**PRELIMINARY SCHEDULING FORM**

New Course or Amendment of Current Courses

**Department:** …………………………………………………………….…………….……………… **Semester:** ………………………………………………….…………………

**Part-I Course Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Credit Hours** | **Contact Hours** | **Pre-Requisite** | **Main Activity** | **Course Director** |
| **Code** | **Course Title** | **LT** | **LB** | **Total** |
|  |  |  |  |  |  |  |  |  |

**Part-II Options of Preferred Hours Distribution**

|  |  |
| --- | --- |
| **(Theoretical) LT** | **(Practical) LB** |
| **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  |  |  |  |  |

**Part-III Course Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Class Assessment Before Mid-Term** | **Major I** | **Mid-Term** | **Class Assessment After Mid-Term** | **Major II** | **Final Exam** |
| Code | Title | 1 | 2 | 3 | 4 | 5 | LT | LB | 1 | 2 | 3 | 4 | 5 | LT | LB |
| Q | A | Q | A | Q | A | Q | A | Q | A | Q | A | Q | A | Q | A | Q | A | Q | A |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Part-IV Staff & Classrooms/ Labs**

|  |  |
| --- | --- |
| **Theoretical (LT)** | **Practical (LB)** |
| **I.D. No** | **Staff Name** | **Priority** | **Classroom #** | **I.D. No** | **Staff Name** | **Priority** | **Lab #** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

Legend ; **A** : Assignment **Q** : Quiz

**Chairman/ ELC Director:** **Accomplishment**

 The amendment has been successfully completed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ The amendment has not been done due to the following reasons:

 Sign Date …………………………………………………………………………………..…….…………….……………

 …………………………………………………………………………………..…….…………….……………

 **SIS Coordinator:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Signature Date