



THE PETROLEUM INSTITUTE

Number:	PIP 3050
Effective:	10-November- 2009
Revised:	

SUBJECT: Curriculum Review and Approvals

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (3a, page 45); and PIP 3225 (Curricula Guidelines and Course Requirements).

SECTION 1 PURPOSE

1.1 To establish and communicate a standard policy for the review and approval of new additions to and revisions of curricula and courses.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all curricula and courses leading to a degree at the Petroleum Institute.

SECTION 3 DEFINITIONS

The following definitions apply to this policy:

- 3.1 **Curriculum Committee:** The Curriculum Committee is a standing university-wide committee responsible for reviewing and approving new additions to and revisions of curricula and courses as well as archiving and discontinuing courses.
- 3.2 **Course:** A series of sessions comprising a unit of study within a curriculum utilizing any teaching format (lecture or seminar, laboratory or workshop, independent study or recitation, etc.).
- 3.3 **Archived Courses:** Courses that have been offered and published in the academic catalog but will no longer be offered in the near future.
- 3.4 **Discontinued Courses:** Courses that have been published in the academic catalog and will no longer be offered.



SECTION 4 POLICY

- 4.1 All academic programs shall adhere to proper rules and procedures established by the Curriculum Committee for the approval of new and revised curricula and course-related information.

SECTION 5 BACKGROUND OR EXCLUSIONS

- 5.1 To the extent that information archived may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

- 6.1 The Curriculum Committee is a standing university-wide committee with representation from all disciplines.

- 6.2 Mandate: The Curriculum Committee shall be responsible for examining and approving or rejecting any requests made for the:

- 6.2.1 addition of new courses to the academic catalog
- 6.2.2 amendment of existing courses in the academic catalog
- 6.2.3 deletion of inactive courses from the academic catalog
- 6.2.4 addition of new majors
- 6.2.5 amendment of existing majors
- 6.2.6 addition of new minors
- 6.2.7 amendment of existing minors
- 6.2.8 cancellation of existing majors
- 6.2.9 cancellation of existing minors

- 6.3 The Curriculum Committee's mandate covers the following specific tasks:

- 6.3.1 Ensuring that a clear and concise statement of the reason underlying a requested change is presented.
- 6.3.2 Ensuring that complete and consistent documentation is presented to the Registrar Office.
- 6.3.3 Ensuring that an ABET-format syllabus has been properly and fully prepared for proposed new courses.
- 6.3.4 Ensuring that appropriate pre-requisites and corequisites have been defined for new or amended courses.
- 6.3.5 Ensuring that course content and student assessment has been properly defined and outlined.
- 6.3.6 Addressing any potential redundancies or overlaps with other courses.



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- 6.3.7 Performing more in-depth study of specific issues requested by Academic Management Committee, the Provost or the President.
 - 6.3.8 Ensuring that new majors follow the guidelines in PIP 3225 (Policy on Curricula Guidelines and Course Requirements).
 - 6.3.9 Ensuring that new minors follow the guidelines in PIP 3225 (Policy on Curricula Guidelines and Course Requirements).
 - 6.3.10 Consulting with convening groups on curricula issues and resolving cross program curricular problems.
- 6.4 The Curriculum Committee's membership, duties, meeting schedule, and procedures for motions shall be detailed and followed as approved by the Provost and specified by the Committee's by-laws.
- 6.5 The following items must be reviewed and approved by the Curriculum Committee prior to being implemented in the student information system and published in the academic catalog and on the web. To be included on a Curriculum Committee's meeting agenda, all items must be submitted in accordance to the Committee's established rules and regulations.
- 6.5.1 New courses (excluding, special topics, research topics, and independent study), including cross-listing courses to ensure academic rigor and avoid duplication.
 - 6.5.2 New curricula including majors and minors.
 - 6.5.3 Major revisions to existing majors, minors and concentrations (as applicable), including adding/deleting required courses, and changing total credit hours.
 - 6.5.4 Major revisions to existing courses, including content, description, contact hours and credit and title change.
 - 6.5.5 Review of curricula guidelines in PIP 3225 (Policy on Curricula Guidelines and Course requirements) including General Education requirements.
- 6.6 The following items shall be submitted to the Curriculum Committee as information items prior to being implemented in the student information system and published in the academic catalog and on the web. However, the Curriculum Committee reserves the right to request further clarification and justification for any or all of the following:
- 6.6.1 Minor revisions to existing courses, including editorial changes to description, minor title change, adding/deleting prerequisites/corequisites, changing course restrictions, among others.
 - 6.6.2 Archiving or discontinuing a course.



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SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair

Date

Provost

Date

President

Date