

Summary of a guide to preparing and approving study plans and programs
Prepared by the College of Engineering

This is a summary of
"A guide to preparing and approving study plans and programs"

ملخص
"دليل واعتماد الخطط والبرامج الدراسية"



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Introduction

The formulation and establishment of plans need the existence of a committee that undertakes these tasks and allow it to make decisions that bring the institution to its goal. The success of any academic plan depends on members. One of the matters that should be taken into account when forming the study plan committee is that it has a representative from each department of study. To verify the quality of study plans, it is necessary to follow the rules and guidelines set. The proposed study plans must be subject to evaluation by several bodies to reach a distinct plan. Documenting the plan in all stages of its construction is also an important matter. To achieve goals, it is necessary to form a complete administration that is concerned with all matters related to the study plans since the beginning of the establishment by implementing recognized standards and come up with competitive plans. The formation of the main administration, the permanent committee assigns them among the important steps in reaching goals through the fabric between them, with the necessity to define tasks and to provide the standards that govern the tasks of these committees.

Chapter 1

University Agency for Educational Affairs and Department of study programs and development
University Vice-Rectorship for Educational Affairs

First: About the University Agency for Educational Affairs

Since the establishment of Majmaah University, the care and development of education is its main goal.

- His Excellency Dr. Muhammad bin Abdullah Al-Shaya, supervisor for the agency to begin exercising its role in caring for education at the university
- His Excellency Prof. Dr. Muhammad bin Othman, the university's representative for educational affairs
- His Excellency Dr. Ahmed bin Ali Al-Rumaih, the university's representative for educational affairs. The University Vice-Rectorship for Educational Affairs is directly affiliated with all of the university's colleges. The relevant supporting deanships also follow. The agency includes in its internal facilities many departments organizing work, and many active units, active committees, and so on.

Second: Vision, Mission, and Values

Vision: An educational environment that meets quality standards and academic requirements.

Mission: To continuously improve and develop educational programs to achieve the requirements of the labor market, by raising the efficiency of performance in university colleges and creating a supportive educational environment for the student and faculty member.

Value: Justice, dexterity, accountability, development, and institutionalization

Management of the study and development program

First: Definition of the Department

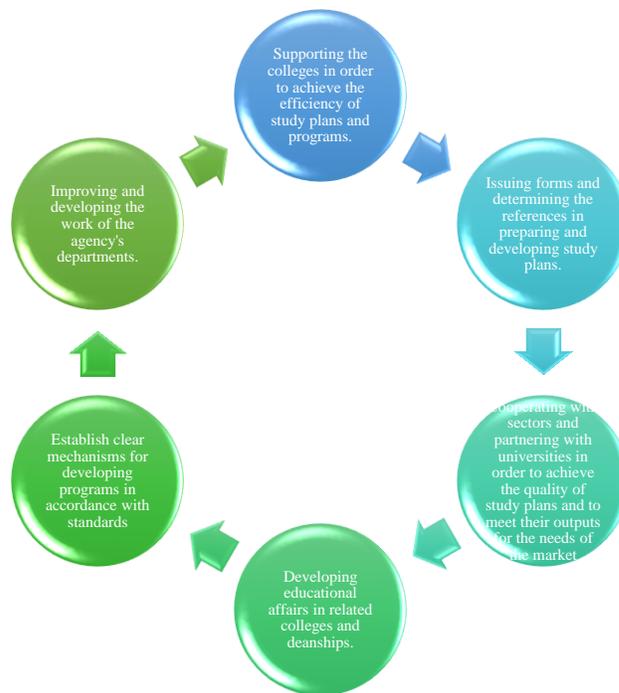
It is a department concerned with the affairs of preparing study plans and developing them constructively in a way that achieves raising the level of their quality and meeting the needs of the market. It is also concerned with developing educational affairs in the university to achieve the flow of work and increase its efficiency.

Second: Vision and Mission of the Administration:

Vision: Lead the programs of university colleges and develop educational affairs.

Mission: Achieving the requirements by setting up mechanisms that contribute to building plans that improve their educational outcomes, apply standards, and develop educational affairs at the University.

Third: functions of the administration



Fourth: the department's organizational structure

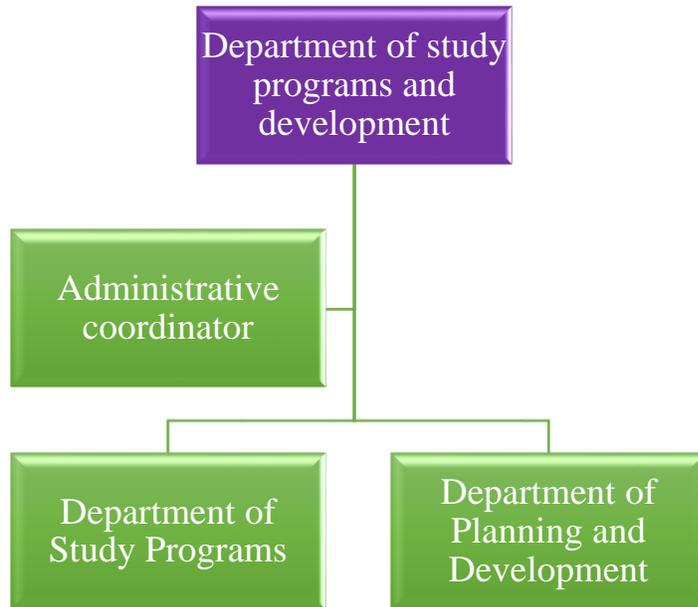


Figure 1: The department's organizational structure

Fifth: functions of the administration departments

Tasks of the Supervisor of Academic Programs and Development Administration

First: Towards the administration

- Structuring the administration departments as needed.
- Supervision of departments management to develop its plans and programs
- Management of financial and administrative matters.
- Seeking assistance from specialists in programs for arbitration.
- Evaluating the performance of the departments.
- Preparing an annual and periodic work plan for management work

Second: Towards the university colleges

1. Coordination with authorities to organize workshops and training courses
2. Follow-up departments to develop study plans to ensure their success.
3. Follow-up of the work of the study plans in the departments and hold meetings with the concerned parties for evaluation and improvement.
4. Addressing the colleges with the decisions of the permanent committee for study programs after being approved, presenting the proposals submitted by the committees of the study plans in the faculties, and following up their implementation.

Third: Towards the University Agency for Educational Affairs

1. Submit to the related party the periodic reports on the administration's performance
2. Preparing the annual report for the management and raise it to the related party

Fourth: The mechanism for technical examination of study plans submitted for internal accreditation

One of the most important tasks of the study programs department is the technical examination of the study plans submitted for internal accreditation.

1. Create an academic department
2. Approving the introduction of new courses within the study plan
3. Making partial adjustments in the academic program for development to other requests for which special forms have been prepared.
4. Creating or modifying a study plan

The concerned college must make sure, through the Study Plans and Programs Unit, of their quality and that they follow the numbering mechanisms approved at the university and also ensure the scientific and knowledge level of them through:

- The Deanship of Quality and Skills Development
- Admission and Registration
- An arbitration panel consisting of at least three arbitrators of the rank of associate professor and above.
- Report of the unit on plans, and study programs in the college.

Steps for the approval of a study plan.

1. Recommendation by the department council to approve the study plan
2. The application is received by the University Agency for Educational Affairs
 - Transferring to the Academic Programs and Development Department.
 - Transferring to the Programs Department Scholastic
3. Recommendation by the College Board to approve the plan with the following reports attached:
 - Report of the Study Plans and Programs Unit
 - Report of the Quality Deanship
 - Report of the Deanship of Admission and Registration
 - Arbitration Reports
4. Study the application by the Standing Committee for the Study Plan
5. Approval of the study plan or program by the University Council

Fifth: Arbitration of the study plan

- Make a detailed description for each course: The course description aims to guide students to the objectives of the course. It is a contract between the professor and the students.

- Create a detailed course map for the plan: It includes determining the teaching hours for each course, the previous requirement, and the position of the course in the plan.

Sixth: Arbitration of the study plan

Stages of building a study plan:

- The general design of the plan: It includes defining the general goal of the plan, determining the set of skills to achieve this goal, followed by determining the set of courses that will build these skills.
- Create a detailed course map for the plan: It includes determining the teaching hours for each course, the previous requirement, and the position of the course in the plan.

Chapter 2

Preparing study plans and programs

Introduction

The preparation of study plans is an essential part of this guide in which the standards, controls, and mechanisms governing the preparation of study plans are clarified and explained. The need to prepare the study plan must be based on many factors, the most important of which is the need to develop the plan in line with the development of knowledge and the needs of the market, and a practical translation of national visions, and in line with the requirements of measurement centers and bodies. After the steps of the cognitive study have been completed and clarified, the step of the technical construction of the study plan with all its components, the use of the approved accompanying forms, the distribution of courses, and the determination of levels and hours is considered an important step. It facilitates the student to deal with it and also shows the scientific consistency. In an important item related to approval mechanisms, the administrative officials are in chronological harmony and meaningful documentation that sequences the events of creation, approval, raising of the study plan.

Characteristics of graduates according to learning outcomes upon completion of the academic program

Many characteristics must be met by graduate students to meet the criteria and requirements necessary for graduation, the most important of which are:

- 1 . The ability to remember knowledge and to develop a wide range of skills learned.
- 2 . Knowledge of a comprehensive, coherent, and structured body of knowledge in a field.
- 3 . Using appropriate mathematical methods in finding solutions to complex issues.
- 4 . Ability to find innovative solutions under limited guidance, using insights from their field
- 5 . Leadership and willingness to collaborate with others on joint projects and initiatives.
- 6 . Characterizing professional and ethical professionalism

Academic program preparation standards

When preparing the program, the following must be taken into account:

- The study program should be able to achieve the set goals.
- That its mission, vision, and goals be clear, comparable, and consistent with the university
- Objective should be documented and generalized.
- Detailed, documented, and generalized objectives from the general objective of the program.
- That the program keeps pace with national aspirations and visions, is compatible with centers and bodies and supports sustainable development and community service
- That the set program goals fit with the intended learning outcomes.
- That the goals and strategies followed in the program's content, design and development are presented in the form of clear points and consistent with its mission, objectives, and outputs.
- The existence of a detailed plan for the program showing the academic courses, their classification, their sequence, the number of approved, actual study hours, their requirements, and the semesters in which they are implemented.
- A detailed plan for each course includes the general description of the course, the language of instruction, objectives and learning strategies, evaluation methods, learning resources, development, and improvement processes.
- Distributing the curricula of the academic program according to the practice.
- That the market need for such a program be studied by making a report indicating this need.

Criteria for preparing the study plan

Preparing the study plan within the standards taking into consideration the need of the market and the consistency of the plan with the educational outcomes, has a positive impact on the efficiency of the study plan so that it is in line with the education, development plans, and the university's goals. The academic material for the curricula must be based on its origins, take into account its developments and global developments, the ethics of the profession, and the behavior of Practice. The selection of similar distinct programs is done using two main references:

First: International University Ranking

Where the sites of these rankings provide lists of the best universities in the world at the general level and the level of some specialties. There are varied types of international classifications of higher education institutions for example:

1. Rankings Global universality: It is concerned with arranging universities according to predetermined criteria at the general level, and among them:
 - A- QS World University Rankings: <http://www.topuniversities.com/university-rankings>
 - B- The Shanghai Classification of World Universities: <http://www.arwu.org>
2. Classifications Globalism Specialized :It is concerned with arranging international universities and comparing them with specific standards at the level of particular specialization, and examples of this:

A- College Crunch's classification of all computer schools and departments at:
<http://www.collegecrunch.org/rankings/the-20-best-schools-for-computer-science-majors-2009>

B- QS ranking for the best MBA programs over <http://www.topmba.com/mba-rankings>

3. National university rankings: It is the one that is interested in ranking universities in a specific country based on specific criteria, including:

A- The Independent Ranking of British Universities on the following website:
<http://www.thecompleteuniversityguide.co.uk/single.htm?ipg=7281>

b- Word News Ranking at <http://www.usnews.com/sections/rankings>

Second: Specialized Program Accreditation Bodies

These bodies provide a list of academic programs that have obtained academic accreditation from that authority, and the benefit from them is how to obtain academic accreditation from these bodies. To find out:

1. Defining the intended learning outcomes of the program.
2. Distributing the dependent units on the different areas of learning.
3. The quality of the required field training in the area of specialization.
4. The ethical rules for the profession and the person should be included in the program.

When developing any academic program, it is subject to a survey of at least three similar study programs from universities that have academic accreditation in the field; Similar programs selected from universities are required to be diverse as for the approach followed in the similar study program survey mechanism, it is according to the following stages:

The first stage: a general study of all similar programs

- Knowing the number of courses and units of study approved for similar programs.
- How to distribute units based on university, college, and specialization requirements.
- Many academic courses in each program, and their distribution.
- Learn how to include the technical and skill aspects of the program.
- Prepare a report on the work of this stage in each program.

The second stage: comparison between the programs that were studied in the first stage

- Comparison between the number of units in similar programs and their distribution.
- Balancing the number of academic courses in similar programs.
- Preparing a report containing the results of the comparison between similar programs.

The third stage: comparison and balance between program elements

- Getting acquainted with the accurate description of the contents of scientific courses in similar programs that were surveyed in the first phase, with the aim of learning how to integrate the technical and skills aspects with the scientific content.
- Applying the results to all the proposed scientific courses in the program.
- Using the vision of the beneficiary's outputs of the academic programs presented to them in knowing the skills they need.

Stages of creating and developing the study plan and programs

The new plan must go through several stages, the most important of which are:

The first stage: the department plan committee

The department's plan committee prepares a request to create or amend the study plan based on the need and recommendation by the college for such a specialization after making sure that the plan has gone through its main preparation stages, which are:

- It fulfills the criteria for preparing the study plan and its conditions.
- Compare the plan by using the benchmarks for the study plan.
- Knowing the needs of the labor market and the opinion of the faculty members and alumni.
- The plan conforms to the national visions and the requirements of measurement centers.

The second stage: a council in the department

The concerned department studies the proposal submitted by the planning committee for discussion in preparation for the recommendation to be submitted. This stage aims at issuing an administrative decision at the department level recommending the approval of the introduction of the study plan to be recorded in the Board.

The third stage: the college study plans committee

The study plans unit at the college studies the plan submitted and studies the basic components of the study plan and its relationship with other plans, while also making sure that the study plan has passed all the stages necessary and is free from errors.

The Study Plans Unit at the college returns the plan to the concerned department, if necessary, to make adjustments. After the study plans committee confirms that the study plan submitted meets the conditions, it is presented to the college council for approval.

Fourth stage: College Board

The College Board discusses and approves the study plan, confirms this approval by the College Board and submits it to the Vice-President for Educational Affairs supported by all the documents mentioned after being evaluated and attaching the arbitration reports.

Fifth stage: University Agency for Educational Affairs

The University Vice-Rectorship for Educational Affairs presents the study plan to the Academic Programs and Development Department, which studies the technical case to request the creation of the study plan, the fulfillment of the requirements for building the study plan, the availability of its elements, and the completion of the documents, and so on.

After studying the reports submitted by the Academic Programs and Development Department, the study plan is presented to the permanent committee for study plans through the University Vice President for Educational Affairs. the Standing Committee for Study Plans studies the study plan and makes sure that it meets all conditions by submitting it to the University Council with a recommendation for its final approval.

Sixth stage: University Council

The council finally approves the study plan or program.

The seventh stage: Management of study programs and development

The administration archives the approved study plan after sealing it with the agency's seal and saves the university council's decision to approve, and then sends a copy to the Deanship of Admission and Registration to enter the new study plan and the college's copy.

The administrative mechanism and procedures for approving study plans and programs

First: documents and documents accompanying the request to create or amend a study plan

The following documents shall be attached to the section in the file:

- A letter from the head of the relevant science department to the college dean requesting approval to raise the degree program to the permanent committee for study plans.
- A letter from the Dean of the College to the Chairman of the Standing Committee for Academic Programs requesting the recommendation to approve the academic program.
- A copy of the department council's decision recommending approval of the study program.
- A copy of the College Council's decision recommending approving the study plan or program.
- A copy of the study plan at the department and college level.
- Academic plan arbitration correspondence
- Documents showing the study of the market and its impact on the amendment of it.
- Course descriptions according to the National Commission form and according to Form (5).
- Evidence showing the conduct of meetings related to the development of study plans.
- A report showing that the national visions, and the requirements of measurement centers, agencies and sustainable development are taken into consideration when preparing the plan.
- After attaching everything necessary, the documents will go through the indicated sequence in stages developing the study that was previously explained.

Second: Approving the study plans and programs

Approving the study plans and programs after fulfilling the conditions and adopting them as new study plans. Where the study plans are subject to a comprehensive evaluation and pass through specific procedures to ensure that the study plan has met the conditions and criteria for approval. As for the modified study plans, the reasons for the developments that occurred in the study plan must be included. To approve the study plan, the following procedures must be completed:

The first step: The study plan and program file is studied parallel with the technical standards by the concerned parties, and the recommendations in this regard are written.

Second Step:

Arbitration through:

- Specialized academics
- Opinion of the public and private sectors
- Interested persons and stakeholders.

The third step:

The study plan is presented to the permanent committee of study plans at the university for approval in preparation for presentation to the university council. Then the recommendation for approval of the amendment is made by the department and college councils and then submitted

to the University Vice President for Educational and Academic Affairs in preparation for approval by the Permanent Committee for Academic Plans.

Chapter 3

Technical requirements for preparing the study plan

First: the basic components of the study plan

College:

- Introduction: It represents an overview of the college's establishment, available majors, faculty, and other things that the college deems appropriate. This introduction is standardized for all study programs within the college.
- College departments, study programs, and degrees awarded by the college.
- Symbols used in numbering the sections.
- University, college, and preparatory year requirements: The academic courses taught at the university year levels.
- The general structure of the study plan Total: The elements the interdepartmental component of the general structure of the study plan
- Conditions for admission, training, and graduation in the college
- College vision, mission, and goals

Academic department

- About the department.
- The department's vision, mission, and goals
- Conditions for admission to the department
- Determining the requirements for obtaining the degree awarded in the department
- Symbols used to indicate section, level, and the exact specialty
- The compulsory, optional and free requirements of the department
- Study plan for a stage The Bachelor's degree is divided into academic levels.
- Course descriptions, which could be done in two ways:

The first method: a description of the short course that contains:

- The code and name of the course.
- The symbol and name of the prerequisite or accompanying requirement.
- Credit hours with BN distributed.
- Laboratories or exercises related to the course.
- The academic level of the course.
- Course contents.
- Course objectives.
- Course learning outcomes.

- Scheduled book and references.
- Distribute course content over semester weeks.
- Distribution of course marks

The second method: Course description using the course description form approved by the National Center for Academic Accreditation and Assessment.

Second: the structure of the study plan

The study plan consists of the following basic elements:

First: Name of the study plan, academic year, and the number of hours.

The name is determined according to the program and the degree awarded to the student

Second: Course names, numbers, and symbols

The names of the courses are carefully chosen to reflect the scientific content of the course without similarity with other names in the college. The course code is chosen within the following mechanism:

- If the course already exists and is applicable without development in the content then it is preferable to use the same previously used symbol.
- If the course code is new, a symbol that has not been used previously in the university must be chosen and when setting the icon, the number and code consist of two main sections:
 - a) A section consisting of (3-4) characters expressing the program code.
 - B) A section consisting of (3) numbers indicating the academic level, the subspecialty, and the course sequence.

Third: previous requirements and their symbols

The courses that the student must pass before studying the courses on which they depend. When setting the previous requirements, the following must be taken into account:

- 1 . Coding numbers are taken into account in terms of level, the study, and also the sequence number for the previous requirement.
- 2 . More than one prerequisite is placed for one course only when necessary.
- 3 . The level of the prerequisite is lower than the level of the course on which it is based.
- 4 . Take into account the closeness at the academic level between the previous requirement and the course, and that there is no time gap between them.

Fourth: associated requirements and their symbols.

The courses that the student must pass with his study of the courses that depend on them. When setting the accompanying requirements, the following should be taken into consideration:

- Attached requirements
- More than one accompanying requirement is set up for one course when necessary to facilitate the course registration process for students.
- The coding numbers are taken into consideration in terms of the academic level and also the sequence number for the accompanying requirement if the course and the accompanying requirement are of the same Specialization

1. That the level of the accompanying requirement is equal to the level of the course on which it is based.

Fifth: the number of approved academic units for each course

Each course has credit hours ranging from (0) as a training course in some specializations and (4) study units distributed as follows:

Theoretical: It is the scientific content that the student studies in the classrooms in a theoretical manner.

Practical: It is the courses taught in the laboratories and occupations, etc.,

Training: These hours are not included in the calculation of accredited units but are devoted to solving exercises related to the theoretical subject.

The number of academic units approved for the Digital Communication course is 4 and distributed according to (1, 0, 3) and indicates:

Certified (4)

Practical (2)

Exercises (1)

Theoretical (3)

- The allocation of hours is based on the number of contact hours.
- In some majors, training lessons are given at the rate of one contact hour.
- The number of theoretical hours is equal to the number of study units through the concept of contact hours. As for the practical hours, the number of contact hours may be equal or more.
- The Engineering Applied and Medical Colleges accredit two contact hours for one credit hour. As for some health specialties, they may accredit 3 contact hours for every one credit hour

Third: the requirements of the study plan

The requirements are distributed according to the distribution approved by the University Agency for Educational Affairs.

First: Compulsory, optional and free requirements

College requirements: These are the requirements that must be studied by the student at the college level and are standardized for all scientific departments within the college. The concept of supplementary college requirements can be applied in the absence of all departments needing this requirement. Therefore, it can be applied according to the following points:

1- The college course that all programs need

2- The college course which is not needed by all programs but needs more than one program.

3- A college course that only needs one program.

Preparatory Year: It is an academic year consisting of two semesters and has been approved by the university for scientific colleges to prepare new students at the university to obtain the minimum knowledge in basic sciences.

Mandatory Department Requirements: The study program with its study plan follows the academic department.

Compulsory program requirements: They are compulsory courses for a study program only "Masar" where students are allocated according to these requirements.

Optional program requirements: They are specific academic courses, which the department introduces in each semester according to needs. The student registers for them according to their choice and preferences.

Free Courses: They are 3 to 6- hour courses that the student studies outside his study plan, and they have nothing to do with the optional requirements at the university, college or department. These are general courses offered by the colleges at the university.

Second: Graduation requirements in the study plan

The number of study units: The student must pass a number of study units within his plan, and the number of units varies according to the college and department. The number of academic units in each specialty can be classified according to the following table:

Field training: Field training is an important part of the study plan for some majors and a requirement for the student to complete the graduation requirements, and the nature of training differs from one college to another. Usually, each college sets conditions and a training mechanism for its students while adhering to the field training standards. The minimum number of accredited units that the student must pass successfully before he is allowed to train is determined.

Graduation Projects: The graduation project is considered an important part of the study plan for some majors at the university and it must be referred to in the study plan in terms of the minimum number of hours that the student must pass for the work of the graduation project and it can be linked to previous requirements according to what the department deems appropriate.

Notes:

- Each theoretical credit unit is calculated in fifty minutes.
- Each practical/training unit is calculated in 100 minutes for engineering and applied majors and 150 minutes for medical specialties unless the college decides otherwise.

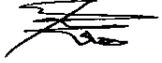
Chapter 4

Models used in preparing study plans

The approved forms for approving the study plan at the university:

- 1) The program description form issued and approved by the National Center for Academic Accreditation and Assessment.
- 2) Form for creating a new academic department.
- 3) A sample study plan quality evaluation report issued by the Deanship of Quality and Skills Development.

- 4) Course description form issued and approved by the National Center for Academic Accreditation and Assessment.
- 5) A report form for the technical status of the study plan issued by the Deanship of Admission and Registration.
- 6) A form for creating or modifying an academic program.
- 7) Technical report form to evaluate the program or study plan

Task	Name	Signature	Date
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