New Program Design Procedure

1. The department Curriculum Committee in the respective department examines the initiative and submits its recommendations to the chair of the department, who, in turn, refers the recommendations to the department council.

2. The department council holds a meeting to examine the recommendations of the Curriculum Committee with the participation of potential stakeholders (employers, alumni, graduate students, experts, etc.) interested in the field.

3. The objectives and learning outcomes of the proposed program shall be developed in accordance with the mission statement of the University. That is, the new program shall be responsive and supportive to the University's mission statement. To accomplish the FBSU's mission, the objectives and learning outcomes of the new program shall:

   3.1. Focus on quality, innovative, cognitive and application-based learning;

   3.2. Blend practical and theoretical knowledge;

   3.3. Seek to achieve excellence and distinction in terms of research and values; and

   3.4. Be responsive to community needs.

4. In addition to the University's mission, the department the Department Council should benchmark the proposed draft program with at least three reputable national and international programs. Benchmarking should include, but not limited to:

   4.1. Admission requirements if appropriate

   4.2. Total number of credit hours

   4.3. Core courses

   4.4. Elective courses

   4.5. General Educational Requirements

5. The proposed program shall also be abide by the by-laws of the Ministry of Education, the Saudi Arabia National Qualifications Framework (SAQF) standards and levels, and FBSU's Program Design Policy, and it should provide a:

   5.1. Description of the needs for and educational objectives of the new program;

   5.2. Description of the target audience and market demand; and

   5.3. Resources needed.

6. Once approved by the department council, the Chair refers the study plan, along with the recommendations and minutes to the college dean.

7. The dean shall refer the proposed program, along with the relevant documents and minutes to the college council.

8. Upon approval, the dean refers the recommendations of the department and college councils, to the Chancellor's office[1];

9. The Chancellor then sends the proposal to a specialized institution to conduct a feasibility study;

10. Upon receiving the results of the feasibility study, the Chancellor refers the proposal, along with all relevant documents to the University Academic Committee;

11. Upon the approval of the Academic Committee, the Chancellor refers the proposal, along with all relevant documents to the University Council;

12. If approved, the University Chancellor shall seek the approval of the Board of Trustees;

13. Once approved, the proposal is submitted to a public university for evaluation purposes;

14. If approved, the University administration submits an official application to the Ministry of Education to get the Ministry's approval and license to launch the program; and

15. The program is launched once approved by the Ministry of Education.

Related Documents:

1. Guide to Writing Learning Outcomes (AA-407-G01)
2. Guide to Learning Outcomes Assessment (AA-407-G02)
3. Guide to Graduate Attributes Assessment (AA-407-G03)

1 The same procedures also apply to new graduate studies programs except for obtaining the approval of the Council of Graduate Studies on the proposal prior to submitting it to the Chancellor