

September 7, 2023

Divisional Dean
Department Chair
Program Directors
College Provosts
Department Managers
Academic Advisors
Divisional Directors of Academic Planning

Re: CEP Instructions for Catalog Program Statement for 2024-2025

Dear Colleagues,

Following the [July 26, 2023 correspondence from the Office of the Registrar](#), the Committee on Educational Policy (CEP) would like to provide additional guidelines for the Undergraduate Program Statements for the 2024-25 General Catalog.¹

- All program statements must submit a cover letter that lists all of the proposed changes to the **Undergraduate** “Department Information and Documentation” page.
 - The cover letter must clearly state and justify proposed changes to each of the submitted program statement pages.
 - Program statements do not need to be changed yearly unless there are proposed changes to the program.
 - If no changes are proposed, please make that clear in the attached cover letter.
- For any links in program statements to websites, *departments must verify that URLs are active, and ensure that they correspond directly to the relevant sections* in the program statements before submitting.
 - The Office of the Registrar’s Curriculum team can help create additional supplemental course lists, if needed (email curric@ucsc.edu).
- Proposed program statement changes cannot be advertised on your website or advertised to students until approved by CEP for undergraduate programs. *Information on department websites must match information in the approved program statement* (i.e., the General Catalog), as this is considered the campus’ document of record for degree requirements.
- When CEP requests/recommends changes to be made to a program statement, the department/program/college **is required to submit an additional cover letter upon re-submission, stating what has been changed.** This will greatly help the efficiency of a second review.

¹ [Graduate Council’s July 26th instructions](#) can be found here on the [Academic Senate’s webpage](#).

The CEP [Policy on the UCSC General Catalog Undergraduate Program Information](#) should also be referenced. Please note that **program statements that are not received by the Senate by November 15 will not be reviewed**, and the program statement in the current [2023-24 General Catalog](#) will stand.²

The campus deadlines that the Senate establishes, in consultation with the Office of the Registrar, are to ensure that there is greater transparency of information for our undergraduate continuing and new students. In order for the General Catalog to be published in June 2024, CEP needs to have completed its review by May 15. As always, we greatly appreciate the collective and collaborative work that goes into the annual program statement review process.

Sincerely,



David Lee Cuthbert, Chair
Committee on Educational Policy

cc: Andrew Fisher, Chair, Graduate Council
Amanda Rysling, Chair, Committee on Courses of Instruction
Matthew Mednick, Director, Academic Senate
Kalin McGraw, Associate Registrar

² Extension requests should be emailed to the CEP Chair (cuthbert@ucsc.edu), CEP analyst (rhurdis@ucsc.edu) and curric@ucsc.edu