



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Course Approval and Withdrawal

Version	Title	Date Produced	Produced by
1.0	Academic Standing	October, 2015	Dean of Student Affairs
Revision Date	Revised by	Date Adopted	Adopted by
October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

Contents

Introduction: 3
Policy Statement: 3
 Process of New Course Approval 3
 Withdrawal of courses 3

Introduction:

This policy defines the procedures for the approval of the introduction of new courses and the withdrawal of existing ones.

Policy Statement:

Process of New Course Approval

A proposal to introduce a new course should be submitted on the DI course description template and include, but is not limited to, the following components:

- The rationale for the proposed course and its description (syllabus; level of the course; whether the course is an elective or a core/compulsory one, etc.);
- The course's objectives, expected student learning outcomes and its relevance to the degree program and its objectives;
- The mode(s) of instruction used in the proposed course and needed learning resources;
- The faculty members, existing/new, capable of teaching the proposed course;
- The assessment method(s) applied in the proposed course;
- Facilities and other physical resources the proposed course may require.

The proposal is submitted by the head of the program concerned in time for the next scheduled meeting of the Academic Affairs Committee of the School concerned. The chair of the committee will report to the program head the committee's decision as soon as possible following the meeting. The committee may approve with or without requirement of changes, or reject giving reasons, the proposal.

Withdrawal of courses

Elective courses can be offered or withdrawn in any given semester in line with the teaching arrangements adopted by the program concerned and without compromising the learning needs of students.

Core or compulsory courses however must always run and cannot be withdrawn temporarily or permanently without consideration of the following elements:

- The rationale for the withdrawal of the course;
- Evidence that support the decision of a course withdrawal;

- The impact of the course withdrawal on the degree program, and other courses, if applicable;
- The impact of the withdrawal on faculty member(s) teaching the course;
- The course(s) that will replace the withdrawn core/compulsory course(s) within the program of study.

The process for withdrawing a core/compulsory course is identical to that of proposing the introduction of a new course as stated above.