

APPENDIX 1



Course Action Request Form (CARF) Alfaisal University

College/ Department Discipline:

PROPOSAL TO:

- ☐ Establish a New Course
- ☐ Discontinue a Course
- ☐ Change Number/Title of a Course
- ☐ Change Course Description or Prerequisites
- ☐ Change Course Credit Hours
- ☐ Establish Alternative Delivery System/Course
- ☐ Cross Listing of a Course

Proposed Effective Date for Requested Action (Semester and Year)

Present Course Title:

Present Course No:

Present Credit Hours:

Proposed Course Title: (list SAME if no changes)

Proposed Course No.: (list SAME if no changes)

Proposed Credit Hours: (list SAME if no changes)

Effective Term of Action: (Semester and Year)

Academic Enrollment Ceiling Limit

Grading Scheme

Organizational Responsibility

Funding Source

Weekly Contact Hours

• **If establishing a new course:**

1. Indicate the projected enrollment in the course, justify the course in terms of student need, and the relationship to other courses in the departmental curricula (core, major, elective, etc.) and to the total educational curricula of the university:
2. If a comparable course is offered in another unit, justify any duplication:
3. Will the course be adding hours or substituting hours in a curriculum?
4. Include Proposed Catalog Description (including credit hours, prerequisites)

Prerequisite:

5. Include a complete syllabus:

Special Features

1. List programs presently being offered for which this course will be used to meet requirements.
2. Provide a list of faculty members who may teach the course and their qualifications.
3. Discuss any special physical facilities needed to support the proposed new course, such as laboratories, teaching and research equipment, seminar room etc.:
4. If the course is in an area in which professional certification is advisable, explain how the course will contribute to certification.
5. Projected new costs associated with the course, including facilities, faculty, library, research and teaching supplies, technical assistance, or other related expenses.

CARF Approvals

Recommending Authority	Approved	Denied	Signature	Date
Chair, College Curriculum & Instruction Committee				
Chair of the Department				
College Dean				
Chair, Academic and Development Committee (ADC)/ Chair, Graduate Council (For graduate courses only)				
Council of Deans (<i>only for undergraduate courses</i>)				

Final Approval:

Vice President for
Academic Affairs

Date

Copies of final approved document go to Dean of Admissions and Records and Dean, Office of Research & Graduate Studies.

Dean of Admissions and Records _____

Date Received in the Office Dean of Admissions and Records / Scheduling _____

Action Taken _____

Approved on
Revised on
Version ADC 1