Policy Group	Academic Programs	Policy Number	ACA-PRO-04	
Responsible Office	Office of the Provost	**Distribution**	External	
Date Approved	19 April 2020	**Effective Date**	1 August 2020	ZAYED UNIVERSITY
Date Last Reviewed	15 April 2020	**Due Date for Next Review**	19 April 2023	

PROCEDURES
Curricula Approval and Revision

A. Curricular Changes and Required Approvals

In general, a curricular change proposal is initiated at the department level and is then considered by the College Curriculum Review Committee (1) and College Council (2). Graduate curriculum proposals are also considered by the Graduate Council. If the curricula change proposal is approved by the College Council (and, in the case of graduate proposals, the Graduate Council), it is then considered by the Chair of the Curriculum Review University Standing Committee (3), who determines whether the proposal is non-substantive or substantive. If a substantive change has been submitted as a non-substantive change as determined by (3), the proposal is returned to the college with feedback. If it is approved as a non-substantive course level proposal by (3), it is considered "Approved" and will be sent for implementation. All other proposals (Substantive Course Level and all Program changes) that are approved by (3) are considered by the Curriculum Review University Standing Committee (4). If a proposal is not approved by (4), it is returned to the college with feedback. If the proposal is approved by (4), and it is a substantive-course level change or a non-substantive program change, it is then considered at Deans Council (5) for final approval. If it is not approved by (5), it is returned to the college with feedback. Substantive Program Changes skip (5) and go straight to the Academic Council (6). If the curricular change qualifies as a major substantive change (program level), it is sent to the Commission for Academic Accreditation (CAA) (7) for approval. Upon CAA approval, the curricula change is submitted to the University Council (8) for final approval.

B. The Different Levels of Review and Approval

Level: 1	2	3	4	5	6	7	8
College Curriculum Review Committee	College Council + Graduate Council	Curriculum Review University Standing Committee Chair	Curriculum Review University Standing Committee	Deans Council	Academic Council	CAA	University Council
Non-Substantive Course Changes							
Substantive Course Changes							
Non-Substantive Program Changes							
Substantive Program Changes							

New program proposals must be first sent to the Abu Dhabi Department of Education and Knowledge (ADEK) for a "no objection letter" to proceed with full development of the new program. This letter should be received prior to submission of any proposal to the CAA.

Level	Name
1	College Curriculum Review Committee
2.1	UG - College Council
2. 2	GR - College Council, Graduate Council
3	Chair of Curriculum Review University Standing Committee (CRUSC)
4	Curriculum Review University Standing Committee (CRUSC)
5	Deans Council
6	Academic Council
7	CAA
8	University Council

Notes:

1. *The **Chair of CRUSC** acts as a controller between levels 2 and 4 to ensure that the curriculum change is correctly identified as substantive and non-substantive, conforms to University and national accreditation requirements.*
2. *If a curricula proposal involves both substantive and non-substantive changes, then the combined changes should be submitted as one substantive change package.*
3. *With respect to college-specific International Accrediting bodies, in the event of any curricula changes made within a currently accredited program, colleges should communicate such changes to ensure compliance with the respective body.*

The types of curricular changes, required levels of review/approval, and review procedures are summarized below:

Curricular Change Examples – see details	Review/Approval	Review Procedure
CAA notes that there are curricula changes, mostly related to changes in individual courses, that do not require notification to the Commission as substantive changes, e.g. changes to textbooks or other learning resources; changes to prerequisites; changes to course codes or titles as long as the content of the course is accurately reflected; addition of new elective courses; changes to assessment procedures.		
College Council (and Graduate Council) Approval		
Changing the course level (100/200, 300/400, 500/600)	1, 2, 3	**Non-substantive Change:** **Course Level**
Changing the course title (no content or focus change)	1, 2, 3	
Changing teaching and/or assessment methods	1, 2, 3	
Changing grading mode	1, 2, 3	
Change in schedule type (Lab, Lecture, Internship, Project, Independent Study, Advising)	1, 2, 3	
Changing the assigned textbook/reading	1, 2, 3	
Change in registration restrictions – Automatic with course changes	1, 2, 3	
Changing a course pre/co requisite provided that all relevant courses are offered by the same College to its own students only	1, 2, 3	
Making a minor change in a course description or learning outcome	1, 2, 3	
CRUSC and Dean's Council Approval		
Creating a new course (Also refer to program changes)	1, 2, 3, 4, 5	**Substantive Change:** **Course Level**
Discontinuing an existing course (Also refer to program changes)	1, 2, 3, 4, 5	
Making a major change in a course description or learning outcome	1, 2, 3, 4, 5	

Changing course credit hours	1, 2, 3, 4, 5	
Changing a course pre/co requisite if one of the courses is offered by another College or is offered by the given College but to students other than its own	1, 2, 3, 4, 5	
CRUSC, Dean's Council, or Academic Council Approval		
Moving course(s) between compulsory and elective status without changing the number of credit hours	1, 2, 3, 4, 5	**Non-Substantive Change:**
Replacement of an existing course with another	1, 2, 3, 4, 5	
Adding a course to the electives list	1, 2, 3, 4	**Program Level**
Minor changes to program learning outcomes	1, 2, 3	
Changing courses in an existing minor	1, 2, 3, 4, 5	**Non-Substantive Change: Minor Level**
Establishing or discontinuing a minor	1, 2, 3, 4, 6	**Substantive Change: Minor Level**
Academic Council, CAA, and University Council Approval		
Establishing a new degree program	1, 2, 3, 4, 6, 7, 8	**Substantive Change:**
Discontinuing an existing degree program	1, 2, 3, 4, 6, 7, 8	
Changing details of a degree program	1, 2, 3, 4, 6, 7, 8	
Changing the title of an academic degree	1, 2, 3, 4, 6, 7, 8	**Program Level**
Major changes to program learning outcomes	1, 2, 3, 4, 6, 7, 8	

C. Review Procedures

Each academic year, the Provost (or designee) will circulate a Calendar of Curriculum Actions which will specify the time frame for Colleges to submit curriculum changes during that Academic Year. Proposals should have received all College-level approvals required within the time frame specified by the Calendar. The proposals must conform to the guidelines outlined in this procedure document.

1. Proposal Submission

The course change proposal, including the rationale for proposing the change, is entered into the ZU Curriculum Management System by the initiating college/unit. After approvals by the College Curricula Committee, College Council, and, in the case of graduate courses, Graduate Council, the proposal is electronically passed to the approval chain to the chair of the Curriculum Review University Standing Committee (CRUSC), who will review to determine whether the proposal is substantive or non-substantive. If the chair finds the proposal has been submitted as non-substantive but should be substantive, they will return the proposal (with explanation) to the originating college/unit to revise and re-approve the proposal or possibly initiate a substantive course change proposal. In the case of substantive course changes or non-substantive program changes, the proposal will be forwarded to the complete membership of CRUSC. A rejection at this level will return the proposal (and the rejection reason/s) to the originating college/unit to revise and re-submit the proposal. If necessary, the proposal will be forwarded to Deans' Council, and Academic Council for approvals as shown in the table above. For substantive program changes, the proposal is then forwarded to CAA and then the University Council. Any rejection will return the proposal (and the reason for rejection) to the originating college/unit to revise and resubmit the proposal.

2. **Substantive Change: Course Level**

   The substantive change course proposal is entered into the ZU Curriculum Management System by the initiating college/unit. After approval by the college curriculum review committee, College Council, and, in the case of a graduate course, the Graduate Council, the proposal is electronically passed to the Chair of CRUSC, then to the full membership of CRUSC, and finally to Deans' Council for approval.

2.1 **Substantive Change: Course Level – Change Course**

   The course change proposal documents to be uploaded electronically include:
   a) Updated course syllabus.
   b) Updated faculty qualifications required to teach the course. Such qualifications must be in compliance with CAA[1] Stipulation 5.4 – Faculty Qualifications
   c) If appropriate, the assurance of Library and Learning Commons that it can support the proposed change.
   d) If appropriate, a full disclosure of costs associated with the proposed change (for example, equipment, software, faculty).

2.2 **Substantive Change: Course Level – New Course**

   The new course proposal documents to be uploaded electronically include:
   a) New course syllabus.
   b) Faculty qualifications required to teach the course. Such qualifications must be in compliance with CAA Stipulation 5.4 – Faculty Qualifications
   c) If appropriate, assurance from the Library and Learning Commons that it can support the proposed course(s).
   d) A full disclosure of costs associated with the proposed course(s) (for example, equipment, software, faculty).

2.3 **Substantive Change: Course Level – Discontinuing Existing Course**
   a) Only courses in the active course inventory on Banner appear in the Zayed University Catalog. All other courses constitute the Banner inventory of discontinued or inactive courses.
   b) The Registrar and the Office of the Provost will annually send the Deans and the Chair of CRUSC a list of courses that have not been taught during the last two academic years. If there is no objection from the relevant College Dean (and/or Dean of Graduate Studies in the case of graduate courses), within thirty days, the courses listed will be moved to the Banner inventory of discontinued courses.
   c) Colleges may also take direct book-clearing action. The discontinuation proposal is entered into the ZU Curriculum Management System by the initiating college/unit and follows the same approval process as any other substantive change at the course level.

3. **Substantive Change: Program Level – Changing Details of a Degree Program**
   a) CAA[2] notes that certain curricula changes may have an immediate effect on the scope, quality, integrity, or effectiveness of the institution or its programs. In the language of the CAA, these are termed substantive changes. Any such substantive changes initiated after the most recent review for licensure or program accreditation must be reported to the Commission and reviewed for approval before they are made.
   b) CAA must be informed of proposed curricula changes that:

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[1] Stipulation 5.4, Faculty Qualifications, p43, Standards for Licensure and Accreditation 2019
[2] Stipulation 3.14 Substantive Change, p38, Standards for Licensure and Accreditation 2019

i) substantially change the aims or learning outcomes of a program;

ii) establish instruction in a significantly different format (such as an intensive term) or method of delivery (such as e-learning);

iii) introduce or close one or more concentrations within a program;

iv) increase or decrease the number of actual or notional learning hours awarded for successful completion of a program or the length of the program.

c) The College Dean submits electronically to the Provost (or designee) an official curricula proposal through the ZU Curriculum Management System that includes:

i) rationale for the change, with evidence of the need for it, and authorization by the College Curriculum Review Committee, College Council, CRUSC, and Academic Council;

ii) a detailed description of the proposed change;

iii) any additional faculty or professional staff and other personnel needed to implement changes, and their qualifications (discussed with Provost or designee);

iv) any additional Learning Resource Centre materials, and other learning resources and facilities required by the change (discussed with Director, Library and Learning Commons);

v) any physical plant expansion and additional equipment required by the change (discussed with Director, Campus Development);

vi) projections of other needs over the next several years, including estimates of the additional costs (discussed with Chief Administration and Finance Officer or designee);

vii) if the proposed change involves offering e-learning programs or courses, then evidence that the CAA's standards with respect to such programs or courses have been addressed.

3.1 Substantive Change: Program Level – Discontinuing an Existing Degree Program

Proposal Submission

The College Dean submits to the CRUSC an official curricula proposal through the ZU Curriculum Management System that accounts for these items:

a) The rationale for proposing the discontinuation.

b) Estimates of the impact of the proposed discontinuation on other programs within the institution (including responses from other Deans attached with comments).

c) Enrolments (current and past four years).

d) Effect on currently enrolled students, including submission of a plan for each currently enrolled student showing precisely the schedule for degree completion by semester.

e) An analysis of the likely effect that discontinuing the program will have on resources:

i) Savings anticipated;

ii) Faculty and staff resources (discussed with the Provost or designee);

iii) Library and Learning Resources (discussed with Director, Library and Learning Commons);

iv) Information Technology (discussed with Director of Information Technology);

v) Facilities and specialized equipment (discussed with Director of Campus Development).

3.2 Substantive Change: Program Level – Establishing a New Degree Program

    a) College Deans propose new degree programs. Joint programs require joint proposals. The College Curriculum Review Committee/s should review the draft structure and learning outcomes of the proposed program. The Dean (or Deans) submit a request for Authorization of New Programs to ADEK via the Provost (or designee) addressing all the items which ADEK requires from such requests. The Provost seeks the approval of the Vice President (or designee) prior to submitting the request to ADEK. The work on and internal approval of the full program proposal may proceed in parallel to ADEK's review of the request for authorization, although the proposal may not be sent to CAA until ADEK's response is received.

    b) After approval by the college curriculum review committee, College Council/s, and in the case of graduate programs, Graduate Council, the College Dean (or Deans in the case of a joint proposal) submits an official curricula proposal through the ZU Curriculum Management System to CRUSC. The proposal must include a proposal for a new program as per the requirements of CAA and any correspondence to date about the proposed program with ADEK. While preparing the CAA proposal, the College should refer to the publications of the CAA to ensure that the documents they prepare meet all CAA requirements.

4. Substantive Change: Minor Level

4.1 New Minor

    a) A proposal for a new minor is developed by the college or department and entered into the ZU Curriculum Management System by the initiating college/unit.

    b) Once the proposal is approved by the College Curriculum Review Committee and College Council, it is electronically passed to the Chair of CRUSC.

    c) The CRUSC may return the proposal if it is incomplete.

    d) The CRUSC reviews the proposal including the rationale for the new minor.

    e) Once approved by CRUSC, the proposal is forwarded to Academic Council for review and final approval.

4.2 Change in Existing Minor

    a) A proposal for a change in an existing minor is developed by the college or department and entered into the ZU Curriculum Management System by the initiating college/unit.

    b) Once the proposal is approved by the College Curriculum Review Committee and College Council, it is electronically passed to the Chair of CRUSC.

    c) The CRUSC may return the proposal if it is incomplete.

    d) The CRUSC reviews the proposal including the changes and the rationale for changes.

    e) Once approved by CRUSC, the proposal is forwarded to Deans' Council for review and approval.

4.3 Discontinuation of a Minor

A recommendation for discontinuation of a minor may originate at any level (program, college, or university) but is considered through these procedures and includes reviews at all levels. Steps a) to d) below are completed within the college(s) prior to CRUSC consideration:

    a) The originator of the recommendation for program discontinuation prepares the recommendation addressing the impact of the discontinuation on the college, students, and other colleges, and providing teach-out plans for current students

(if any). The proposal is then entered into the ZU Curriculum Management System by the initiating college/unit. If the originator is not the offering program/college, the recommendation is sent to the department or college.

b) The recommendation is reviewed by the offering program/department and college.

c) If the program/department or other collegial groups do not agree with the recommendation to discontinue, a separate recommendation and rationale should also be sent forward.

d) The Dean presents the results of all reviews, including supporting information and recommendations from each review, and the proposal is passed electronically to the Chair of CRUSC.

e) The CRUSC may return the proposal if it is incomplete.

f) The CRUSC reviews the proposal concerning the rationale for the discontinuation and its impact.

g) Once approved by CRUSC, the proposal is presented to Academic Council for approval.

D. Revision History

Date	Revision
9 June 2020	Non-substantive change: Added External Distribution.
19 April 2020	Revisions approved by the Vice-President (VP Decision #51 of 2020).
15 April 2020	Endorsed by the Academic Council
29 March 2020	Replaced the deadline specified in-line for curriculum changes with a reference to a Calendar for Curriculum Changes, corrected minor formatting errors.
23 February 2020	Endorsed by the Provost's Council
16 February 2020	Endorsed by the Deans' Council
30 January 2020	Updated the procedures in line with the requirements of the CAA Standards 2019, removed forms from procedures, and updated the review/approval process to remove the Office of the Provost as an approver and remove redundant approval layers.
21 November 2019	Updated the policy number to be in line with the policy.
7 November 2019	Revisions approved by the Vice-President: • Removed the Provost's Council from the review process. • Amended the diagram on page 1 appropriately.
28 January 2019	Approved by the Vice-President (VP Decision #24 of 2019). Revision: • Removed all references to the Curriculum Review Standing Committee (UG/GR) in review process for Non-Substantive Course Changes.
13 May 2018	Approved by the Vice-President (VP Decision #79 of 2018). Revisions: • Procedures amended based upon feedback from Office of the Provost including CAA reference to faculty qualifications to teach courses, and inclusion of common assessment templates.
8 July 2015	New procedures, approved by the Vice-President.