Committee on Educational Policy
Policy on *The UCSC General Catalog* Undergraduate Programs Information

The UC Santa Cruz General Catalog is the centralized annually published document containing all relevant information for undergraduate students including[1]:

- Department and/or Program General Information
- Advising Contact Information
- Program Learning Outcomes
- Requirements for Majors (including concentrations)
- Requirements for Minors
- Requirements for Certificate Programs
- Course Requirements
- Honors
- Academic Planners
- Course Material Fees
- Getting Started Section
- Policies
  - Major Qualification
  - Major Declaration Process, Deadlines and Appeal Processes
  - Letter Grade Requirements
  - Major Screening for Transfer Students
  - Transfer Admission Screening Policy
  - Course Substitution policies and/or limitations
  - Disciplinary (DC) Requirement
  - Senior Comprehensive/Exit Requirement

All requirements and policies need to exist within a department or program's program statement pages (including course or substitution lists) and not linked to external websites or divisional information pages. This ensures the consistency and transparency regarding Students' Catalog Rights. In order to continue to improve student communications and the relationship between the catalog requirements and the verification of those requirements (the audit), the Degree Audit Project, Office of the Registrar, and CEP will work with programs on key edit suggestions where needed.

Additional Resources:
- For more information regarding academic programs, please reference CEP's Undergraduate Program Definitions.

Programs adding unique new majors, minors, concentrations, or substantial curricular redesign should submit their proposals to the VPAA's Office based on the guidance from the Academic Programs Units: Policy and Procedures Governing Establishment, Disestablishment, and Change.
  - Refer to CEP's Policy on Revising Requirements for Undergraduate Programs
    - Stakeholder Form
    - General Workflow Recommendation
    - Course Approval Calendar

Approved by the Committee on Educational Policy on August 31, 2023

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[1] During the annual catalog program statement review, CEP may request additional information (e.g., curricular governance, student data, major qualification policy information, etc.) from course sponsoring agencies.