Purpose: The purpose is to provide guidelines for the process of developing new courses, revision of existing courses and obtaining approval. Curriculum development or revision may be required for reasons including, but not limited to, the following:

- Changing academic and/or community needs;
- Changing pedagogy or instructional methodologies;
- Changing student needs;
- Advances in technology
- Changing national, provincial and/or professional association standards; and/or
- New directions and initiatives from the government

Policy: COURSE REVIEW, REVISION, AND APPROVAL PROCESS

Procedure
1. New Courses: New courses should be presented to the department chair and Council for review and approval prior to submission to the Faculty of Nursing (FON) Curriculum Committee.
2. Course Revisions: All proposed course revisions should be reviewed by the respective department Council prior to submission to the FON Curriculum Committee.
3. Following Council review, the faculty member submitting a new or revised course will make any changes recommended by the Council, and will send the course to the FON Curriculum Committee.
4. Triennial Review: All courses will be reviewed by the FON Curriculum Committee on a rotating basis every three years. The area of concentration/major coordinator or faculty member responsible for courses scheduled for triennial review will be notified by the Curriculum Committee Chair.

Requirements for Approval of New and Modified Courses and Courses Scheduled for Triennial Review:
1. All courses to be reviewed must obtain proper approval.
2. The course syllabus submitted for approval by the FON Curriculum Committee must include the following:
   a. The course title
   b. Credits and, if relevant, their distribution (e.g., didactic, seminar and/or laboratory credits) along with the hours of instruction
   c. Prerequisites
   d. Co-requisites
   e. Course description
   f. Course objectives, curriculum mapping and end of program student learning outcomes.
   g. Topical outline of the content covered
   h. Teaching methods
   i. Methods that will be used to evaluate achievement of the course objectives (e.g., written exams, papers, presentations)
     - If more than one section of a course is being offered, the faculty teaching the sections need to meet prior to offering the course to ensure consistency in the methods of evaluation across the sections
       - If online students are required to be on campus for any course-related activities, this must be clearly stated in the syllabus

	Jordan University of Science and Technology Faculty of Nursing **Policy Title** **Course Review, Revision, and Approval Process**	

Policies and Procedures Manual:	**Originating Department/ Committee:**
Policy No. : FA 01	**Page 2 of 2**
Date Originated: 1983	**Last Revision:Apr 26, 2018**
Approved by: FON Council	**Approval Date: Aug 16, 2018**

Additional Requirements for Courses Undergoing Triennial Review. In addition to the requirement listed above, for each course scheduled for triennial review, the attached triennial review form must be completed and submitted along with the course syllabus.

Approval Process
1. Once the course has been reviewed and approved by FON Curriculum Committee, it will be presented at the next Total Faculty, where curriculum review is an agenda item.

2. If the course is part of the curriculum for any area of concentration, the revisions must be approved by the FON Curriculum Committee prior to implementation.

3. Major curriculum changes to the BSc Curriculum also require University Curriculum Committee approval prior to implementation

4. Once a course has the required approvals, the staff support person for the FON Curriculum Committee will add the course syllabus to the Official Course Outline folder in the quality Committee Room, and the FON website. A copy of the approved course syllabus will be sent to the Chair of the Department responsible for the course who will forward the syllabus to the appropriate faculty member.

Definitions:

Documentation Required
Curriculum approval form
New and old course syllabus

Approval:
FON Council

References:
JUST regulations