



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Major Modification to Existing Program

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Introduction:

It is normal for academic programs and their curricula to evolve and develop in time in response to developments in the field and demand in the student market. This policy defines what constitutes major modifications to programs and sets out the process of approving such modification(s).

Policy Statement:

Definition of a Major Modification:

A major modification to a program is a change that has a significant effect on a program's conceptual or structural components.

Examples of Major Modifications

The DI defines major modifications as changes to programs that include, but are not limited to, any of the following:

- The addition of a specialization track
- The merger of two or more programs, or tracks within a program
- The introduction or deletion of a major research project or thesis, or internship, option
- Change in graduate program candidacy examinations
- Significant changes in the learning outcomes of a program and degree expectations which fall short of developing a “new program”)
- A change to full-time or part-time or executive program options
- Any other major changes involving a significant proportion of the program (e.g., more than one-third of the courses)

Process of Approving Major Modifications:

The process of approving major modification(s) to a program requires the following procedures and internal approvals of the following constituencies:

- A document describing the major modifications(s) to a program is prepared and sent by the initiator, the head of the program in consultation with the concerned program members. The document should clearly explain and defend the rationale behind the request to modify a program, including a description of the current program and the proposed changes
- The head of the program submits the proposal to the Dean of the concerned School.

- The Dean reviews the proposed modification(s) to the program and refers it to the School's Academic Affairs Committee.
- If approved by the Dean and the Academic Affairs Committee, the document is sent by the Dean's office, within one month of receiving it, to the Provost for a final approval.