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| * This form must be completed to request the addition of a new course
* Incomplete requests will not be processed – Please complete all fields in Section 1 and join required documents (e.g., Justification of CE)
* The approval of the Vice President for Academic Affairs is a prerequisite for the addition of a new course
* A detailed master syllabus and updated curriculum map must be joined with this form
* Upon approval of the request, make sure that the course is added in Banner and that the OAS is updated accordingly
 |
| **Section 1: Requester (Complete 1 to 14)** |
| * **The College:**
* **The Department:**  \_\_\_\_
* **The Program/Major:**  \_\_\_ \_
* **Contact Person:**  \_\_\_\_\_\_ **Proposed Effective Term:**  \_\_\_ \_
* **Proposed Catalog Terms:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. **Course Subject, Number and Language of Instruction:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Example:** | **E**  | **N** | **G** | **L** | **1** | **0** | **0** |
|  **Requested Course** |  |  |  |  |  |  |  |

**Specify Language of Instruction****for Course:** Select From List1. **Course Title (English-***must not exceed 30 characters***)**:
2. **Course Title (Arabic -***must not exceed 30 characters***)**:
3. **Credit Hours**:  **Sequence Offering:** Select From List
4. **Lecture Contact Hours**:  **Lab Contact Hours (if Any)**:
5. **Course Package**: Select From List
6. **Course Level:** Select From List
7. **Grade Mode:** Select From List
8. **Course Designation:** Select From List
9. **Is this course associated with another credit bearing course (lecture and associated laboratory courses)?**

Select From List (If Yes, Associated Course Subject and Number: )**NOTE:** **A Separate form should be submitted for adding associated Lecture/Lab Course, if needed.** |
| 1. **Course Catalogue Description (***English and Arabic,**must not exceed 80 words* \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
 |
| 1. **Does this course have any registration restrictions?** Select From List (If Yes, Please provide restriction details in the table below )

|  |  |
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|[ ]  **College** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Major** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Level** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Campus** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Class** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Degree** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Program** | Include / Exclude: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |
| 1. **Course Prerequisites / Co-requisites / Equivalencies (if any):**

|  |  |  |
| --- | --- | --- |
| **Prerequisites (If Any)** | **Co-Requisites (If Any)** | **Equivalencies (if Any)** |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |
| 1. **Date of Submission to Department / Program Curriculum Committee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** **Completed form must first be forwarded to the Department / Program Curriculum Committee** |

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| **Section 2**: **Department / Program Curriculum Committee** |
| 1. **Does the proposed addition of the new course have any impact on other programs or enrolled students?**

[x]  **NO** (Go to Item 3 below)  [ ]  **YES** (If Yes, Complete Table below)

|  |  |
| --- | --- |
| **List of Impacted Programs (If Any)** | **Number and Type of Impacted Students** |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Measures to resolve impact related Issues:**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
 |
| 1. **The Department / Program Curriculum Committee’s Recommendation**

 [ ]  **Approve** [ ]  **Conditional Approval** [ ]  **Reject****Comments (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date of Submission to Department Head / Program Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 3: Department Head / Program Director** |
| **The Department Head’s / Program Director's Decision:**[ ]  **Approve** [ ]  **Reject****Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 4: College Curriculum Committee** |
|  **The College Curriculum Committee’s Recommendations:** [ ]  **Approve** [ ]  **Conditional Approval** [ ]  **Reject****Comments (if any):** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_**Date of Submission to College Dean:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 5: College Dean** |
| **The College Deans’ Decision:**[ ]  **Approve** [ ]  **Reject****Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 6: University Curriculum Committee** |
|  **The University Curriculum Committee’s Recommendation:** [ ]  **Approve** [ ]  **Conditional Approval** [ ]  **Reject** **Comments (if any):** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_**Date of Submission to VP&CAO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 7: Vice President for Academic Affairs**  |
| **The Vice President for Academic Affairs’ Decision:**[ ]  **Approve** [ ]  **Reject** **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |