

September 6, 2023

Department Chairs  
Program Directors  
College Provosts

**Re: CCI Deadlines for 2023-24 Academic Year**

On behalf of CCI Chair Amanda Rysling:

Dear Colleagues,

We hope that your summer has been restorative as we launch into the new 2023-24 academic year! In preparing for the new year, I would like to advise you of the following the Committee on Courses of Instruction (CCI) deadlines and updates to help ensure smooth and timely submissions:

**Returned Courses from 22-23:**

Please check for courses “Returned” by CCI from the previous year in the CAT system. Consider either addressing the comments from CCI, or withdrawing the request. We recommend withdrawing and submitting a new form if the original draft was initiated prior to 2022. If revising, please make sure the desired effective date (**Year and Quarter**) have been updated before advancing the request in CAT. We ask that these be processed by October 15th.

In future, changes are likely coming that will affect the course approval process, as CEP and GC policy continues to evolve to respond to the needs of the campus. I recognize that this may create confusion, and also that some unclarity may remain from last year’s process. I welcome questions or requests for clarification if any should arise while addressing CCI’s comments.

**Course Approval Deadlines and Updates:**

Please note the following [Course Approval Deadlines](#). To align with the CEP Program Statement Deadline, any course submissions critical to the program statement revisions are due to divisions by November 5, 2023 and to **CCI by November 15, 2023**. To expedite CCI review, please be sure to confirm the syllabus includes all [CCI Syllabus Requirements](#).

**GSI Deadlines and Reminders:**

The CCI deadline for submission of requests is the end of the 4th week of the quarter prior to the quarter in which the course is to be taught (with the exception of Summer).

Quarter	Due By
---------	--------

Winter 2024	October 25, 2023
Summer 2024	January 31, 2024
Spring 2024	February 2, 2024
Fall 2023	April 26, 2024
** For requests eligible for blanket approval, submission deadlines are set by the divisions.	

GSI requests: If requesting a waiver of criteria please attach a statement from the department. When criteria is being waived the GSI should not get blanket approval. When requesting a waiver of criteria, a letter from the CSA head should be attached explaining how the unmet criteria has been compensated for or mitigated by additional department or faculty mentor support. Please attach documentation confirming that the Faculty Mentor has read the [Faculty Mentor Agreement](#). There is an optional field to enter the name of the divisional HR Analyst/Academic Personnel Analyst, this will allow them to automatically receive confirmation emails. GSI requests for Graduate Courses should be submitted directly to [Graduate Council](#).

**Undergraduate TA requests:**

Please submit in [CARS](#) not less than 1 week before the quarter starts. If late requests are needed, please email the CCI Analyst.

For additional questions or concerns, please do not hesitate to contact the committee at [cci@ucsc.edu](mailto:cci@ucsc.edu).

Sincerely,



Amanda Rysling, Chair  
Committee on Courses of Instruction

cc: David Lee Cuthbert, Chair, Committee on Educational Policy  
Andrew Fisher, Chair, Graduate Council  
Jasmine Alinder, Dean, Humanities  
Bryan Gaensler, Dean, Physical & Biological Sciences  
Celine Parreñas Shimizu, Dean, Arts  
Alexander Wolf, Dean, Baskin School of Engineering  
Katharyne Mitchell, Dean, Social Sciences  
Richard Hughey, Vice Provost and Dean of Undergraduate Education

Peter Biehl, Dean, Graduate Division

Jody Greene, Associate Campus Provost for Academic Success

Michael Tassio, Assistant Vice Provost for Educational Innovation

Jody Greene, Associate Campus Provost for Academic Success

Tchad Sanger, University Registrar

Kalin McGraw, Associate Registrar

Stacey Sketo-Rosener, Assistant Vice Provost, Undergraduate Advising

Carrie Malcom, Colleges Academic Project Policy Analyst

Department Managers

CAPC

Rebecca Hurdis, Senate Analyst, Committee on Educational Policy