

**Committee on Educational Policy**  
**Policy on Revising Requirements for Undergraduate Programs**

**Revisions to Courses:**

Program requirements are proposed by program faculty and approved by the Senate. Curricular resources, on the other hand, are an administrative responsibility that are managed by academic units. When additions are proposed by the program faculty to the required or elective courses in a program, stakeholder comments from the chair of the course sponsoring unit must accompany the proposal, unless the chair of the course sponsoring unit is the person submitting the proposal to the Senate (most commonly, when the program faculty for a program are the same as the faculty in the course sponsoring unit). If the stakeholder chair opposes the proposal, they should provide a rationale. When the program faculty wish to remove a required or elective course from a program, the chair of the course sponsoring unit must be notified ([stakeholder form linked](#)).

**Modifications to Program Requirements:**

In order to facilitate adequate consultation and time for revisions to the proposal, programs are encouraged to begin work early (e.g. in the spring and summer before fall program submission) and collaborate with related programs and CEP on timely revisions as necessary before submitting the proposed changes as an official program statement for CEP winter review.

Within the CAT system framework, program statements and course revisions are organized under the purview and oversight structure of each responsible program and/or department. If changes to a department's undergraduate courses will require related changes in other programs (e.g. modifications to requirements) or courses (e.g. modifications to prerequisites and enrollment restrictions), those changes will need to be requested and implemented in the CAT system, by each responsible unit. The department requesting the change should be mindful of the deadlines associated with program statement review and course revisions for the General Catalog. Depending on the complexity of the proposal, and the time it takes to analyze it, this may result in a proposal being carried over to the next catalog year.

Course and Program Dependency reports are available in the CAT system. The Office of the Registrar is also available to consult on related curriculum processes; this consultation is strongly recommended in cases where there are substantial modifications to foundational courses or requirements used by other departments. Please contact the Associate Registrar at [curriculum@ucsc.edu](mailto:curriculum@ucsc.edu).

Approved October 17, 2018, Revised May 22, 2022