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| * This form must be completed to request any update in the details of an existing course
* Incomplete requests will not be processed – Please complete all fields in Section 1 and join required documents (i.e., Justifications of CE)
* The approval of the Vice President for Academic Affairs is a prerequisite for the Update of course details
* An approved request shall take effect at the beginning of the next academic year
* A detailed of existing course syllabus (i.e., before updates) 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 OAS is updated accordingly
 |
| **Section 1: Requester**  |
| * **The College:**
* **The Department:**  \_\_\_\_
* **The Program/Major:**  \_\_\_ \_
* **Contact Person:**  \_\_\_\_\_\_ **Proposed Effective Term:**  \_\_\_ \_
* **Proposed Catalog Terms:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Course is Part of Core Curriculum Program?** Select From List**Please check the type of requested updates, provide the current course details and proposed update for each checked box.**

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|  | **Type of Update** |  | **Course Details** |
|[ ]  **Course ID** | Current |  |
|  |  | Update |  |
|[ ]  **Course Title (English)** | Current |  |
|  |  | Update |  |
|  | **Course Title (Arabic)** | Current |  |
|  |  | Update |  |
|[ ]  **Credit Hours** | Current |  |
|  |  | Update |  |
|[ ]  **Contact Hours** | Current | Lecture: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lab: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  | Update | Lecture: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lab: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Language of Instruction** | Current | Select From List |
|  |  | Update | Select From List |
|[ ]  **Course Offering** | Current | Select From List |
|  |  | Update | Select From List |
|[ ]  **Course Designation** | Current | Select From List |
|  |  | Update | Select From List |
|[ ]  **Course Level** | Current | Select From List |
|  |  | Update | Select From List |
|[ ]  **Grade Mode** | Current | Select From List  |
|  |  | Update | Select From List  |
|[ ]  **Course Description (English and Arabic)**(Must be no less than **50 words** and must not exceed **80 words )** | Current |   |
|  |  | Update |   |
|[ ]  **Student (Course) Learning Outcomes** | Current |   |
|  |  | Update |   |
|[ ]  **Curriculum Mapping** | Current  | Incase if there is an update in the curriculum mapping, please attach the current and the updated curriculum mapping with this form |
|  |  | Update |  |
|[ ]  **Registration Restrictions** |  | **Current** | **Update** |
|  |  | [ ] College |  |  |
|  |  | [ ] Major |  |  |
|  |  | [ ] Level |  |  |
|  |  | [ ] Campus |  |  |
|  |  | [ ] Class |  |  |
|  |  | [ ] Degree |  |  |
|  |  | [ ] Program |  |  |
|[ ]  **Prerequisites** | Current |  |
|  |  | Update |  |
|[ ]  **Co-requisites** | Current |  |
|  |  | Update |  |
|[ ]  **Equivalencies** | Current |  |
|  |  | Update |  |

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

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

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

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

1. **Measures to resolve impact related Issues:**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. **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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |