

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Undergraduate Programs Procedures Manual	Related Policy	UP-05
		Effective Date	01-Sep-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Modification of Academic Programs	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of these Procedures	1 of 2

Procedures of Policy No. (5) - Modification of Academic Programs

1. Modifications are classified as "substantive" or "non-substantive."
2. Substantive modifications include:
 - a) Change to the title of an academic program as it appears in the degree diploma;
 - b) Change to a program's total number of credit hours or the relative distribution of credit hours between compulsory and elective courses;
 - c) Inclusion or elimination of a track;
 - d) Change to the primary language of instruction in a degree program;
 - e) Change in the teaching and/or assessment method of a course (such as e-learning); and;
 - f) Change program admission requirements.
3. Non-substantive modifications include:
 - a) Inclusion or elimination of a defined 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) Creation, cancellation, or modification of a Minor; and,
 - d) Creation, cancellation, or modification of a Course.
4. Proposals for substantive and non-substantive modifications must satisfy published requirements for their content and format.
5. The retention and graduation rates of a program are considered as key performance measures of its success and shall be included in proposals for substantive modifications.
6. Proposals for substantive and non-substantive modifications require different levels of approval. Normally, the substantive modifications require the approval of the Academic Council and may require the approval of the University Council; non-substantive modifications are subject to approval by the Undergraduate Programs and Curriculum Committee (UPCC).
7. All proposals for modification to a program require approval by the College Council. If the modification is to a program offered jointly by two Colleges, it requires approval by the Councils of both Colleges.
8. The scrutiny of the College-approved proposal for modifications is delegated to the UPCC. The Committee may seek the advice of an external consultant on the modifications.
9. The UPCC verifies the completeness of the proposal and, through a process of discussion and deliberation among its members and guided by the criteria in this policy, reaches judgment on the merits of the proposed modifications.
10. Proposals for modifying the General Education Program are approved by the UPCC and then forwarded to the General Education Committee for advice and recommendation.

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11. In cases of substantive modification the UPCC's decisions will be forwarded to the Provost who will then determine whether to forward the recommendations to the Academic Council for its consideration.
12. Where appropriate, positive recommendations will be forwarded by the Vice Chancellor to the University Council for final approval.
13. The Vice Chancellor notifies the Provost of the outcome of the University Council. The Provost communicates as appropriate to the Office of the Registrar, and thereafter the concerned Colleges.
14. Thereafter the Colleges 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.
15. Notes on the introduction of new courses or changes to existing courses:
 - a) Changes to the Curriculum Catalog will proceed on an annual cycle after completion of the required approval.
 - b) Existing courses that require more than a 50% change in the description and content should be added as a new course and the old course must be deleted.