



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):

Subject Code

Formal Degree Abbreviation

Proposed Date of Implementation of Proposed Change

SUMMARY

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: _____

Do Proposed Changes impact the Minor offered by the program: Yes No .

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 <i>(if applicable)</i>				
Major				
Required Courses in Major				
Elective Courses in Major				
Concentration <i>(if applicable)</i>				
Required Courses in Concentration				
Elective Courses in Concentration				
Minor <i>(if applicable)</i>				
Free Electives <i>(if applicable)</i>				
Others: _____				
Total:				

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

1. Overview of Proposed Curriculum Change	4
2. Rationale for Curriculum Change	4
2.1. Rationale Based on Learning Outcomes Assessment	4
2.2. Other Reasons for the Change	4
3. Changes in Curriculum Structure	4
4. Changes in Courses in the Program Curriculum	5
4.1. New Proposed Courses	5
4.2. Courses in the Current Curriculum to be Deleted / Deactivated	5
4.3. Courses to be Updated	5
4.4. Moving Courses to Different Packages	5
4.5. Other Course Related Changes	6
5. Impact of the proposed Curriculum Changes	6
5.1. Impact on Students	6
5.2. Impact on Faculty	6
5.3. Impact on Library Resources	6
5.4. Impact on Other Programs Offered at the University	6
5.5. Impact on the Core Curriculum Program	6
5.6. Impact on the Learning Outcomes Assessment and Evaluation	6
5.7. Impact on Accreditation status	6
5.8. Impact on the Study Plan	7

1. Overview of Proposed Curriculum Change

<< Briefly introduce the proposed curriculum change proposal >>

2. Rationale for Curriculum Change

<< Briefly summarize the rationale for the proposed curriculum change. >>

2.1. Rationale Based on Learning Outcomes Assessment

<< If applicable, briefly summarize the learning outcome assessment results and findings and discuss how they affected the curriculum change proposal. >>

2.2. Other Reasons for the Change

<< Briefly summarize and list the reasons for the proposed curriculum change not covered in the previous subsection. >>

3. 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. Table 3 can be used to record required information.

Table 3 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)				
Free Electives (if applicable)				
Others: _____				
Total:				

Please provide a more detailed rationale if the total number of CH in any of the curriculum components is to be changed.

Please include as appendix the **current curriculum details (study plan)** for the program and the **new proposed curriculum details (study plan)** using the template Academic Program Curriculum Structure Form. >>

4. Changes in Courses in the Program Curriculum

<< 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.

A Master Course syllabus should be added in Appendix A for all new courses or courses where the course description and contents were substantially changed. In addition, a course details table for all new courses as well as courses impacted by the change must be added in Appendix B using the proposed format. >>

4.1. New Proposed Courses

Table 4.1.1 List of New proposed Courses in the program

New Course Id.	Course Title	Current Nb. of Credit Hours	Current Nb. 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)
			Theo.	Lab.					

4.2. Courses in the Current Curriculum to be Deleted / Deactivated

Table 4.2.1 List of Existing Courses to be deleted / deactivated

Current Course Id.	Course Title	Current Nb. of Credit Hours	Current Nb. 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)
			Theo.	Lab.					

4.3. Courses to be Updated

Table 4.2.1 List of Existing Courses to be Updated

Current Course Id.	Current Course Title	Current Nb. of Credit Hours	Current Nb. 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)	Type of Change (Update / Delete)	List and Details of Proposed Changes
			Theo.	Lab.						

4.4. Moving Courses to Different Packages

<< 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 4.1.2 Changes in Course Distribution to Packages

Current Course Id.	Current Course Title	Current Nb. of Credit Hours	Current Nb. 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
			Theo.	Lab.					

4.5. Other Course Related Changes

<< 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 4.2.2 List of Courses to be changed

Current Course Id.	Current Course Title	Current Nb. of Credit Hours	Current Nb. of Contact Hours		Current Pre-Requisites	Current Co-Requisites	Type of Change (Update / Delete)	List and Details of Proposed Changes
			Theo.	Lab.				

5. Impact of the proposed Curriculum Changes

5.1. 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. >>

5.2. Impact on Faculty

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

5.3. Impact on Library Resources

<< Please identify additional library resources required to support the change. >>

5.4. 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. >>

5.5. 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. >>

5.6. 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. >>

5.7. Impact on Accreditation status

<< If applicable, 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.>>

5.8. Impact on the Study Plan

<< Provide a sample semester-by-semester sequence of courses a student following the current program curriculum might take. Table 6.3.1 can be used to show the study plan for the current program curriculum.

Provide a sample semester-by-semester sequence of courses a student enrolling under the changed program curriculum might take. Table 6.3.2 can be used to show the study plan for the changed curriculum.

Table 5.8.1 Study Plan for the Current Program 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 5.8.2 Study Plan for the Changed 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 []			

Appendix A
Course Master Syllabus

Course Number:

Course Title:

Number of Credit Hours:

Number of Contact Hours:

Required or Elective:

Catalog Description: -----
(Must be no less than -----
***50 words** and should -----*
*not exceed **80 words**) -----*

Course Prerequisites: - -----
 - -----

Course Co-requisites: - -----
 - -----

Textbooks(s): -----

References: - -----
 - -----

Course Objectives: - -----
 - -----
 - -----
 - -----

Course Learning Outcomes: *CO-Id:* -----

<i>Relationship of Course Outcomes to Program Level Student Learning Outcome(s):</i>	<u><i>Course Outcome CO-Id</i></u>	<u><i>Student Learning Outcome(s) SLO_Id, SLO_Id, ...</i></u>
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

<i>Principal Topics Covered:</i>	<u><i>Topic [Number of 50-minute Classes]</i></u>
	1. ---- []
	2. ---- []
	3. ---- []
	4. ---- []
	5. ---- []
	6. ---- []
	7. ---- []
	8. ---- []

Preparer of this Syllabus

Date of Preparation

Appendix B
Course Details for Courses Requiring Update on Banner

Please provide the information below for each course that needs updating on Banner

* LC: Lecture; LB: Laboratory; LL: Lecture/Lab; SM: Seminar; SP: Senior Project; IN: Internship; LI: Lecture/Internship
 ** FN: Foundation; UG: Undergraduate; DP: Diploma; MA: Master; CR: Certificate

Course ID	<Subject Code> <Number> <Add "(New Course)" if a new course>
Course Title (in English)	...
Course Title (in Arabic)	...
Credit (Contact) Hours	<? CH> <(? Theory , ? Lab)>
Course Designation	LC / LB / LL / SM / SP / IN / LI
Course Level	FN / UG / DP / MA / CR
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
Registration Restrictions	...
Course Description (Must be no less than 50 words and must not exceed 80 words)	