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| * 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 List   1. **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 List   1. **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):**  |  |  |  | | --- | --- | --- | | **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).*