Proposal for Catalog Change
Adoption of New Course/Deletion of Existing Course
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 course

◯   Deletion of an existing course

2.   Catalog Description:
In case of deleting an existing course please provide the information below as stated in the 2014/2015 Academic Online Catalog at http://catalog.aucegypt.edu/. If this is a proposal for adoption of a new course please provide the information of this new course as it should appear in the 2015/2016 edition.

Prefix and Number: _____
Title and Credit Hours: _____
Pre-requisites: _____
Course description: _____
_____
_____
_____
_____

3. Rationale for change:
_____
_____
_____
_____
_____

4. Is this course cross listed with other department(s)?

◯   Yes, this course is cross listed with course(s): _____

◯   No

If yes, please confirm that the changes proposed have been approved by all concerned departments.
_____
_____

5. This course is

    ◯   a compulsory course

    ◯   an elective course

If this is a compulsory course please explain what impact this change has on the program. If this is an elective course please specify how many other elective courses are offered in the program and what is the average enrollment in elective courses within the program?

_____

_____

_____

If this is a proposal for deleting an existing course please go straight to Section 9, otherwise please continue with Section 6.

6. If this is a new course what additional faculty (including adjunct faculty) or other resources are needed? If no additional faculty or resources are needed, please explain how this course can be offered with the current faculty or resource allocation.

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

8. If this is a new course please attach a complete syllabus that provides the following information:

    (a) Objectives of course
    (b) Recommended text(s) and/or collateral reading
    (c) Topics to be covered
    (d) Grading policy and system

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

_____
Chair of the Department Academic Affairs Committee   Signature   Date

_____
Chair of the Department   Signature   Date

_____
Chair of the School Academic Affairs Committee   Signature   Date

_____
Dean of the School   Signature   Date

_____
Chair of the Senate Curriculum Committee   Signature   Date