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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.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **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?**   **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:**  \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |