

3.m. Curriculum approval and revision

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.m.	Latest Revision	Dec - 2023
Title of The Policy	Curriculum approval and revision	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	2
Definitions	AAU: Al Ain University CSPC: Curriculum and study plan committee PLO: Program learning outcomes		
Purpose	<p>Provides a framework that includes mechanisms and standards for reviewing and development of the curriculum and study plans for the AAU colleges.</p> <p>This document sets out the policy and procedures for the establishment and development of the curriculum and study plans at the AAU. The University embraces and encourages the regular updating, reviewing and development of the college academic and study plans for the courses and programs, in order to enhance the program learning outcomes.</p>		
Scope	This policy applies to all faculty members and students at all AAU colleges		
Statement	<ul style="list-style-type: none"> • The University regards the maintenance of high academic standards is essential in any academic program, and will take greatest care and encourages the regular updating, reviewing and development of the college academic and study plans for the courses and programs research are beyond question, as the individual has a responsibility not only to him/herself • Academic department conducts regular assessment to the academic programs which covers the curriculum, the learning outcomes, study plan, admission criteria, courses' delivery, and learning resources; • The curriculum and study plan committee (CSPC) have the responsibility in accordance with AAU policies to review any changes or updates coming from different AAU colleges regarding their academic and study plans, due to periodical reviewing or others to satisfy the national or international regulations. 		
Procedures	<p>The committee shall:</p> <ul style="list-style-type: none"> • Engage in a continuing review of the curriculum with the purpose of making proposals and recommendations to the entire faculty, to divisions and to departments, giving final approval to the addition, deletion, and alteration of courses not affecting uniform requirements. • Discuss and review the curriculum programs as submitted by colleges and departments. • The committee serves as a resource to departments and programs in the continuous improvement of undergraduate and post graduate programs. • All of the approved modification or changes by the committee should be addressed by the AAU Dean's council for the final approval. • Based on the nature of change; program improvement may result in changes to 		

	<p>courses or updating of learning resources, that do not significantly modify the program's goals or learning outcomes, or its basic structure. Some of these changes includes:</p> <p><u>Nature of non-Substantive Change</u></p> <ul style="list-style-type: none"> • Changes to textbooks or other learning resources, • Changes to prerequisites, • Changes to course codes or titles, as long as the content of the course is accurately reflected; • Addition of new elective courses; • Changes to assessment procedures. <p>Proposed non-substantive improvements should obtain the approvals from the proper committee/council before submitting to the Quality Assurance and Institutional Research Center (QAIRC), hence the QAIRC reviews the non-substantive change, validate the compliance of the improvement and implement it.</p> <p><u>Nature of Substantive Change</u></p> <p>Academic improvement, may have an immediate effect on the scope, quality, integrity, or effectiveness of the institution or its programs. These are termed "substantive changes". Any such substantive changes initiated after the most recent review for licensure or program accreditation must be reported to the Commission of Academic Accreditation (CAA) and reviewed for approval before they are made.</p> <ul style="list-style-type: none"> • Change the legal status or form of control of the institution, including a change in ownership or merger with another institution; • Significantly alter the mission, goals or objectives of an institution. • Establish instruction in a significantly different format (such as an intensive term or weekend classes) or method of delivery (such as e-learning); • Relocate the primary campus, or establish instruction at a branch or an additional location; • Close one of the institution's locations; • make significant changes in the organizational structure, such as separating one unit or institution into two or joining two separate units (such as two departments or colleges); • Enter into a contractual relationship with another organization to provide instructional services; • Change the language of instruction for any program; • Change program admissions requirements from those approved by the CAA during the accreditation process; • Make major reductions in program offerings; • Increase or decrease the length and completion requirements of a program; • Introduce non-credit courses or activities that affect the mission or alter faculty workload. • Proposed substantive change should obtain the approvals from the QAIRC, hence the QAIRC reviews the substantive change, validate the compliance and support in reporting and communicating the substantive change.
Recent Changes	No change is proposed