|  |
| --- |
| * This form must be completed to request the deletion of a course. Additional Documents are listed at the end of the form.
* Incomplete requests will not be processed – Please complete all fields in Section 1 and 2 and join required documents (i.e., Justifications of CE)
* The approval of the Vice President for Academic Affairs is a prerequisite for the deletion of a course
* An approved request shall take effect at the beginning of the next academic year
 |
| * **The College:**
* **The Department:**  \_\_\_\_
* **The Program/Major:**  \_\_\_ \_
* **Contact Person:**  \_\_\_\_\_\_ **Proposed Effective Term:**  \_\_\_ \_
* **Proposed Catalog Term:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Section 1: Request’s Details (1 – 14)** |
| 1. **Course Subject, Number:**

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

**Specify Language of Instruction****for Course:** Select From List1. **Course Title (English)**:
2. **Course Title (Arabic)**:
3. **Credit Hours**:
4. **Lecture Contact Hours**:  **Lab Contact Hours (if Any)**:
5. **Is this course associated with another credit bearing course (lecture and associated laboratory courses)?** Select From List (If Yes, Associated Course Subject and Number: )
6. **This Course is part of Core Curriculum Program:** Select From List
7. **This Course is part of Degree Requirement of the Program submitting the request:** Select From List

If Yes, specify the course package: Select From List1. **Is this course to be deleted from:** (You may select more than one option below)
	1. **The degree requirements of the program submitting the request:** Select From List
	2. **The degree requirements of a Minor:** Select From List
	3. **The Core Curriculum Program:** Select From List
	4. **Other programs:** Select From List (If Yes, complete the table below)

|  |  |
| --- | --- |
| **List of Other Programs (If Any)\*** | **Package from where the course will be deleted** (Major Required/ Major Electives/Minor Required…) |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Highlight issues related to the deletion of the course including the impact on students:**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_ \_

 **NOTE: \* A Separate Form should be submitted for deleting associated Lecture/Lab Course, if needed.** **\*\* Consultation/Feedback from the impacted program(s) is required** |
| 1. **Course Catalogue Description**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
 |
| 1. **Does this course have any registration restrictions?** Select From List (If Yes, Please provide restriction details in the table below )

|  |  |
| --- | --- |
|[ ]  **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):**

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

 **Is this course a prerequisite or co-requisite to other courses?** Select From List **(** If Yes,List Courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **)** |
| 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’s / Program Curriculum Committee’s Recommendations** |
| **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’s / Program Director’s Decision** |
| **The Department Head’s / Program Director’s Decision:** [ ]  **Approve** [ ]  **Reject****Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 4: College Curriculum Committee’s Recommendations** |
|  **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’s Decision** |
|  **The College Deans’ Decision:** [ ]  **Approve** [ ]  **Reject** **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

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

*List of required documents to be joined with this from:*

* *Course Syllabus*
* *The current curriculum details (degree requirements) for the program as defined in the University Catalog and the new proposed curriculum details (degree requirements)*
* *Updated Curriculum Mapping*
* *If the deletion impact other program(s), the current curriculum details (degree requirements) for the impacted program(s) as defined in the University Catalog and the new proposed curriculum details (degree requirements).*