

**PROPOSAL FOR CHANGES IN THE CURRICULUM OF AN**

**ACADEMIC PROGRAM**

**Submitted by**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of College Name of Department/ Academic Unit**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Program Date of Proposal Submission**

**THE CURRENT ACADEMIC PROGRAM IS LEADING TO THE DEGREE OF:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Degree as on Diploma**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Major**

**With Concentrations In (if applicable):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject Code Formal Degree Abbreviation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Date of Implementation of Proposed ChangeSUMMARY**

**Version**

Number of New Courses: \_\_\_\_\_ Number of Courses to be Deleted: \_\_\_\_\_

Number of Existing Courses Requiring Changes in Course Attributes: \_\_\_\_\_

Changes in Major Required Courses: Yes  No

Changes in Major Elective Courses: Yes  No

Changes in other Course Packages: Yes  No

List the other packages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Changes in Program Specifications (*Mission, Objectives, Outcomes*): Yes  No

Do Proposed Changes Impact the Minor Offered by the Program, if any: Yes  No

Impact on Other Programs within the College: Yes  No

Impact on Other Programs within the University but outside the College: Yes  No

Impact on the Core Curriculum Program: Yes  No

The Program is accredited: Yes  No

Accrediting Organization (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contents**

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**Useful References - Guidelines**

**QU Policy and Procedures for Curriculum Enhancement: Policy Description**

The basic guiding principle of the curriculum enhancement policy at Qatar University is that Faculty should have the primary responsibility for the content, quality, and effectiveness of the curriculum and thus, Faculty shall play a key role in all stages of the process. Kindly attach the approval of the program accreditation institution on the requested changes. Also, please attach the approval of the corresponding committees in the college and the college dean. The changes must be in alignment with the academic policies at Qatar University, market needs, and Qatar directions.

1. **Overview of Proposed Curriculum Change**

<<Briefly introduce the scope and provide an overview of the proposed curriculum changes.>>

1. **Rationale and justification for the Curriculum Change**

<<Briefly summarize the rationale for the proposed curriculum change. In case of changes in the program specifications including the program mission, objectives and program level learning outcomes, a strong rationale for the curriculum change is to be provided and evidence of consultation and agreement with program stakeholders must also be provided.>> **Note: you can attach these evidences in the appendix.**

* 1. **Rationale Based on Results of Learning Outcomes Assessment**

<<Briefly summarize the learning outcome assessment results and findings and discuss how they affected the curriculum change proposal.>>

* 1. **Rationale Based on Feedback Received from Stakeholders**

<<Briefly summarize feedback received from stakeholders that justifies the proposed changes and/or consultation with stakeholders to support the proposed changes.>> **Note: you can attach these evidences in the appendix.**

* 1. **Other Reasons and Justifications for the Change**

<<Briefly summarize and list the reasons and evidence based justifications for the proposed curriculum change not covered in the previous subsections including proposed updates based on changing, Needs Demand for the program and/or Accreditation requirements.>>

1. **Benchmarking with Other Universities**

<<Briefly provide a summary about the benchmark of the program (in Qatar, in the gulf, in the region, and international; Preferred from top 50). Please identify top universities according to the region. Start with Qatar, then the Gulf, then the Middle East and the rest follows.

* Please list the similarities with other programs offered by any other university in Qatar.
* Please provide a brief description about the efforts that were considered based on the accreditation, if applicable.
* Please explain how the curriculum components are in alignment with other universities by filling the below benchmark excel sheet.
* Please explain how the curriculum component is appropriate according to the accreditation standards with supporting statement or quotes, if applicable.

>>



1. **Proposed Changes in the Program**
   1. **Changes in Program Specifications**

<< If applicable, please benchmark with other universities and provide detailed description of proposed changes in the program specifications, including changes in:

* The program mission,
* The program educational objectives
* The program level student learning outcomes

>>

* 1. **Changes in Curriculum Structure**

<< If applicable, please provide detailed description with a brief rationale for the proposed changes in the curriculum structure of the program including changes in the concentration areas and the minor. Please provide a more detailed rationale if the total number of credit hours in any of the curriculum components is to be changed.>> **Note: you can use table 1 to record the required information. Please refer to appendix E for guidelines related to required changes in the curriculum.**

Table 1: Changes in Curriculum Structure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Curriculum Component\*** | **Current Structure** | | **Proposed New Structure** | |
| **Number of Courses** | **Total Number of Credit Hours** | **Number of Courses** | **Total Number of Credit Hours** |
| Core Curriculum Program Courses |  |  |  |  |
| College Requirements (*if applicable*) |  |  |  |  |
| **Major** | | | | |
| Required Courses in Major |  |  |  |  |
| Elective Courses in Major |  |  |  |  |
| **Concentration** (*if applicable*) | | | | |
| Required Courses in Concentration |  |  |  |  |
| Elective Courses in Concentration |  |  |  |  |
| **Minor**  (*if applicable*) | | | | |
| Required Courses in Minor |  |  |  |  |
| Elective Courses in Minor |  |  |  |  |
| **Free Electives** (*if applicable*) |  |  |  |  |
| Others: |  |  |  |  |
| **Total:** |  |  |  |  |

**\* If applicable only**

<<Please include in the appendix C the current curriculum details (degree requirements) for the program as defined in the University Catalog and the new proposed curriculum details (degree requirements) using the same format as in the University Catalog. >>

<<Please provide detailed description of proposed changes in the program courses including addition of new courses, deletion of existing courses, and changes to existing courses. The tables below can be used to record required information.>>

* + 1. **New Proposed Courses**

<<Please provide a Master Course syllabus in Appendix A for all new courses. In addition, a course details table for all new courses must be added in Appendix B using the proposed format.>>

**Table 2:** List of New proposed Courses in the program

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New**  **Course ID** | **Course Title** | **No. of Credit Hours** | **No. of Contact Hours** | | **Pre-**  **Requisites** | **Co-Requisites** | **Course Package Title in which new course is to be added** | **To included in Minor offered by the Program (Yes / No)** | **To be offered to students in other Programs including CCP (Yes / No)** |
| **Lecture** | **Lab.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* + 1. **Courses in the Current Curriculum to be Removed from the Program**

<<Please fill in table 4 to equate the deleted courses with new or existing courses, in case of the deleted courses will be no longer offered to the students on the old study plans.>>

**Table 3:** List of Existing Courses to be Removed from the Program Curriculum

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current**  **Course ID** | **Course Title** | **Current No. of Credit Hours** | **Current No. of Contact Hours** | | **Pre-**  **Requisites** | **Co-Requisites** | **Package Title of the course** | **in Minor offered by the Program (Yes / No)** | **Offered to students in other Programs including CCP (Yes / No)** |
| **Lecture** | **Lab.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Table 4:** Equivalency table for deleted courses for students on old study plans

|  |  |  |  |
| --- | --- | --- | --- |
| **Equivalent Course Title** | **Equivalent Course ID** | **Deleted Course Title** | **Deleted Course ID** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + 1. **Courses to be Updated**

<<Please provide a Master Course syllabus in Appendix A for all courses where the course description and contents where substantially changed. In addition, a course details table for all courses impacted by the change must be added in Appendix B using the proposed format.>>

**Table 5:** List of Existing Courses to be Updated

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Course ID** | **Current Course Title** | **Current No. of Credit Hours** | **Current No. of Contact Hours** | | **Current Pre-**  **Requisites** | **Current Co-Requisites** | **in Minor offered by the Program (Yes/No)** | **Offered to students in CCP / other Programs (Yes / No)** | **List and Details of Proposed Changes** |
| **Lecture** | **Lab.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* + 1. **Moving Existing Courses to Different Packages**

<<Please provide detailed description with a brief rationale for proposed changes in course distribution to course packages. The table below can be used to record required information.>>

**Table 6:** Changes in Course Distribution to Packages

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Course ID** | **Current Course Title** | **Current No. of Credit Hours** | **Current No. of Contact Hours** | | **Current Pre-**  **Requisites** | **Current Co-Requisites** | **Current Package Title** | **Title of course Package the course is to be moved to** | **Brief Rationale** |
| **Lecture** | **Lab** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* + 1. **Other Course Related Changes**

<<Please provide detailed description and brief rationale for course related changes that are not covered in the previous sections. The table below can be used to record required information.>>

**Table 7:** List of Courses to be changed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Course ID** | **Current Course Title** | **Current No. of Credit Hours** | **Current No. of Contact Hours** | | **Current Pre-**  **Requisites** | **Current Co-Requisites** | **Type of Change (Update / Delete)** | **List and Details of Proposed Changes** |
| **Lecture** | **Lab.** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Impact of the proposed Curriculum Changes**
   1. **Impact on the Program Level Student Learning Outcomes**

<<Please evaluate the impact of the proposed changes on the program learning outcomes. Please provide in Appendix C the current curriculum map of the program before the proposed changes and an updated curriculum map after the proposed changes. In case of changes in the program level learning outcomes a strong rationale for the curriculum change is to be provided and evidence of consultation and agreement with program stakeholders must also be provided.>>

* 1. **Impact on Students**

<<Please identify students impacted by the proposed change including, if applicable, students from other programs who are enrolled in the minor offered by the program and describe how they will be affected by the change. Please detail the program plans for resolving identified issues, if any.>>

* 1. **Impact on Faculty**

<<Please indicate the impact of the proposed change on faculty.>>

* 1. **Impact on University Resources**

<<Please identify additional university resources required to support the change such faculties, labs, classrooms, etc.>>

* 1. **Impact on Other Programs Offered at the University**

<<If applicable, please identify other programs offered at the university that will be impacted by the proposed change and describe how they will be affected by the change. Please detail the program plans for resolving identified issues, if any, and provide evidence of consultation and agreement with the concerned programs.>> **Note: Please attach any document or evidence that shows the approval of other colleges deans in case if the changes will affect their programs in the appendix.**

* 1. **Impact on the Core Curriculum Program**

<<If applicable, please describe how the core curriculum program will be affected by the change. Please detail the program plans for resolving identified issues, if any, and provide evidence of consultation and agreement with the core curriculum program.>> **Note: Please attach any document or evidence that shows the approval of the general studies dean in case if the changes will affect its program in the appendix.**

* 1. **Impact on the Learning Outcomes Assessment and Evaluation**

<<If applicable, please indicate how the proposed change impacts the program level learning outcomes and the program plans to accommodate these changes in the program assessment and evaluation plans.>>

* 1. **Impact on Accreditation status**

<<If applicable, please provide a brief analysis on the impact of the proposed change on the accreditation status of the program and how this will impact the program compliance with the accreditation agency standards particularly curriculum related ones.>> **Note: Please attach any document or evidence that shows the approval of the accreditation on the changes.**

* 1. **Impact on the Study Plan**

<< Please provide a sample semester-by-semester sequence of courses a student following the current program curriculum might take. Table 8 can be used to show the study plan for the current program curriculum. In addition, please provide a sample semester-by-semester sequence of courses a student enrolling under the changed program curriculum might take. Table 9 can be used to show the study plan for the changed curriculum.>>

|  |  |
| --- | --- |
| **FIRST YEAR** ([ ] credit hours) | **SECOND YEAR**  ([ ] credit hours) |
| **Fall Semester** | **Fall Semester** |
| Course # Course Title Cr Hrs | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **Spring Semester** | **Spring Semester** |
| Course # Course Title Cr Hrs | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **THIRD YEAR** ([ ] credit hours) | **FOURTH YEAR**  ([ ] credit hours) |
| **Fall Semester** | **Fall Semester** |
| Course # Course Title Cr Hrs | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **Spring Semester** | **Spring Semester** |
| Course # Course Title Cr Hrs | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |

**Table 8:** Study Plan for the Current Program Curriculum

|  |  |
| --- | --- |
| **FIRST YEAR** ([ ] credit hours) | **SECOND YEAR**  ([ ] credit hours) |
| **Fall Semester** | **Fall Semester** |
| Course # Course Title Cr Hrs New? | Course # Course Title Cr Hrs New? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **Spring Semester** | **Spring Semester** |
| Course # Course Title Cr Hrs New? | Course # Course Title Cr Hrs New? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **THIRD YEAR** ([ ] credit hours) | **FOURTH YEAR**  ([ ] credit hours) |
| **Fall Semester** | **Fall Semester** |
| Course # Course Title Cr Hrs New? | Course # Course Title Cr Hrs New? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **Spring Semester** | **Spring Semester** |
| Course # Course Title Cr Hrs New? | Course # Course Title Cr Hrs New? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |

**Table 9:** Study Plan for the Changed Program Curriculum

1. **Conclusion**

<<Please provide concluding remarks and/or additional details and information not covered in the above sections.>>

**Appendix A**

**Course Master Syllabus**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number  رمز المقرر | Click or tap here to enter text. | | | Course Title (Arabic)  عنوان المقرر باللغة العربية | | | | Click or tap here to enter text. | | | |
| Course Title (English)  عنوان المقرر باللغة الانجليزية | | | | Click or tap here to enter text. | | | |
| Course Designation  نوع المقرر | Choose an item. | | | Course Term Offering  الفصل الدراسي لطرح المقرر | | | | ☐Fall ☐Spring | | | |
| Number of Credit Hours  عدد الساعات المكتسبة | Click or tap here to enter text. | | | Number of Contact Hours  عدد الساعات التدريسية | | | | Choose an item. | | Choose an item. | |
| Please insert number | | Please insert number | |
| Course Package (English)  المجموعة الدراسية باللغة الانجليزية | Click or tap here to enter text. | | | New course (Does not exist in Banner)?  مقرر جديد (غير موجود في بانر)؟ | | | | Yes ☐ No☐ | | | |
| Course Package (Arabic)  المجموعة الدراسية باللغة العربية |  | | | Language of Instruction  لغة التدريس | | | | Arabic☐ English☐ Both☐ | | | |
| Course Prerequisites  متطلب سابق | Click or tap here to enter text. | | | Course Co-requisites  متطلب متزامن | | | | Click or tap here to enter text. | | | |
| Other Information  معلومات أخرى | Click or tap here to enter text. | | | | | | | | | | |
| Catalog Description (in both languages)  وصف المقرر (باللغتين) | Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | | | |
| Textbooks(s)  الكتب الدراسية | Click or tap here to enter text. | | | | | | | | | | |
| Electronic Resources  المصادر الإلكترونية | Click or tap here to enter text. | | | | | | | | | | |
| Course Objectives  (in both languages)  أهداف المقرر (باللغتين) | Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | | | |
| Course Learning Outcomes (in both languages)  مخرجات التعلم للمقرر (باللغتين) | * Add here | | | | | | | | | | |
| Relationship of  Course Outcomes to  Program Learning Outcome(s)  العلاقة بين مخرجات التعلم للمقرر ومخرجات التعلم للبرنامج | Course Learning Outcomes (CLOs)  مخرجات التعلم للمقرر | | | | | Program Learning Outcomes (PLOs)  مخرجات التعلم للبرنامج | | | | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | |
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| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | |
| Course Learning Outcomes  مخرجات التعلم للمقرر | **CLO 1** | **CLO 2** | **CLO 3** | | **CLO 4** | **CLO 5** | **CLO 6** | | **CLO 7** | | **CLO 8** |
| CLOs Level (I: Introduced; D: Developed; M: Mastered) | Choose an item. | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Choose an item. | | Choose an item. | | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Choose an item. | | Choose an item. | | Choose an item. |
| Weekly Topics  المخطط الاسبوعي للمواضيع التي ستدرس على مدار الفصل الدراسي | Week 1 |  | | | | | | | | | |
| 2 |  | | | | | | | | | |
| 3 |  | | | | | | | | | |
| 4 |  | | | | | | | | | |
| 5 |  | | | | | | | | | |
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| 15 |  | | | | | | | | | |
| 16 |  | | | | | | | | | |

**Note:** **Please fill the below Education Excellence Themes and Graduate Attribute, if the course is already mapped to them.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education Excellence Themesأطر التميز في التعليم  يرجى اختيار ما هو مناسب من محاور التميز والتدليل على تبنّيها/تنفيذها من خلال نسخ العبارة الدالة على محور التميز من (وصف المقرر أو أهداف المقرر أو مخرجات التعلم للمقرر) ووضعها بين "علامة التنصيص". \* يجب أن تتضمن جميع المقررات محور “التعليم المعزز بالرقمنة “و “التعليم المتمركز حول الطالب”. كما يجب اختيار محور تميز آخر ذو أولوية من بين محاور التميز في التعليم الثلاثة المتبقية بناءً على موضوع التخصص ومستوى المقرر.  Please choose the appropriate themes and demonstrate their adoption/implementation by quoting (using double quotes) the exact phrases used to indicate their adoption in the text of (the course description, the course objectives, or proposed course learning outcomes). \*The themes “Digitally Enriched” and “Learner-Centric” are to be included in all courses. In addition, another prioritized theme out of the three remaining themes is to be chosen based on the discipline and course level. | | | | |
| **Themes**  **المحاور** | **Implemented**  **تم تنفيذ المحور** | **Teaching Methods**  **طرق التدريس** | **Assessment Tools**  **أدوات التقييم** | **Course Learning Outcomes**  **مخرجات التعلم للمقرر** |
| Digitally Enriched\*  التعليم المعزز بالرقمنة | Yes ☐ No ☐ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Learner-Centric\*  التعليم المتمركز حول المتعلم | Yes ☐ No ☐ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Experiential  التعليم التجريبي | Yes ☐ No ☐ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Entrepreneurial  التعليم الريادي | Yes ☐ No ☐ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Research-Informed  التعليم القائم على البحث العلمي | Yes ☐ No ☐ | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Graduate Attribute سمات الخريجين** | | | | |

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| **Graduate Attributes سمات الخريجين** | **Supporting Competences  الكفايات الداعمة** | **Course Learning Outcomes (CLOs) Addressing the Supporting Competence(s) مخرجات التعلم للمقرر المتصلة بالكفايات الداعمة** | | | | | | | | | | | | |
| **CLO 1** | **CLO 2** | **CLO 3** | **CLO4** | **CLO 5** | **CLO 6** | **CLO 7** | **CLO 8** | **CLO** | **CLO** | **CLO** | **CLO** | **CLO** |
| A1: Competent A 1: الكفاءة | C1: Subject‐matter mastery  C1: إتقان الموضوع والمادة |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C2: Critical‐thinking skills C2: مهارات التفكير الناقد |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C3: Problem‐solving skills  C3: مهارات حل المسائل |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C4: Research, and Novel and Adaptive Thinking  C4: البحث والتفكير الإبداعي والتكيفي |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A2: Life‐long Learner A2 : التعلم مدى الحياة | C5: Self-awareness C5: الوعي الذاتي |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C6: Adaptability C6: القدرة على التكيف |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C7: Adaptive Thinking C7: التفكير التكيفي |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C8: Desire for life-long learning C8: الرغبة في التعلم مدى الحياة |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A3: Well Rounded A3 : الإلمام | C9: Cultured C9: الثقافة |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C10: Effective communication skills  C10 مهارات التواصل الفعالة |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C11: Awareness of local and international issues  C11: الوعي بالقضايا المحلية والدولية |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A4: Ethically and Socially Responsible  A4 : المسؤولية الأخلاقية والاجتماعية | C12: Embody the Arabic‐Islamic identity  C12: تجسيد الهوية العربية الإسلامية |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C13: Embrace diversity C13 : تقبل التنوع |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C14: Professional and ethical conduct  C14: السلوك المهني والأخلاقي |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C15: Civically engaged  C15 : المشاركة المدنية |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C16: Community and Global Engagement C16 : المشاركة المجتمعية والعالمية |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A5: Entrepreneurial A5 : التفكير الريادي | C17: Creativity and innovation C17:الإبداع والابتكار |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C18: Collaborative C18: التعاون |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C19: Management C19:الإدارة |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C20: Interpersonal  C20: مهارات التعامل مع الآخرين |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C21: Leadership C21: القيادة |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Appendix B**

**Course Details for New Courses or Courses Requiring Update on Banner**

*Please provide the information below for each course that needs to be either added or updated on Banner*

*\* LC: Lecture; LB: Laboratory; LL: Lecture/Lab; SM: Seminar; SP: Senior Project; IN: Internship; TH: Thesis; IS: Independent study; FW: Field Work; PR: Preceptorship; SW: Studio Work; ST: Practicum and Student Teaching; CL: Clinical Practice*

*\*\* FN: Foundation; UG: Undergraduate; DP: Diploma; MA: Master; CR: Certificate, PharmD: Doctor of Pharmacy, PhD: Doctor of Philosophy*

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| --- | --- |
|  | |
| Course ID | <Subject Code> <Number> <Add "(New Course)" if a new course> |
| Original course title (in English) |  |
| Original course title (in Arabic) |  |
| Course Title as to be appeared in Banner (in English)  (must not exceed 30 Characters) | ... |
| Course Title as to be appeared in Banner (in Arabic)  (must not exceed 30 Characters) | ... |
| Program Name |  |
| Department Name |  |
| Credit (Contact) Hours | <? CH> <(? Theory , ? Lab)> |
| Course Designation\* | LC / LB / LL / SM / SP / IN / TH / IS/ FW/ PR/ SW/ ST/ CL |
| Course Level\*\* | FN / UG / DP / MA / CR/ PharmD/ PhD |
| Grade Mode | Letter Grade (A – F) / Pass/Fail |
| Prerequisites | List of Course Id's |
| Co-requisites | List of Course Id's |
| Sequence Offering | Fall / Spring / Fall & Spring/ Summer |
| Registration Restrictions | ... |
| Equivalencies | List of Course Id's if Applicable |
| Course Description  ( Must be no less than 50 words and must not exceed 80 words ) |  |

**Appendix C**

**New Program Degree Requirements**

**Major in …**

A minimum of XX credit hours are required to complete the major in …, including the following:

* A minimum of XX credit hours in core curriculum requirements.
* A minimum of XX credit hours in major requirements.
* A minimum of XX credit hours in major electives.
* A minimum of XX credit hours in concentration requirements.
* A minimum of XX credit hours in concentration electives.
* A minimum of XX credit hours in minor requirements.
* A minimum of XX credit hours in minor electives.
* A minimum of XX credit hours of free electives

**Core Curriculum Requirements (33 CH)**

**Major Requirements (XX CH)**

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Major Elective (XX CH)**

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Concentration in … (XX CH)**

Students must complete a minimum of XX credit hours in concentration requirements as detailed below.

**Concentration Core Requirements (XX CH)**

Students must complete a minimum of XX credit hours in … concentration requirements from the courses listed below:

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Concentration Electives (XX CH)**

Students must complete a minimum of XX credit hours in … concentration electives from the courses listed below:

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Minor in ... (XX CH)**

Students must complete a minor offered at the university other than the minor in …. If the selected minor requires less than XX CH, the student must take additional free electives to complete the XX CH requirements.

**Minor Requirements (XX CH)**

Students must complete a minimum of XX credit hours in … minor requirements from the courses listed below:

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Minor Electives (XX CH)**

Students must complete a minimum of XX credit hours in … minor electives from the courses listed below:

* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title
* Course ID and Course title

**Free Electives (XX CH)**

Students must take XX credit hours from courses outside the … major.

**Appendix D**

**Current Curriculum Map**

*Please indicate for each course the level of coverage of each of the program level Student Learning Outcomes (SLO) using “I” for Introduced, “D” for Developed, and “M” for Mastered*

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|  | **SLO 1** | **SLO 2** | **SLO 3** | **SLO 4** | **SLO 5** | **SLO 6** | **SLO 7** | **SLO 8** |
| **Major Required Courses** | | | | | | | | |
| Course Id – Course Title |  |  |  |  |  |  |  |  |
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| **Major Elective Courses** | | | | | | | | |
| Course Id – Course Title |  |  |  |  |  |  |  |  |
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***I: Introduced, D: Developed, M: Mastered***

**Updated Curriculum Map Based on The Proposed Changes**

*Please indicate for each course the level of coverage of each of the program level Student Learning Outcomes (SLO) using “I” for Introduced, “D” for Developed, and “M” for Mastered*

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|  | **SLO 1** | **SLO 2** | **SLO 3** | **SLO 4** | **SLO 5** | **SLO 6** | **SLO 7** | **SLO 8** |
| **Major Required Courses** | | | | | | | | |
| Course Id – Course Title |  |  |  |  |  |  |  |  |
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| **Major Elective Courses** | | | | | | | | |
| Course Id – Course Title |  |  |  |  |  |  |  |  |
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***I: Introduced, D: Developed, M: Mastered***

**Appendix E**

**Guidelines for Required Changes in The Curriculum**

Kindly ensure the following when adding a new course or updating the course details, if applicable:

**Course Description:**

* Check if the Arabic and English translations of the course description are consistent.
* Check the novelty and originality of course description
* Check if the course is taken in other programs or colleges, if so, then please consult with other programs and you can provide MoM or emails as communication with other programs.
* Check if the curriculum mapping has changed. In case it has changed, please provide us with the current and updated curriculum mapping.

**Pre-requisite:**

* Check if the level of the pre-requisite is lower than the level of the course that you want to put the pre-requisite for.
* Check if changing the pre-requisite of a course does affect other courses in other programs. If it does, then please consult with other programs and you can provide MoM or emails as communication with other programs.
* Check if the course is taken in other programs, if so, then please consult with other programs and you can provide MoM or emails as communication with other programs.
* Check when updating the prerequisites of a course for new study plans that it includes also the old course codes from the old study plans to accommodate both students on old and new study plans.

**Registration Restrictions:**

* Check if the course is taken by other programs or colleges, if so, then please consult with other programs and you can provide MoM or emails as communication with other programs.

**Course Code:**

* Check if the course code already has been used in the program before to avoid duplication of course codes.
* Changing the course code will inactive the old course code and students from both old and new study plans will take the new course code so an equivalency table is needed.
* Check if the course is taken in other programs, if so, then please consult with other programs and you can provide MoM or emails as communication with other programs.
* Update the curriculum map if it needs to be updated.

**Replace Course:**

* Check when replacing a course from a package that it is not a pre-requisite for other courses in the program, if so, please establish an equivalency between two courses or fix the pre-requisite of that course.
* Update the curriculum map if it needs to be updated.

**Delete, Transfer or Add Course:**

* Check when deleting a course that it doesn’t affect other courses in the program as it could be a pre-requisite of other courses.
* Check when removing, moving, or adding a course, that the total credit hours of the program don’t change.
* Check when adding an existing course to the study plan, that it is included and available to all the study plans that you want this course to be available for, or when deleting a course. Hence, please mention which study plans you want this course to be available for, or deleted from (i.e., Fall 2018, Fall 2021, etc.).
* Update the curriculum map if it needs to be updated.

**New Course:**

* Check if the course code of the new course doesn’t exist already in the program.
* Check the course title in Arabic and English are consistent.
* Check when adding a new course to the study plan that it is included and available to all the study plans that you want this course to be available for. Hence, please mention which study plans you want this course to be available for (i.e., Fall 2018, Fall 2021, etc.).
* Update the curriculum map if it needs to be updated.