



## SENATE CURRICULUM COMMITTEE CURRICULUM PROPOSAL SYSTEM

### Guidelines for online submission of Form 1:

1. To access the system please visit the following link: <https://www4.aucegypt.edu/cps>
2. Login using your AUCEGYPT email username and password.
3. From the top menu choose one of three options:
  - i. Choose to submit a new proposal (open to all full-time faculty),
  - ii. Choose to access your previous submissions (open to all full-time faculty), or
  - iii. Access pending requests awaiting your recommendations (open to Chairs of Department Academic Affairs Committee, Department Chair, Chair of School Academic Affairs Committee, School Dean).
4. If you choose to submit a new proposal you should choose from one of three options
  - i. Correcting typographical errors, faculty listings or outdated designations.
  - ii. Change in an existing course.
  - iii. Minor updates in the program description.
5. Complete all relevant entries in the form. If you choose to make modifications in an existing course you can make one or more of the following changes on the same form:
  - Change in course number
  - Change in course title
  - Change in credit hours of the course
  - Change in course prerequisites
  - Change in course description

- Change in frequency of offering the course
- Cross-listing the course with another department

The software will import course information from the online catalog.

6. At any stage you have the option of saving your work and coming back to it later. The proposal however will not be processed to the higher level unless you complete your submission.

**Description of actions in the workflow:**

Form 1 submitted by full-time faculty at the department level will be processed by moving upward or downward through the hierarchy given below. Approved forms move to the higher level and forms for which modifications are requested move to the lower level. Rejected forms will be archived at the level where they have been rejected.

- All full-time faculty have access to SUBMIT & REVIEW forms
- The Chair of the Academic Affairs Committee of the Department has access to REQUEST MODIFICATIONS, REJECT or APPROVE forms
- The Chair of the Department has access to REQUEST MODIFICATIONS, REJECT or APPROVE forms
- Members of the Academic Affairs Committee of the School have access to REVIEW forms & ADD COMMENTS.
- The Chair of the Academic Affairs Committee of the School has access to REVIEW, REQUEST MODIFICATIONS, REJECT or APPROVE forms
- The School Dean has access to REQUEST MODIFICATIONS, REJECT or APPROVE forms.
- Forms approved by the School Dean will be processed to the Provost Office for implementation.