

PROGRAM ENRICHMENT POLICY

Al Tareeqah Management Studies FZE

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Proposal Submission:

- a. A proposal for adding or deleting a course within a program must be submitted to the academic committee.
- b. The proposal should include a detailed justification for the addition or deletion, highlighting the academic and practical relevance, impact on program requirements, and student demand or benefit.
- c. The proposal should also provide information on the course's learning objectives, content, assessment methods, and resources required for implementation.

Review and Evaluation:

- a. The academic committee will review the proposal, considering factors such as the course's alignment with the program's goals and objectives, consistency with accreditation standards, and potential impact on resources and scheduling.
- b. The proposal will be evaluated in terms of its contribution to the program's overall coherence, breadth, depth, and relevance to the field of study.
- c. The committee may seek input from relevant faculty members, subject matter experts, and students during the evaluation process.

Decision and Approval:

- a. Based on the review and evaluation, the department or academic committee will make a decision on whether to approve or reject the proposal.
- b. If the proposal is approved, the committee will forward it to the appropriate higher-level authority, such as the program director or academic board, for final approval.
- c. The higher-level authority will consider the committee's recommendation, assess any potential implications, and make a final decision.

Implementation:

- a. Upon final approval, the academic committee will take the necessary steps to implement the decision.
- b. For adding a course, the committee will coordinate with relevant faculty members to develop the course syllabus, assign instructors, and schedule the course in the program's curriculum.
- c. For deleting a course, the committee will develop a plan to phase out the course, ensuring that current students have appropriate alternatives and that program requirements are adjusted accordingly.
- d. Communication regarding the addition or deletion of the course will be made to current and prospective students, providing them with updated program information and any necessary guidance or transition plans.