

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 outlines must get Senate endorsement prior to its implementation.

The list of criteria to be endorsed are as follows:

- a) Course Name
- b) Course Code
- c) Credit Hour
- d) Assessment
- e) Learning Outcome(s)
- f) More than 30% changes in course content (cumulative in comparison with the Senate endorsed course outline)
- g) Adding or changing prerequisite and/or co-requisite course(s)

Item g is needed as it affects the system and to give the endorsement to the programme owner to impose the course on the students. This is to protect the Kulliyyah from potential legal issues in the future.

For **item g** i.e. “**Adding or changing prerequisite and/or co-requisite course(s)**”, Kulliyyah is to submit to the KCA (upon their respective KBM’s approval) and KCA would notify Senate for endorsement. This decision was made in the 501st Senate Meeting / 28th July 2023.