



Princess Nourah bint Abdulrahman University
College of Health and Rehabilitation Sciences

**CHRS- Manual of policies and procedures for
approving, modifying, and reviewing
academic programs and courses**

Version One

2022

Foundations and General principles to develop Study plans:

- 1- Achieving national standards for academic accreditation and being in line with the national qualifications framework and university regulations and executive rules.
- 2- The development should have a clear methodology based on feedback on the results of apply the previous study plan.
- 3- The development should take place through specialized committees in the mechanisms of building and developing study plans.
- 4- That the proposed new program be based on a scientific study and a real need for the market.
- 5- Aligning the program objectives with the goals, mission and vision of the department, college and university for development goals and the education policy in the Kingdom of Saudi Arabia and the realization of the Kingdom's vision 2030
- 6- Clarity of the objectives to be achieved from the program.
- 7- Keeping of programs and study plans with the latest trends in the field

The development of an academic program includes any modification or change made to the academic program through changes during the periodic review cycle of the program or in accordance with to the new changes and requirements of development and the labor market, including major or minor changes program or according to as follows:

- 1- Complete study plan development.
- 2- Change the name of the program
- 3- Change the total number of program hours.
- 4- Add or delete courses.
- 5- Change of course hours.
- 6- Change the name of a course or its symbol.
- 7- Changing the order or sequence of some courses in the study plan, or transferring some of them from optional to compulsory and vice versa.
- 8- Unpack, add or delete previous requirements.
- 9- Develop the mission, and goals of the program, department, or college

Amendments to the program

Amendments to the program can take place according to the regulations approved by the university. Amendments can take place at the course or the program level, and forms are available to request these amendments ([request for amendments at the course level](#) and [the program level](#)). Amendments are divided into two categories with different routes for

approval.

- Minor changes requiring approval by the College Council, supported by program committee.
- Major changes requiring approval by the College Council supported by program committee, and the Vice-Rectorate of Academic Affairs at the University level and the University council and ends by the approval of Ministry of education.



Minor changes to course specifications are included in this category. Course specifications are updated in the syllabus. It allows small adjustments to be made relatively easily in recognition of the dynamic nature of successful programs which develop and evolve. Minor changes that may be approved under this category include:

- ✓ Modification of teaching strategies, assessment methods for the course, and student assessment activities.
- ✓ Increase or modify allocated teaching and learning time to help the students
- ✓ Assessment weighting between components of course assessment.
- ✓ Editing or adding secondary references.
- ✓ Modification of admission requirements to the program.
- ✓ Modification of the course objective and learning outcomes.
- ✓ Modification of the field experience specification.
- ✓ Modification of the course description (adding topics or deleting topics).

To make such minor changes to courses appropriate documentation, using forms needs to be submitted by the Program Committee to the Department Council- then the Quality of

Teaching and Learning Administration then to the College Council.

The application shows discussion with and support from any appointed quality advisor in the college – advisory committee and internal quality reviewer from the deanship followed by the approval of the program files in the department council. This documentation will comprise as a minimum:

- ✓ A completed amendment form setting out the rationale for the change(s).
- ✓ Updated course specification.

For all changes to the program and to courses it is important that all such changes are recorded and incorporated into an updated course specification and program specification by the program committee.

Major Changes:

This will typically involve a change to one or more of the following major components of the program:

- ✓ Mission and objectives of the program
- ✓ Overall aims and program learning outcomes
- ✓ Program title, duration or mode(s) of study.
- ✓ Amendment to the academic degree title granted to the program.
- ✓ Assessment regulations for the program.
- ✓ A significant addition to the resources required
- ✓ The overall scope and structure of the program, for example the addition of new pathways
- ✓ Changes affecting the total credits units in any level. This primarily relates to the approval of new courses and modifications to existing courses.
- ✓ Amending the name and coding of the course.
- ✓ Create or cancel a modification at the exit point within the program.

The final decision needs the approval of the College Council and Vice Rectorate of Academic Affairs and university council .The request for amendment will comprise as a minimum:

- ✓ A completed program amendment form
- ✓ An amended program specification
- ✓ An updated program learning outcomes matrix and assessment schedule
- ✓ Amended course specification.

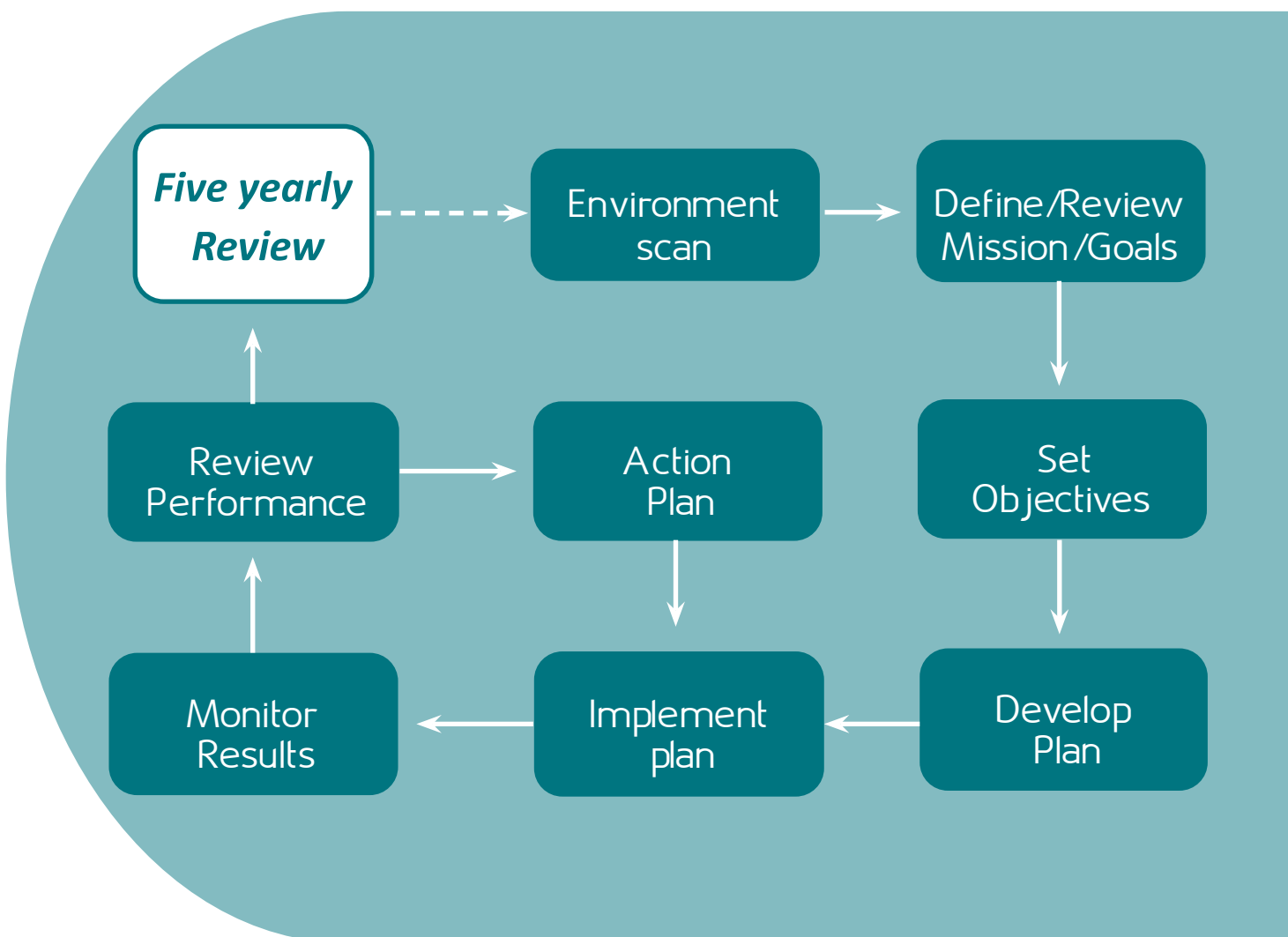
Major Changes	Approved by
1-Modification of course level	Standing Committee for Plans and Curricula
2- Amending the addition or deletion of prerequisite for the course.	Standing Committee for Plans and Curricula
3- Amendment in adding or deleting optional requirements	Standing Committee for Plans and Curricula
4- Amending the addition or deletion of basic references	Standing Committee for Plans and Curricula
5- Modification of job opportunities for the program	Standing Committee for Plans and Curricula
6- Modify the name of the program	University Council
7- Adjustment in the total number of credits approved to complete the program	University Council
8- Modification of the program duration	University Council
9- Create or cancel a modification at the exit point within the program	University Council
10- Amendment to the academic degree title granted to the program.	University Council
11-Creating an academic program.	University Council

Periodic Program Review:

A Periodic Program Review (PPR) is a thorough examination of the quality and standards of the program. The PPR examines the program in greater depth and checks on how effectively it is achieving its mission and objectives. To coincide with the NCAA requirements for program accreditation a PPR is undertaken on a five-year cycle. It represents a complete self-contained report on the quality of the program. In this way the PPR report becomes the basic resource for the external review for re-accreditation of a program.

The combination of annual monitoring and PPR are designed to ensure that the program remains current and does not become dated is the representation of the combined activity.

NCAA Quality Planning and Review 5 Year Cycle



The PPR takes account of any professional standards relevant to the program as well as the standards for quality assurance and accreditation defined by the NCAAA including the National Qualifications Frameworks.

Responsibility of PPR

Undertaking and organizing the PPR is


the responsibility of the program leaders. The Program Committee has duties in respect of PPR are as follows:

- To ensure that the program undertakes a PPR on a regular basis
- To organize and support the PPR and ensure sufficient resources are made available to conduct the review
- To receive and consider the PPR report
- To take necessary actions as a result of their deliberations on the report

Planning the PPR

Planning of the PPR is carried out taking into consideration the following points:

- The PPR process takes place under the direction of the College Council. The Council nominates a senior member of faculty familiar with the program and with good working knowledge of quality assurance processes to lead the PPR. Assistance and advice in conducting the PPR is provided by the Program Committee.
- The nominated leader establishes a steering committee, drawn from the Program Committee, to oversee the planning, development and drafting of the PPR report. This committee may also include people not associated with the program to enhance the objectivity of the process.
- Working groups are established to investigate and report on particular issues, for example the NCAA quality standards. Members of the steering committee may take on the task of chairing one or more of these working groups. Minutes of any meetings, investigations or interviews are kept and retained in a central file and be available for subsequent reference if required.
- Adequate time is set aside for the planning and operation of a PPR. It is usually expected that a PPR may take up to nine months to complete. A plan for carrying out a PPR includes time lines for carrying out stages of the process and allow some time for unanticipated developments.

Approved by: College Council	College Council minutes number: 12.1444 H
Date: 28 November 2022	
College Dean with signature	Dr. Maha Aldera 

Version One 2022