



AC-A-04.V02: CURRICULUM REVIEW POLICY





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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to establish guidelines for introducing changes to the curriculum of academic programs.

2. POLICY DESCRIPTION

Periodic review of the curriculum facilitates continuous improvement of academic programs. The faculty of the program holds the primary responsibility for the content, quality and effectiveness of the curriculum. This policy outlines the guidelines established by HBKU for curriculum changes.

2.1 DEFINITIONS

- **Minor Curriculum Changes:** Curriculum changes that do not have a major impact on the program or affect other programs. These include minor changes in a course description, changes in course prerequisites and changes in the time a course is offered.
- **Major Curriculum Changes:** Curriculum changes that involve multiple colleges or changes in program's study plan. Examples include adding a new course, course equivalency or substitution, deleting a course, change of a course's status (core/elective), inclusion or elimination of a defined option, modification (including creation or elimination) of a minor and alteration in the program's total number of credit hours.
- **Substantial Curriculum Changes:** Curriculum changes that may lead to the restructuring of the program; changes in the program's title as it appears in the diploma; alteration of concentration/track (including creation and elimination); alteration of the program's language of instruction; or major alteration in the program's admission requirements.
- **University Academic Programs and Studies Committee (UAPSC):** Appointed by the Provost to advise the University about policies and procedures relating to undergraduate and graduate academics, including polices, curriculum and new programs.

2.2 POLICY STATEMENTS

1. Faculty of academic programs are responsible for the periodic review of program curricula. Any proposal for curriculum changes must originate from the program.
2. A curriculum change proposal should identify the impact of the proposed changes on current students and present a mitigation plan, if needed, to overcome any negative impact on students.
3. Curriculum changes that may have an impact on other programs require approval of the affected program.
4. All proposed changes must be documented on an UAPSC approved form. All approved changes must be documented by the Registrar. The documentation should include the date of the approval and a log of the changes.
5. Approved changes shall be announced to students.
6. If a major or a substantial curriculum change negatively impacts students, they shall be given the opportunity to complete the requirement under the degree study plan at the time of their





HBKU Academic Policies Manual

- admission. Impacted students who wish to waive this right must sign a waiver and submit it to the College's Dean.
7. Courses that are not offered over a period of three years may be considered "deactivated". Deviation from the time limit requires approval from the Dean and the Provost. If, subsequently, the course is to be offered, a new course approval request has to be submitted.
 8. Substantial curriculum proposals must identify the requirement of new resources or the release of current resources.
 9. The implementation date of approved requests must take into consideration the beginning of the semester and the time needed for implementation in the course management system.
 10. Minor curriculum changes must be approved by (if applicable):
 - Program Curriculum Committee;
 - College Curriculum Committee;
 - College Dean. The Dean shall communicate the changes to UAPSC;
 - Provost, who shall be notified by UAPSC.
 11. Major curriculum changes must be approved by (if applicable):
 - Program Curriculum Committee;
 - College Curriculum Committee;
 - College Dean;
 - UAPSC;
 - Provost.
 12. Substantial Curriculum Changes must be approved by (if applicable):
 - Program Curriculum Committee;
 - College Curriculum Committee;
 - College Dean;
 - UAPSC;
 - Provost;
 - President;
 - BOT (if needed).
 13. UAPSC is responsible for developing the proposal form and establishing the deadlines for proposal submission and review.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

1. Program curriculum changes are classified as:





HBKU Academic Policies Manual

- **Minor Curriculum Changes:** Examples include but not limited to:
 - Minor change in course description;
 - Change in course prerequisite;
 - Change in the time a course is offered;
 - **Major Curriculum Changes:** Examples include but not limited to:
 - Adding a new course;
 - Deleting a course;
 - Changing the status of courses from core to elective (and vice versa);
 - Inclusion or elimination of a defined option;
 - Creation, cancellation or modification of a minor;
 - Changes in the program's total number of credit hours;
 - The involvement of multiple colleges or programs;
 - **Substantial Curriculum Changes:** Examples include but not limited to:
 - Curriculum changes that may lead to the restructuring of the program;
 - Changes in the program title as it appears in the diploma;
 - Inclusion or elimination of a concentration and/or a track of study;
 - Changing the language of instruction;
 - Changing the program's admission requirements;
1. Different classes of curriculum changes require different approval levels. As such, in case the classification of a submitted proposed is ambiguous, the Provost will rule on the classification of the proposed change. It is advisable that the program and college committees consult with the University committee before the submission (if in doubt.)
 2. The President will decide on substantial changes to be presented to the Board for approval.
 3. All proposals for curriculum changes must adhere to the form incorporated in this policy. From time to time, the UAPSC will change the form. The Committee will distribute the form to the colleges in due time.
 4. Proposals that are received after the deadline will be reviewed in the following cycle.
 5. Only complete proposals will be discussed by the UAPSC. The committee members' deliberation is guided by the policy to reach a judgment on the merits of the proposed changes.
 6. Courses that require more than a 50% alteration in the course description and material content should be submitted as a new course. The old course should be deleted/deactivated from the catalog.
 7. The UAPSC may seek the advice of external consultants on changes (if deemed necessary.)
 8. The academic catalogue should reflect the new changes in the curriculum and should be marked as such.
 9. The Registrar shall maintain a history of all changes by maintaining an electronic copy of the proposal and an electronic and printed copy of the approval page.

6. Additional Document

Please download the curriculum change form from the Provost's website

