

**Proposal for Catalog Change
Adoption of a New Program/ Deletion of an Existing Program
Form to be directed to the Senate Curriculum Committee**

TO: The Senate Curriculum Committee
FROM: Dean of the School of _____
DATE: _____
REF. No. [To be filled by the Senate Office] _____

The following catalog change has been considered, approved and is recommended by the faculty of the Department of _____. I support their recommendation.

1. Type of change:

Please tick the option that describes the type of change proposed. Please note that this form is limited to the options available below.

- Adoption of a new program (major/minor)
- Change the name of an existing program (major/minor/track/concentration)
- Adding a track or concentration to an existing program
- Introducing new double, dual or joint degrees
- Deleting an entire program (major/minor/track/concentration)

2. Name of Program: _____

3. Current Catalog:

If this is a proposal for deleting an existing program please provide the program description as stated in the 2014/2015 Academic Online Catalog at <http://catalog.aucegypt.edu/>

4. Rationale for Change:

If this is a proposal for deleting an entire program please go straight to Section 10, otherwise please continue with Section 5.

5. Proposed Change:

Please provide the description of the new program that will appear in the 2015/2016 edition of the Academic Online Catalog

6. Proposals for new academic programs will be evaluated using the following criteria (Senate Resolution 185 99/2000):

- i. In line with AUC's Mission Statement, the new program should be relevant to society. It should "contribute to Egypt's cultural and intellectual life" and "'foster students' appreciation of their own culture and heritage and of their responsibilities to society."
- ii. In line with AUC's Mission Statement, the new program should be relevant to AUC, It should have "high quality educational opportunities for students" and ensure that it "advances the ideals of American liberal arts and professional education," Furthermore; it should exploit any additional comparative advantages of AUC.
- iii. The new program should be relevant to world trends and career opportunities.
- iv. The new program should preferably include innovative elements not available at other institutions in Egypt.
- v. The new program should be in an area of demand (preferably increasing students, but not as a condition).
- vi. The new program should preferably be self-financing at maturity. Availability of budget for faculty. Adequacy of instruction equipment, library resources in consultation with the Library, and space must all be considered under this heading.

Provide evidence that the new program meets each of the six indicated criteria.

7. Proposals for new academic programs will be subject to the following two preliminary steps (Senate Resolution 185 99/2000):

- i. The Chair of the Department proposing a new program should meet with the Dean of the School and the Provost to discuss the proposal.
- ii. The department proposing to offer a new program should meet with DAIR to discuss how to obtain information to assess space, library, and computing resources, student demand, potential enrollment and any special needs. e.g. laboratories. The department should work in conjunction and in consultation with DAIR.

Provide evidence that these two procedural steps have been followed.

8. What additional faculty (including adjunct faculty) or other resources are needed to implement this change? If no additional faculty or resources are needed, please explain how these program changes can be implemented within the current faculty or resource allocation.

9. What potential overlap or implications for an existing program at the university? Please answer by explaining what differentiates this program from at least the two programs across the university that have the closest disciplinary focus.

10. Approvals: Please provide full name in block letters as well as signature and date.

Chair of the Department Academic Affairs Committee	Signature	Date
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Chair of the Department	Signature	Date
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Chair of the School Academic Affairs Committee	Signature	Date
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Dean of the School	Signature	Date
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Chair of the Senate Curriculum Committee	Signature	Date
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