



جامعة دار الحكمة
DAR AL-HEKMA UNIVERSITY

PROGRAM HANDBOOK

School of Education, Health, and Behavioral
Sciences

Department of Health and Behavioral Sciences

Master of Science in Applied Behavior Analysis
Program

AY 2023-2024

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DAH University Vision

A university that takes the lead in education, development, and creativity to positively impact the society.

DAH University Mission

Graduating leaders and entrepreneurs who embody the values of the university by providing an educational environment that encourages development, creativity, scientific research and community service.

DAH University Values

- Quest for Excellence
- Appreciation for Knowledge
- Service to Our Community
- Creativity and Innovation
- Vision for the Future

DAH University Strategic Goals

Goal 1: Expand academic programs and strategic research contributions.

Goal 2: Ensure high quality programs, services and teaching.

Goal 3: Upskill & prepare graduates to transition into professional careers & leadership roles that fulfill job market needs.

Goal 4: Expand reach and impact of Dar Al-Hekma.

Goal 5: Achieve Financial Sustainability.

School of Education, Health and Behavioral sciences Mission

To graduate educators, health professionals and distinguished scholars empowered to lead the fields of health and education.

MABA Program Mission

Graduate professionals and scholars committed to enhancing the quality of life of individuals, providing them with state-of-the-art behavior analytic services, and leading radical advancement in the field of Applied Behavior Analysis in Saudi Arabia.

MABA Program Graduate Attributes

- Extensive knowledge about the concepts and principles of the science of behavior analysis
Commitment to life-long learning
- Effective communication and collaboration with other professionals and stakeholders in the field
Critical thinking and problem solving
- Research-oriented

- Competent in implementing behavioral technologies
- Professionalism, leadership, and responsibility skills
- Adaptable to changes and challenges in practice
- Ethically and socially aware

MABA Program Goals

- Lead radical and positive change in the field through enhancing the proficiency and standards of practice in applied behavior analysis in Saudi Arabia
- Develop new knowledge and skills to consistently bring about positive behavior change
- Increase the number of competent individuals and clinicians available to train direct service personnel, including educators and educator assistants
- Disseminate knowledge and research related to applied behavior analysis to members of the community of Saudi Arabia, including educators, family members, and policy makers

MABA Program PLOs

1. Explain major concepts and principles of applied behavior analysis.
2. Assess target behaviors using different behavioral assessments.
3. Develop function-based treatment plans for socially significant target behaviors.
4. Evaluate the effects of treatment based on appropriate data collection, analysis, and interpretation.
5. Implement behavior change procedures within individualized treatment plans.
6. Demonstrate professional practice in compliance with the relevant codes of ethics in the field.
7. Demonstrate leadership and collaborative consultation skills with employees, families, and community members.

Overview of the Program

The Master's of Science Program in Applied Behavior Analysis (ABA) at Dar Al-Hekma University is the first of its kind in the region. The program trains graduate students to become specialists in providing behavior analysis services to individuals with challenging behavior and/or skill deficits, which will lead the development of the professional practice of applied behavior analysis in the Kingdom of Saudi Arabia. The curriculum focuses on the clinical and educational applications of ABA, while also providing an intensive practicum experience to enhance and strengthen students' application of the principles of ABA both settings. Our graduates will be able to cater to the needs of all individuals affected by autism spectrum disorders (ASD), developmental disabilities, educational and behavioral challenges, and mental health issues.

Significance of the Program

This program was established to meet the growing demand in the Kingdom of Saudi Arabia for practitioners and clinicians educated and trained in the scientific study and professional practice of Applied Behavior Analysis (ABA). ABA is based on sound scientific principles and has a significant, solid research foundation proving its effectiveness with a variety of societal behavior challenges. ABA is currently the most recommended intervention for individuals diagnosed with an autism spectrum disorder (ASD).

The program provides clinicians, educators, and other practitioners the skills and knowledge to address the growing population of individuals with autism spectrum disorder. This development is also in line with Saudi Arabia's Vision 2030's emphasis on the need for programs and tools to promote the education of those with special needs.

Specifically, in Saudi Arabia, the following is a list of critical needs relative ABA:

- Individuals trained in ABA with advanced knowledge of the science who can develop new service organizations in the Kingdom of Saudi Arabia.
- Individuals trained in ABA with advanced knowledge of the science who can assist existing service providers in Saudi Arabia (including schools) in developing a broader range of services for individuals with ASD and other developmental disabilities, including ABA services.
- Credentialed and experienced practitioners who can teach and train families and future practitioners to successfully serve a growing population of individuals with ASD and other developmental disabilities.
- Skilled, knowledgeable clinicians and practitioners who can effectively disseminate knowledge of ABA throughout the Kingdom of Saudi Arabia.
- Skilled, knowledgeable clinicians and practitioners who can work with governmental policy makers to better support the growing population of individuals with ASD and other developmental disabilities in Saudi Arabia.
- Advanced educators and clinicians with internationally competitive skills in ABA who can pursue research and higher education initiatives in the areas of ABA and developmental disabilities to better contribute to global initiatives relative to these disabilities' causes and treatments.

Career Prospects

- Certified Behavior Analyst
- Service and program developer
- Policy initiator
- Program director/supervisor
- Independent consultant
- Early interventionist

- Case manager

Admission Criteria

- The applicant must have an undergraduate GPA of at least 3.75 on a scale of 5, or its equivalent. In some cases, admission can be granted for applicants with a "C+" grade.
- The applicant who holds a Bachelor's Degree from outside the Kingdom must meet the admission criteria as follows:
 - Saudi applicants who have an undergraduate degree from outside the Kingdom must obtain an equivalency from the Ministry of Education's Certificate Equivalency Committee or submit the original certificate stamped by The Saudi Arabian Cultural Mission (SACM)
 - Non-Saudi applicants who have an undergraduate degree from outside the Kingdom must obtain a recommendation that their degree is equivalent to one earned in the Kingdom from the Ministry of Education's Certificate Equivalency Committee.
- An oral interview for further evaluation.
- The applicant must have at least one year of work experience.
- The applicant must take the International TOEFL Test (iBT), or the IELTS (Academic) to prove her proficiency in the English language. TOEFL IBT 79 or above, IELTS/IELTS Indicator 6.5 or above, Linguaskill 176 or above.
- Applicants must complete a health record, which proves whether they are medically fit.
- Applicants with disabilities including, physical disability, learning disability, speech and hearing impairment and low vision, have the right to apply to DAH University.

The following categories of applicants might have *conditional acceptance*:

- Applicants with a GPA less than 3.74 out of 5 in their bachelor's degree.
- Applicants with low performance due to critical health issues or personal problems.
- Applicants with low score on their English test.

Registration

- The registration of courses follows the Program of Study (POS).
- New students are required to register for courses through the Registration Unit.
- All returning students must register online via the SIS portal during the registration period announced by the Registration Unit.
- Students registering after the registration deadline will be required to pay a late registration fee (see registration deadlines).

Registration Procedure

To register for classes during the registration period, a graduate student must:

- Meet with her/his academic advisor to plan her/his subsequent semester schedule.
- Register for courses during the registration period.

- Pay the tuition fees by the deadline set by the Registration Unit.

Drop Procedure

To drop a course, a graduate student must:

- Consult with her/his academic advisor and get approval to drop a course.
- Sign an undertaking statement in which she/he assumes the responsibility for the consequences of dropping a course.
- Drop the course through the SIS or submit a petition to the Registration Unit in the allowed drop period specified in the academic calendar.
- Always maintain a minimum course load of 6 Semester Credit Hours (SCH).

Official Registration

Students are not allowed to attend classes unless they are officially registered and have evidence of payment of their tuition fees.

Attendance Requirements

Students are expected to attend all their scheduled classes, off-site requirements, and examinations to satisfy all academic objectives as outlined by the instructor. The instructor's attendance policy, including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted, is clearly defined in the syllabus distributed on the first day of class. A student may be absent for a maximum of 20% of the number of classes of a course. This limit includes both excused and unexcused absences due to medical and non-medical reasons. A student exceeding 20% of absences in a course will be administratively dropped from the course, assigned a grade of "DN" (denied from final exam) and a grade of "F" for the course. It is the student's responsibility to notify the instructor of any anticipated absence and within 24 hours after an unanticipated absence. It is up to the instructor's discretion to deal with individual cases of absences and to determine the effect of such absences on the participation grade.

Excused Absences

Students have the right to a reasonable number of excused anticipated absences, as well as to emergencies as specified below. Students with accepted excused absences are held responsible for making up missed assignments or examinations.

Anticipated Absences

Excuses for anticipated absences must be cleared with the instructor before the date of the absence. The following are examples of students excused anticipated absences:

- Being away from campus representing the university in an official function, e.g., participating in a professional meeting as part of a judging team, or an athletic team. These students would typically be accompanied by a University faculty or staff member.
- Being pregnant and delivering during the semester.

Unanticipated Absences

Students must present their excuses for unanticipated absences to the instructor within 24 hours at the latest. Examples of unanticipated absences are:

- A short-term illness or injury affecting the ability to attend and be academically productive in class, or which may jeopardize the health of the student or her/his classmates. Students must notify instructors, if possible, prior to the class absence that they are temporarily unable to attend class or complete assignments on time.
- Death or serious illnesses in the family when documented appropriately. A student is entitled to 3 days of absence if there is a death in the family. "Family" is defined to include the mother, father, husband, son, daughter, brother, sister, grandparents, and parents-in-law. In case of the death of the husband, the student can take the "Iddah" leave of four months and ten days and will be allowed to withdraw from the University for the rest of the semester. The student must submit a proof of the death of the family member upon returning to the University.

Change of Major

If a student wishes to change her/his major, she/he must proceed with the following steps:

- Complete a "Change of Major E-Form", which is available on the Petition System.
- Discuss with her/his academic advisor the reason(s) for changing her/his major, as well as identifying the completed courses that will not be counted towards graduation, and then obtaining the approval of the advisor.
- Obtaining the approval of the Department Chair she/he wishes to transfer from, as well as the approval of the Department Chair she/he wishes to transfer to.
- Upon the approval of the Department Chair of the new major, the student will be assigned a new academic advisor from within that major.
- The Registration Unit will note the change in the student's academic record upon receiving the student's petition.
- A student who changes majors must be well aware that she/he must meet all the requirements of the new major, and that the new major may consequently lead to a time extension beyond the typical semesters of academic study.

Repeating courses

- A student may repeat a course to remove the effect of a poor grade or to meet graduation requirements upon the approval of her/his academic advisor and Department Chair provided she/he does that within the maximum time limit required for graduation.
- A student can only repeat a course in which she/he received a grade of "C" or "C+" once.

- For a student to repeat a passed course (or its equivalent), she/he must apply for a petition by completing a “Repeating a Passed Course E-Form” and obtaining the approval of the academic advisor and the Department Chair.
- If a student fails a course (or its equivalent) twice, she/he will be ineligible to continue the program, and her/his record will be deactivated accordingly.
- When a course is repeated, only the highest grade earned in the course will be counted when calculating the student’s GPA. However, the old grade will appear on the transcript.
- A student will not be allowed to graduate with a grade of “F” in any required course.
- A student will be allowed to repeat a course only when it is next offered according to the Program of Study. This may extend the duration of a student’s academic study beyond the four semesters. It will be the student’s responsibility if her/his studies are extended due to the repetition of courses.

Withdrawal from Course

- Withdrawal from a course upon discussing her/his case with the academic advisor and getting the approval of the respective Department Chair, a student may withdraw from a course if she/he is faces difficulty in the course, experiences serious medical problems, or for any other reasons.
- A student can apply for a course withdrawal by completing “Course Withdrawal E-form” through the Petition System.
- A student must always maintain a minimum course load of 6 Semester Credit Hours (SCH).
- A student who withdraws from a course will receive a grade of “W” .
- A withdrawn course is recorded as “W” on the transcript.
- A grade of “W” indicates that the student withdrew from a course without penalty and the course will not be included in the GPA calculation. No credit is received for the course.
- A student will be allowed to withdraw from the same course only once.
- A withdrawn course must be repeated to receive a numerical grade for the course if the course is a program requirement.
- Repeated courses include courses that the student withdrew from in the prior semesters.

Withdrawal from Semester

- A student who elects to withdraw from the semester for which she/he is currently enrolled, must consult her/his academic advisor and the Department Chair.
- A withdrawn semester is counted towards the Maximum Time Frame (MTF). In addition, a student will not be allowed to withdraw from the semester if it is part of an additional period of extension granted to her.

- A student who decides to withdraw from a semester and is under a scholarship or financial aid program must obtain the approval of the Scholarship Unit prior to the withdrawal process.
- If a student decides to withdraw from a semester, she/he must complete the “Student Clearance E-Form” through Petition System.
- During the withdrawal process, the student should continue to attend her/his classes and should inform her/his course instructor and academic advisor when the withdrawal process is completed. A student who stops attending classes without formally withdrawing will receive a "DN" or the so -far-earned grades for her/his registered courses during the semester of her/his withdrawal.
- A student who withdraws from a semester during the withdrawal period will receive a grade of “W” in all courses in which she/he is enrolled.

Withdrawal from the University

- A student has the right to withdraw from the University prior, during, or after the withdrawal period from a semester bearing the following consequences:
 - If a student withdraws prior to the withdrawal period, the Registration Unit drops all the student’s courses.
 - If a student withdraws during the withdrawal period, the Registration Unit assigns a grade of “W” to all the student’s courses, and that semester will be counted towards the MTF. The withdrawal from the University will be effective starting the following semester.
 - If a student withdraws after the official withdrawal period of a specific semester, the withdrawal from the University will be effective from the following semester considering the stipulations below:
 - For a semester-based schedule, the student receives a “DN” or the so-far-earned grade for each course.
 - The Registration Unit deactivates the record of a student who permanently withdraws from the University.
 - Sponsored students must receive a written or an e-mailed approval from the sponsor to withdraw from the University for the semester.

Deferral of Study

- A graduate student who decides to defer her/his study must complete the “Student Clearance Form”, discuss her/his reason for deferral of study with her/his academic advisor and Department Chair, and secure the signature of the Dean of School.
- A student who decides to defer her/his study must have completed at least one semester.
- Scholarship students must secure the approval of the Scholarship Unit before they defer their study.

- A student is permitted to defer her/his study before the first day of classes of the semester.
- A student has the right to defer her/his study for two interrupted or consecutive semesters during her/his years of study. The Graduate Studies Committee provides an additional opportunity that does not exceed two semesters.
- The active time frame of a deferral of study is one semester. A student must apply for each semester she/he decides to defer her/his study separately.
- A student who completes the deferral of study process must rejoin the University in the following semester, or either apply for another deferral of study or a withdrawal from the University.
- The semester in which studying is deferred will not be counted towards the Maximum Time Frame (MTF).

Disenrollment

- A student who fails to rejoin the University after the first day of classes of the semester following the deferral of study or fails to either apply for a deferral of study for another semester or a withdrawal from the University, will be disenrolled for one semester.
- The Registration Unit deactivates a student's record immediately after the disenrollment semester unless a valid reason is provided and approved by the Dean of the School concerned.
- The student has the right to apply for a reactivation of record or a readmission at a later stage as per the policy of Reactivation and Readmission for Graduate Students.

Reactivation

- A student whose record is deactivated has the right to apply for reactivation of record if the following conditions are met:
 - The date of the application must be within six semesters starting from the deactivation semester.
 - The date of the application must be before the first day of classes of the requested semester.
 - The student must, upon providing a valid reason, obtain the approval of the Dean of Students of the reactivation application.
 - A student has the right to apply for readmission if the application for the reactivation of record exceeds six semesters.
 - A student applying for reactivation of record must pay a non-refundable reactivation fee.
 - A student will, upon reactivation of her/his records, follow the active Program of Study (POS) of their respective major.
 - A student who is placed on academic or disciplinary dismissal does not have the right to apply for reactivation.

- A student who is disciplinarily dismissed from other universities does not have the right to apply for reactivation. The University has the right to cancel a reactivation application if the applicant has been dismissed for disciplinary reasons from another university.
- A student who was enrolled in another university and applies for a reactivation must submit her/his transcripts.
- A student has the right to reactivate her/his record only once.
- A student has the right to appeal the rejected reactivation request once.

Readmission

A student has the right to apply for readmission in the following cases:

- If the application date passed six semesters, starting from the deactivation semester.
- If the applicant exceeded the reactivation time allowed.
- If the applicant was placed on academic dismissal.

The following conditions must be fulfilled:

- The application must be submitted one week before the first day of classes of the requested semester.
- The Dean of Students must approve the readmission application.
- The student must meet the admission criteria in the requested readmission semester except for the students who did not exceed the six semesters. Any related admission criteria are studied on a case-by- case basis.
- A student who applies for readmission must pay a non-refundable application fee.
- A student who is placed on a disciplinary dismissal from DAH or another university/college, does not have the right to apply for readmission.
- A student who was placed on academic dismissal and is applying for a readmission must write a letter of appeal addressed to the Dean of the School concerned.
- The decision of the Dean of School of reaccepting a student who was previously on academic dismissal is based on factors including but not limited to, previous level of achievement, reasons for dismissal, the candidate's potential for successfully completing a degree program, and a positive social review.
- The University has the right to cancel a readmission application if the applicant has been dismissed for disciplinary reasons from another university.
- Upon readmission, students are not allowed to transfer credits from their previous records unless the Dean of Students approves their transfer as per the policy of Transfer of Credits for Graduate Students policy.

Payment

Tuition fees of the semester must be finalized with the Accounting Department by the first day of the semester for all students.

Overdue Payment

- Students who have not paid their tuition by 4:00PM on the (5th) day after the beginning of the semester as per the academic calendar fall under "Overdue Tuition" status.
- The Registration Unit will suspend the registration of all students who fail to pay their tuition by 4:00 PM on the 10th working day after the fifth 5th day after the beginning of the semester per the academic calendar. Schedules will be dropped for students with suspended registration, and they will not be allowed to:
 - Attend classes or take exams.
 - Register for the following semester.
- The Summer session and the Module-based Program: The Registration Unit will suspend the registration of all students who fail to pay their tuition by 4:00 PM on the fifth (5th) day after the beginning of the semester as per the academic calendar. The schedules of those students will be dropped, and will not be allowed to:
 - Attend classes or take exams.
 - Register for the following semester.

Refund

If a student withdraws/drops a course, she/he is entitled for a refund as follows:

- | | |
|--|------|
| a. Before the first day of class of the semester | 95% |
| b. Before the end of the first week of classes | 80% |
| c. Before the end of the second week of classes | 70% |
| d. Before the end of the third week of classes | 50% |
| e. Before the end of the fourth week of classes | 25% |
| f. After the fourth week of classes | none |

Grading

A minimum grade of (C) (70%) is required for a student to pass a graduate course.

Grade Symbols

- A+ (Exceptional)

Equivalent to a numerical grade of 95-100 percent.

- A (Excellent)

Equivalent to a numerical grade of 90-94 percent.

"A" and "A+" indicate achievement of distinction.

- B+ (Very Good)

Equivalent to a numerical grade of 85-89 percent.

- B (Good)

Equivalent to a numerical grade of 80-84 percent.

"B" and "B+" indicate superior general achievement.

- C+ (Above Average)

Equivalent to a numerical grade of 75-79 percent.

- C Average

Equivalent to a numerical grade of 70-74 percent.

"C" and "C+" indicate the acceptable standard for graduation from the University.

- F (Fail)

Equivalent to a numerical grade of less than 70 percent.

"F" indicates failure that may not be improved except by repeating the course.

- IC (Incomplete)

A grade of Incomplete "IC" may be granted when a student has completed and passed a minimum of 60% of the work required for a course and is unable to take the final exam or complete the final project on the due date due to circumstances including, but not limited to, health problems or a death in the family (evidence must be provided). Students must apply for a grade of "IC" through completing the Incomplete Request (IC Grade) E-Form before the due date of the final examination. An Incomplete grade will be granted to the student by the course instructor only when there is documented evidence of valid reasons that are beyond the student's control, i.e., health problem or death in the family. Incomplete work in a course must be submitted and cleared within four weeks from the start of the final exam period. If the student fails to meet the deadline to clear the "IC" grade, she/he will receive a failing grade of "F" on the final project/final exam. Students will not be cleared for graduation with a grade of "IC" on their academic record. A grade of "IC" is not allowed for a repeated course.

- IP (In Process)

"IP" is given only for research-based courses which require more than one semester for completion. Upon completion, the "IP" grade is replaced with the new earned grade.

- DN (Denial)

A grade of “DN” indicates that the student was administratively dropped from a course due to excessive absences. No credit is received for the course, and this grade is computed as an “F” in the student’s grade point average.

- NP (No grade – Pass)

Equivalent to a numerical grade of 70 percent and above.

- NF (No grade – Fail)

Equivalent to a numerical grade of less than 70 percent.

- W (Withdrawal)

A grade of “W” indicates that the student withdrew from a course without a penalty. As a result, the student will not receive any credit for the course, and the grade of “W” will not be calculated in her/his GPA.

Cumulative Grade Point Average (CGPA)

Dar Al-Hekma University utilizes a five-point system for calculating the Grade Point Average (GPA). The GPA is the total number of grade points earned divided by the number of semester credit hours attempted. Semester grade symbols have the following values: A+

A	5.00 points
A	4.75 points
B+	4.50 points
B	4.00 points
C+	3.50 points
C	3.00 points
F or DN	1.00 point

Only semester credit hours and grades earned at Dar Al-Hekma University are used to calculate a student’s CGPA.

Other Grades

The grades of “IP,” “IC,” and “W” have no numerical value, and therefore, do not impact the calculation of the CGPA. The University considers these courses to be attempted, but not successfully completed; consequently, they will decrease the overall successful course completion percentage. The grades of “NP” and “NF” are used for non-credit courses and transfer of credits (“NP” only) and bear no quality points, and therefore, do not impact the calculation of the CGPA.

Academic Probation

- The Standards of Satisfactory Academic Progress require the achievement of a passing grade of “C” in each course for graduate students.
- A student will be placed on academic probation if she/he fails to obtain a Cumulative Grade Point Average (CGPA) of at least 3.75 out of a 5-point scale, which is the minimum CGPA required for graduation.
- Academic probation is a serious warning that the quality of the student’s work has not met the minimum standards of the University, and that the student’s continued enrollment is in jeopardy if corrective action is not taken.
- During the probationary period, a student must improve the CGPA. A student cannot remain on probation for more than one semester, and those who fail to reestablish satisfactory progress at the end of the first semester will be dismissed, based on the decision of the Graduate Studies Committee.

Students on Academic Probation will be subject to the following additional requirements:

- A student on probation will be required to repeat a program required course(s) in which she/he received a grade of “F”. She/he will also be strongly advised to repeat courses in which she/he received a grade of “C” or “C+” in order to improve her/his CGPA.
- A student must follow up with her/his academic advisor on her/his performance and academic load.

Academic Dismissal

- A student who is on academic probation for one semester and fails to reestablish satisfactory academic progress, may be dismissed.
- All students must complete at least 50% of their annual attempted credit-hours each academic year to graduate within the Maximum Time Frame (MTF) of their program of study.
- Students who fail to graduate within the MTF of their program of study will be dismissed without benefiting from a probation status.
- A dismissed student has the right to apply for readmission to the University upon the approval of the University President based on the recommendation of the Graduate Studies Committee.

Appeal of Dismissal

- Students have the right to appeal to the Dean of Students the dismissal action taken in compliance with the Standards of Satisfactory Academic Progress.
- A student who appeals must complete the Dismissal Waiving Request and provide evidence to prove her/his ability to maintain satisfactory academic progress in her/his study.
- A student must provide solid evidence of any exceptional circumstances that negatively impacted her/his academic performance.
- Students who successfully appeal a dismissal will be considered on probation for the subsequent semester.

Declaration of Graduation

One semester before a student expects to graduate, she/he must obtain the Request for Graduation E-Form through the Petition System. Failure to apply for the petition and completing all the degree requirements will result in suspending the student's graduation. Students are responsible for providing the Admissions Unit with a copy of their recent passport. The student's name in the graduation certificate will match the student's name in the passport. In case there is no passport, the student must provide any applicable official document such as the national identification card.

Graduation Process

Students will review all the requirements for graduation with their academic advisor and pay a non-refundable graduation processing fee. Late submission of the Request for Graduation Form will incur an additional fee and submission of a completed Graduation Request E-Form. After graduation, students must complete the Graduation Clearance E-Form through the Petition system to finalize the graduation procedures.

Graduation Academic Status

The University awards an honor status to the students with a CGPA between 4.80 - 5.00 only if they did not earn any grades of "F" or "DN" during their study at the University as follows: Excellent with Honor

Excellent	4.80 – 5.00
	4.50 – 4.79

Graduation Certificates

After completing a Graduation Clearance E-Form, a student may receive her/his graduation certificate within 6-8 weeks after the end of the semester. The graduation certificates are authenticated by the Ministry of Education (MOE).

Master's Degree Graduation Requirements

Students will graduate upon meeting all the following graduation requirements:

- A complete application for the graduation process.
- A minimum of CGPA of 3.75.
- Graduating within the MTF.
- A successful completion of all the courses and credit-hours as specified in the POS.

Failing to meet any of the graduation requirements will result in suspending the student’s graduation. Students who do not attain a CGPA of 3.75 or more, must repeat a few “C” or “C+” courses to improve their CGPA.

Commencement

Dar Al-Hekma University conducts one Commencement Ceremony annually at the end of each spring semester for the Master’s degree students who have completed all graduation requirements. Graduating students are required to attend the ceremony unless excused by the Dean of Students.

MABA Program Plan of Study

Year One	SEMESTER ONE			CREDITS	TOTAL
	MABA	6301	Concepts and Principles in Applied Behavior Analysis	3	12
	MABA	6302	Ethical and Professional Practice in Applied Behavior Analysis	3	
	MABA	6303	Behavior Change Procedures I	3	
	MABA	6309	Analysis of Verbal Behavior	3	
	SEMESTER TWO				
	MABA	6304	Research I: Measurement and Experimental Design	3	12
	MABA	6305	Behavioral Assessment	3	
MABA	6306	Behavior Change Procedures II	3		
MABA	6310	Applied Behavior Analysis in Education	3		
Year Two	SEMESTER ONE			CREDITS	TOTAL
	MABA	6307	Research II: Conducting Applied Research	3	12
	MABA	6601	Practicum I	6	
	MABA	6311	Clinical Problem-Solving and Decision Making in ABA	3	
	SEMESTER TWO				
	MABA	6308	Leadership, Management, Supervision and Training	3	9
MABA	6602	Practicum II	6		
Total Credit Hours for Graduation				45	

Course Descriptions

MABA 6301: Concepts and Principles in Applied Behavior Analysis

This course introduces the goals of the science of applied behavior analysis (ABA). It focuses on the philosophical assumptions underlying the science and the dimensions of applied behavior analysis. The course emphasizes the difference between behaviorism, experimental analysis of behavior (EAB), ABA, and professional practice guided by the science of ABA. It also compares environmental and mentalistic explanations of behavior.

MABA 6302: Ethical and Professional Practice in Applied Behavior Analysis

This course focuses on the ethical and professional issues impacting those who apply the science of behavior analysis, including practitioners in clinical and school settings. The course reviews the Behavior Analyst Certification Board (BACB®) Professional and Ethical Compliance Code and disciplinary systems. It also highlights the strategies of overseeing and delivering ABA services with honesty, integrity, and professionalism.

MABA 6303: Behavior Change Procedures I

This course provides a comprehensive introduction to the basic behavior change procedures and protocols, as well as models for selecting interventions for specific target behaviors. The concepts, practices, and analytic strategies introduced provide the students with the means to provide meaningful outcomes in socially significant behaviors for individuals with and without disabilities.

MABA 6304: Research I: Measurement and Experimental Design

This course introduces the purpose and processes of conducting research in Applied Behavior Analysis (ABA), as well as the process of selecting measures appropriate to a variety of settings. It focuses on types of single-subject experimental design frequently used in ABA, the measurement of behavior, and the analysis of intervention effects using single-subject experimental designs. The course also emphasizes the procedures for collecting and displaying behavioral data that help in demonstrating, practicing, and examining reliability.

MABA 6305: Behavioral Assessment

This course focuses on the process of behavioral assessment, including functional behavior, preference, skill-based assessments and functional analysis procedures. It covers the systems for selecting socially significant goals, establishing operational definitions, writing behavioral objectives, and visually displaying assessment data. The course also emphasizes the decision-making process for using the results of assessment to select and implement function-based treatments.

MABA 6306: Behavior Change Procedures II

This course focuses on complex behavior change procedures and systems. It emphasizes discrimination training procedures, listener training, processes of elementary verbal operants, token economies, group contingencies, self-management strategies, Direct Instruction (DI) and Personalized System of Instruction (PSI). The course also examines considerations for selecting interventions, as well as treatment integrity processes, and systems for evaluating effects and changes of interventions.

MABA 6307: Research II: Conducting Applied Research

This course introduces quantitative, qualitative, and mixed methods approaches of the research process. It focuses on problem definition, research design, and data collection, as well as on ethical issues in research, report writing, and presentation. The course also emphasizes the steps of developing and implementing a research proposal related to the evaluation of behavior analytic methods.

MABA 6308: Leadership, Management, Supervision, and Training

This course introduces applied behavior analysis as a management strategy, and the ways of applying the principles of applied behavior analysis to staff supervision and management. It provides a review of evidence-based training and supervision systems. The course also focuses on the models of the function-based personnel evaluation and management strategies, as well as exemplary employee management systems.

MABA 6601: Practicum I

This course provides an intensive supervised practical experience to implement ABA tactics, and methods in a university approved applied setting serving individuals with or without special needs. It focuses on observing experienced practitioners, implementing ABA assessment and methodologies, and analyzing the results of measurement. The course also includes a weekly seminar. This course provides individualized and group supervision using the basic principles of behavior analysis in the classroom or clinical setting. The provided supervision leads to the fulfillment of the Behavior Analyst Certification Board's requirements under the Intensive Practicum category.

MABA 6602: Practicum II

This is the second course, part of a two-semester course sequence. It is an intensive practical experience that teaches methods to identify, effectively measure and, apply teaching strategies. These teaching strategies are based on the science of behavior, implementing protocols associated with developmental behavior cusps, and designing data-based intervention plans, while analyzing the results of measurement and effects of interventions. The course also includes a weekly seminar using case discussion and conceptualization. It provides additionally, as individualized and group supervision using the basic principles of behavior analysis in the classroom or clinical setting. The contents of this course fulfill the

Behavior Analyst Certification Board's (BACB®) requirements for completion of supervision under the Intensive Practicum category.

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