

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Graduate Studies Procedures Manual	Related Policy	GP-10
		Effective Date	01-Sep-2014
	Subject Modification of Graduate Degree Programs	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC Research & Grad. Studies	Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (10) - Modification of Graduate Degree Programs

1. Modifications are classified as "substantive" or "non-substantive."
2. Substantive modifications include:
 - a) Significant change to the educational objectives or learning outcomes of the program;
 - b) Change to the title of an academic program as it appears in the degree diploma;
 - c) Change to a program's total number of credit hours or the relative distribution of credit hours between compulsory and elective courses;
 - d) Addition or elimination of a concentration/track;
 - e) Change in format of instruction or delivery, such as e-learning or remote delivery;
 - f) Change or addition of program offering location;
 - g) Addition or elimination of collaboration with another institution to deliver courses;
 - h) Change in admission requirements; and
 - i) Change to the primary language of instruction in a degree program.
3. Non-substantive modifications include:
 - a) Addition or elimination of a course selection option without altering the relative distribution of compulsory and elective credit hours;
 - b) Change of the status of compulsory courses to elective (and vice versa), without changing the relative distribution of credit hours;
 - c) Change to textbooks or other learning resources;
 - d) Change to course codes, titles, or prerequisites; and
 - e) Creation, cancellation, or modification of a course title or description. Modifications of existing courses that require more than a 50% change in the description and content will be implemented by adding the modified course as a new course and by deactivating the old course.
4. Another type of program change that is considered as a "substantive modification" is the intent to offer an academic program to students at an off-campus location. If this or other types of change entail major changes to the program's financial models, a proposal detailing the changes and their implications will be required for review and approval.
5. Proposals for substantive and non-substantive modifications require different levels of approval. Substantive modifications require the approval of the Academic Council and non-substantive modifications are subject to approval by the Graduate Studies Council.
6. All program modification proposals require approval by the respective College Council. If the modification is to a program offered jointly by two Colleges, it requires approval by the Councils of both Colleges.
7. The Dean of CGS will submit College-approved proposals for modifications to the Graduate Studies Council for review and approval, and may moreover choose to seek the advice of an external consultant on the modifications.

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8. The Graduate Studies Council verifies the completeness of the proposal and, through a process of peer debate between its members and guided by the criteria in this policy, reaches judgment on the merits of the proposed modifications.
9. In cases of substantive modifications the Graduate Studies Council may approve/disapprove the modifications, and in case of approval, it recommends the modifications for Academic Council consideration
10. The Vice Chancellor will notify the DVCRGS of the decision of the Academic Council. The DVCRGS will communicate as appropriate to the Dean of the CGS, the Office of the University Registrar, and the concerned Colleges.
11. The College(s) is/are responsible for the practical implementation of the modified program, including the introduction of new requirements within the Students' Information System and marketing to relevant stakeholders.
12. Changes to the Curriculum Catalog will proceed on an annual cycle after completion of the required approval process.