

MINOR\MAJOR CHANGE CRITERIA

1. The purpose

The purpose of the minor course change procedure is to allow flexibility in and development of the curriculum as disciplines and methodologies evolve, but not to circumvent the approval procedures for significant change courses.

The distinction between major and minor changes is less relevant. However, the College of Science determines whether the change is minor or major depending on its magnitude. Minor or major changes through slightly two different processes. Indeed, a major change to a program is defined as a change which has a substantial impact on the entire program in terms of delivery, content and or learning outcomes.

A formal definition focused on the volume of change, usually measured in terms of credits affected, the content and the structure of the program and its objectives and learning outcomes.

In case of any doubt of the impact of the proposed changes, the Vice-Rectorate of the University for Educational Affairs and the Deanship for Assessment and Quality should be consulted for advice.

When a department is considering changes to existing courses, it needs to give full consideration on the impact of the change to the overall program. Consideration of incoming students and potential knock-on effects for others should also be considered as part of the consultation process, including appropriate signature of agreement within concerned colleges. The College of Science should be aware of the implications of making major changes to core courses. All course changes should be reported to Vice-deanship of the College of Science for Educational Affairs and Quality.

2. Rational and consultation

- For minor changes in a course/program, the program manager/head of department, in consultation with the Dean of the College shall ensure that all participating College/Departments and Colleges are consulted prior to submission for approval.

- Where major changes to an existing interdisciplinary programme are being proposed, the Head of the college of science is responsible for consulting and agreeing the proposed changes with the participating college(s).
- If a course is to be removed from more than one program, consultation with the relevant College/Department must take place.
- The relevant department should be aware that cumulative changes to courses may necessitate a program overall evaluation and review.

3. Minor changes

Approval at Department and College level is required. They may include the following:

- Change to course responsible.
- Change in course title/code/number.
- Change in the course content (up to 25%) in respect of workload balance.
- Contact hours.
- Status (compulsory/optional).
- Assessment profile and links to other modules i.e. adding/amending a pre-requisite.
- Non-Substantive change in program structure and/or regulation(s).
- Non-Substantial change in program content and/or Programme Learning Outcomes.

4. Major changes

Approval at Department, College and University level is required. They may include the following:

- Change in program title
- Course(s) level
- Deletion of course(s)
- Number of course(s) to change comprising a substantial proportion of the program.
- Addition of an award/exit pathway.
- Substantive change in program structure and/or regulation(s)
- Substantial change in program content and/or Programme Learning Outcomes
- Creation of a new subject area not previously offered in the University

- Change in the overall credits for the program
- Creation/Withdrawal of Subject Areas/Pathways/Streams within a program
- Change in the mode of delivery or learning environment (e.g. blended learning of an existing program).
- Adding new course(s) affecting change in the overall credits of the program.
- Adding/amending a pre-requisite affecting change in the overall credits of the program.
- Significant changes to the overall approach to teaching, learning and assessment across the program.
- Variation from the University Regulations

5. Review and Implementation

Any major change is classed as a new program. The change must not be implemented until:

- (a) The College Development and Quality Unit has made this determination.
- (b) The appropriate program review has been fully and successfully completed according to quality standards.
- (c) The approval University level has been granted.

This document has therefore been developed to assist the departments and others to determine whether proposed program changes are major or minor in nature.

*Document Approved by
College of Science Council*

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