

When do I need to submit a course outline for Senate endorsement?

Senate is the highest academic authority responsible for the management of the academic matters. Course outline is one of the elements in academic matters. All course outline must get Senate endorsement prior to its implementation.

Course outline **content** may be updated up to 30% changes without the need for Senate endorsement. The percentage of changes however, is cumulative in comparison with the Senate endorsed course outline.

The following are the changes to the course outline that require Senate endorsement:

- a) Course Name
- b) Course Code
- c) Credit Hour
- d) Assessment
- e) Learning Outcome (s)