

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President for Academic Affairs (VPAA)

Implementing Authority: University Curriculum Committee (UCC); College Curriculum Committees (CCC); Department/Program Curriculum Committees (D/PCC); Office of the Registrar; Office of Institutional Effectiveness (OIE)

Effective Date: October 2025

Review: October 2026

Academic Program Development and Approval Policy and Procedures

1.0 Purpose

- 1.1 This policy provides a standardized, faculty-led framework for the development, revision, suspension, and closure of courses and programs at the American University of Iraq – Baghdad (AUIB). It ensures academic quality, transparency, and alignment with the university's mission and educational objectives, national higher education standards, and international accreditation expectations.

2.0 Scope

- 2.1 This policy applies to all academic units of AUIB involved in the design, modification, approval, suspension, or closure of academic courses and programs at the undergraduate and graduate levels. It governs both course- and program-level curriculum actions to ensure consistency, academic quality, and compliance with institutional, national, and accreditation standards.

3.0 Definitions

- 3.1 Curriculum- The coherent sequence of courses, learning activities, and assessments through which a program's learning outcomes are achieved.
- 3.2 Curriculum Development- The process of designing, reviewing, approving, implementing, and evaluating courses and programs to ensure quality and relevance.
- 3.3 University Curriculum Committee (UCC)- University-level committee that reviews curriculum proposals for academic quality, coherence, and compliance with institutional and accreditation standards before submission to the VPAA.
- 3.4 College Curriculum Committee (CCC)- College-level committee that reviews and endorses proposals from departments/programs and forwards recommendations to the UCC.
- 3.5 Department/Program Curriculum Committee (D/PCC)- Department- or program-level committee that initiates, reviews, and recommends curriculum proposals to the CCC, ensuring alignment with program learning outcomes and accreditation standards.
- 3.6 Minor Change- A limited modification (e.g., course title, code, catalog description, or prerequisite update) that does not affect learning outcomes, total credits, or program structure.
- 3.7 Major Change- A substantial modification affecting learning outcomes, credit hours, curriculum structure, or delivery mode, requiring full committee review.
- 3.8 Program- A structured set of courses and learning experiences leading to a recognized degree or certificate, designed to achieve defined educational objectives and program learning outcomes.
- 3.9 Program Suspension or Closure- The cessation of new admissions to a program, requiring a teach-out plan for enrolled students and proper stakeholder notifications.
- 3.10 Teach-Out Plan- A formal plan ensuring students affected by program closure can complete their studies without disruption.

4.0 Policy

- 4.1 Curriculum development and revision shall be faculty-driven processes, grounded in shared governance and continuous improvement, and conducted under the guidance of the deans and the VPAA, with reference to best practices, industry standards, and institutional and accreditation requirements
- 4.2 Minor course and program changes require Chair, Dean, and VPAA approval.
- 4.3 Major course and program changes require full review and approval through D/PCC, CCC, UCC, and VPAA.
- 4.4 Approved actions are communicated to the Registrar for catalog update and official record maintenance.
- 4.5 The Office of Institutional Effectiveness (OIE) provides advisory support on learning outcomes assessment and accreditation alignment.
- 4.6 All program-level actions must remain consistent with institutional and accreditation requirements. The OIE verifies and documents compliance before implementation.
- 4.7 AUIB is committed to maintaining academic quality and relevance through systematic curriculum evaluation. Program and course reviews shall incorporate findings from annual assessment and program review cycles to support continuous improvement (*see Program Review Policy*).
- 4.8 Each College shall undertake a comprehensive review of its curricula at least once every five years to ensure coherence, currency, and alignment with institutional and accreditation standards.

5.0 Procedures

5.1 Course Change

- 5.1.1 Minor Changes: Updates to course title, code, catalog description, or prerequisite update that do not alter learning outcomes or credit hours. Require Chair, Dean, and VPAA approval, with Registrar notification for catalog update.
- 5.1.2 Major Changes: Include modifications to learning outcomes, credit hours, or delivery modality. Require full review and approval through D/PCC, CCC, UCC, and VPAA, with Registrar notification for catalog update.
- 5.1.3 Timeline: Submit proposals at least 10 weeks before the intended implementation term.

5.2 Program Change

- 5.2.1 Minor Changes: Adjustments to course sequencing, elective options, or program titles that do not affect total credits or learning outcomes. Require Chair, Dean, and VPAA approval, with Registrar notification for catalog update.
- 5.2.2 Major Changes: Include revisions to program learning outcomes, credit hours, or curriculum structure, addition of concentrations, changes in admission or graduation requirements, and shifts in delivery mode. Require full review through D/PCC, CCC, UCC, and VPAA. Proposals with cross-college implications also require Deans' Council review.
- 5.2.3 Proposals affecting budgets, staffing, or facilities must document prior consultation with relevant administrative offices.
- 5.2.4 Timeline: Submit proposals at least 10 weeks before the intended implementation term.

5.3 New Course Development

- 5.3.1 New course proposals must include rationale, learning outcomes, credit allocation, delivery mode, and resource requirements. They are reviewed sequentially by D/PCC, CCC, UCC, and VPAA before final approval and catalog inclusion.
- 5.3.2 Timeline: Submit proposals at least one semester before the intended launch term.

5.4 New Program Development

- 5.4.1 New program proposals must include the program rationale and justification, program learning outcomes, curriculum map, course descriptions, resource assessment, and market justification.
- 5.4.2 Proposals with budgetary, staffing, or facility implications must include documentation of consultation with the relevant administrative offices (e.g., Finance, HR, Facilities).
- 5.4.3 Approvals follow the sequence D/PCC → CCC → UCC → VPAA → President → Board of Trustees. Final approvals are communicated to the Registrar, OIE, and other relevant offices for catalog update and assessment alignment. Approved programs must be accompanied by a completed *Curriculum (Catalog Copy) Form* prior to catalog publication.
- 5.4.4 Timeline: Submit proposals at least two semesters before the intended launch.

5.5 Program Suspension or Closure

- 5.5.1 Proposals for program suspension or closure must include a rationale, enrollment data, a teach-out plan, and an impact assessment addressing students, accreditation, and staffing. The review sequence is D/PCC → CCC → UCC → VPAA → President → Board of Trustees. Upon approval, the Registrar, Student Affairs, and Marketing are notified, and OIE archives documentation.
- 5.5.2 Timeline: Submit proposals at least one semester before the intended suspension or closure.

5.6 Documentation and Timelines

- 5.6.1 All curriculum proposals must use the official AUIB forms (refer to Related Policies and Documents) and follow the established review sequence and timelines.
 - D/PCC Review – within 2 weeks of submission
 - CCC Review – within 2 weeks after D/PCC approval
 - UCC Review – within 2 weeks after CCC approval
 - VPAA Approval – within 2 weeks after UCC endorsement
 - Registrar Catalog Update – within 2 weeks of VPAA approval
- 5.6.2 The entire review process should generally be completed within one academic semester. This timeline ensures timely decision-making and alignment with catalog publication schedules.
- 5.6.3 The Office of the Registrar maintains final editorial control of the catalog and ensures that all approved curriculum actions are reflected in the next catalog edition.

Related Policies and Documents

Academic Program Review Policy
Academic Quality Assurance Policy
Course Change Form
Course Proposal Form



Credit Hour Policy
Curriculum (Catalog Copy) Form
Program Change Form
Program Proposal Form
Program Suspension or Closure Form
Teach-Out Plan Template

Appendices

Curriculum Committees Framework

Approval Signatures

Signature of Policy Owner: _____
Date:

Signature of Project Chair: _____
Date:

Signature of President: _____
Date: