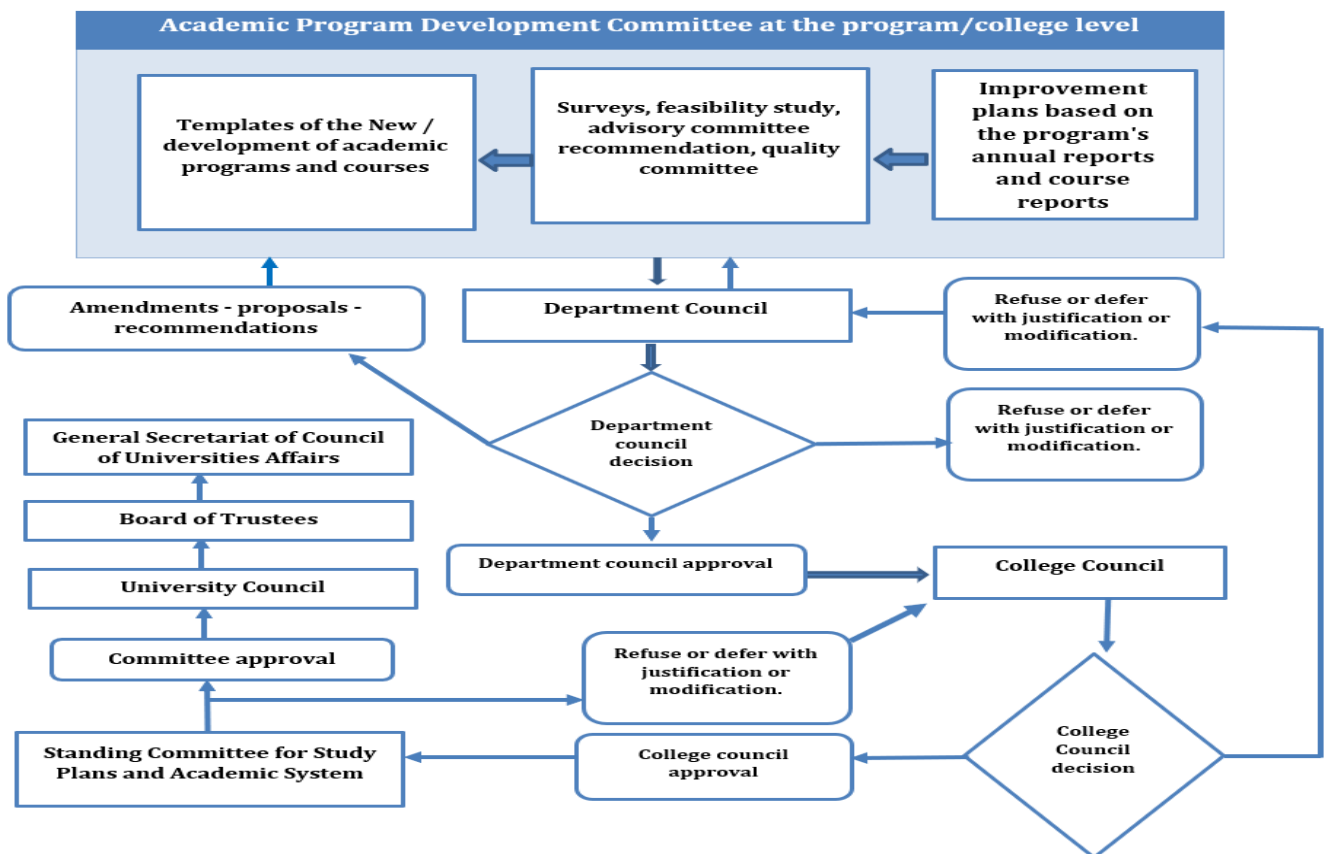
1. Changes to the program/curriculum can be made periodically, and not necessarily as part of the five-year evaluation cycle.
2. Minor amendments do not affect the overall structure or main characteristics of the program, so they are usually implemented at the departmental level following periodic course reviews or faculty recommendations.
3. Prior to submission to the Department Council for approval, a minor revision must be approved by the Academic Program Development Committee (APDC) at the college level.
4. The College Council must be notified of any minor changes approved by the Department Council.

- **Substantive (Major) Changes**

1. 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 proportion 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 (for example, intensive instruction, e-learning), etc.
- The Academic Program Development Committee (APDC) at the department level conducts a comprehensive curriculum review every five years in order to assess the current curriculum/program. In doing so, the APDC collects and monitors information regarding the current program from different internal and external sources, such as 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.).
 - When curriculum changes are deemed necessary, the APDC submits an updated proposal to the Department Council. There must be proper justifications for the proposal, including recommendations regarding the program's vision, mission, study plan, learning outcomes, and specifications, as well as course specifications for all courses based on the ETEC-NCAAA standards and forms.
 - A comprehensive curriculum review proposal approved by the Department Council is then sent to the Academic Program Development Committee (APDC) at the college level for review and approval by the College Council.
 - Upon approval of the College Council, the proposal is submitted to SCSPAS for further consideration and approval.
 - The proposed revision is then forwarded to the University Council for review and recommendation of approval by the Board of trustees.
 - Upon approval by the Board of trustees of the substantive change, an official communication must be sent to the General Secretariat of Council of Universities Affairs (CUA).
 - Upon approval by the CUA General Secretariat, the academic program must implement the revision.
 - In the case that a program has received academic accreditation, ETEC-NCAAA must be notified of these changes using Substantive Changes.docx.

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