

### 3.v. Weeding Courses

<b>Subject</b>	Educational Programs	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	3.v.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Weeding Courses	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils	<b>Policy Pages</b>	2
<b>Definitions</b>	<p><b>Course:</b> any course in the study plan for any program in AAU</p> <p><b>Registration System (RS):</b> system used by the “Admission and Registration” unit for the courses registration in each academic program.</p>		
<b>Purpose</b>	An important aspect of maintaining quality in higher education, while adhering to educational standards, is revising the offered courses and remove those that were not offered or/and advised to be eliminated.		
<b>Scope</b>	AAU courses in the program’s study plan.		
<b>Statement</b>	After reviewing the academic programs, the Colleges need to eliminate courses or replaced courses by other new courses. Since these withdrawals are essentially planned, a decision to delete a course in these circumstances should be notified to the Deans’ council by the end of the year prior to its offering in the next academic year.		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• The college curricula and Quality Assurance committee on an annual basis, as part of the procedure for the national or international accreditation, will ensure that courses which have not been taught for the maximum preceding four years are deleted from the study plans.</li> <li>• Any courses which have not been taught in the preceding four years, that the college wishes to continue, shall be reviewed and reported to the college council.</li> <li>• A course may be continued if the college determines that there is an expectation that it will be offered within the following two semesters. Courses not taught for next year will be deleted regardless of expectation.</li> <li>• If the curricula and Quality Assurance committee decided to delete a course, then the following steps will be taken: <ul style="list-style-type: none"> <li>◦ The chair of the committee will report its recommendation to the Department council.</li> <li>◦ The Department council will propose the deletion of the course from the study plan to the College council with a clear suggestion about the impact of the deletion.</li> <li>◦ After discussion, the College council, if approve, should report the proposal to the Deans’ council for their approval.</li> <li>◦ After the decision is made in favor of the removal of the course, it will be send to the Registration department for the action to be made.</li> <li>◦ The updated study plan will be officially sent to the College Dean.</li> <li>◦ Deleted courses are discontinued in the Registration System (RS), removed from the electronic catalog and from the Study plans, and are no longer available to be offered. Their discontinuing semester is recorded in RS, and an archival record of</li> </ul> </li> </ul>		

	course information (title, etc.) remains in RS to be used for Degree Progress Reports, Study Lists, transcripts, and other administrative reports.
<b>Recent Changes</b>	