

Committee on Educational Policy Delegations of Authority Santa Cruz Division

The Committee on Educational Policy (CEP) delegates specific routine administrative duties related to undergraduate regulations and policies, deemed appropriate to several units on campus. CEP will monitor and review on an annual basis during fall quarter and post the approved policy for the current year on our website.

Routine Administrative Decisions Delegated to Listed Units on Campus

University Registrar

- Priority Enrollment policy implementation per CEP policy, annual reporting on the status of student groups
- Other Enrollment changes including: Open, Advanced, Add by Permission, Add by Petition, Department enrollment error changes, non-UCSC students, UCDC, UCOE or UC Sacramento cases with proper documentation as specified by CEP
- Waiver of .5 credit when students are short the 180 credits needed for graduation
- Course Approvals for renumbering courses within the lower to lower division and upper to upper-division course structure, non-essential suspension and reactivation of courses, course enrollment limit increases, and cross-listing with no changes to either course description.

Admissions Director

- Granting concurrent enrollment to students with Registrar's Office based on CEP policy
- Working with departments on transfer major screening per CEP policy
- Working with departments on AP Exam, IBH Exam course equivalents for student credit
- Determining general education satisfaction (except DC and W) for transfer work and consulting with CEP on unclear cases.

College Provosts

- Extensions of enrollment
- Catalog year changes
- Withdrawal from a class, including verification of medical/emergency after the campus deadline. After a full regular (fall, winter or spring) quarter has passed, requests for retroactive W must come to CEP.

Delegations to the CEP Chair:

- Graduate Student Instructor (GSI) Exception to Policy Requests
- Undergraduate Teaching Assistants (UTA)
- Program Statement Review for Minor Changes
- Student petition requests that don't require a change in policy

Delegations to the Vice Provost of Academic Affairs:

- Coordination and oversight of the undergraduate portion of the external review process

