

July 26, 2023

Divisional Deans  
Department Chairs  
Program Directors  
College Provosts  
Department Managers  
Academic Advisors  
Divisional Curriculum Analysts

**RE: Graduate Council Reminders for Updating of Program Statements for the 2024-25 Catalog**

Dear Colleagues,

As you and your colleagues prepare to update Graduate Program Statements for the 2024-25 General Catalog, Graduate Council asks that you follow these Senate policies and guidelines:

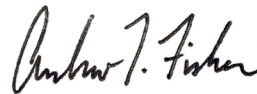
- Program Statement revisions *must* be accompanied by a cover letter that lists all of the changes and explains the reasoning behind them. GC reviewers rely on this letter, and its omission will certainly delay review, and could result in all Program Statements being returned to the Department/Program without review.
- For Graduate Programs, the cover letter describing changes should be uploaded to the Graduate "Department Information and Documentation" form.
- If one or more Graduate Program Statement pages is unchanged, please note this in the cover letter.
- Please verify that all URL links are active and correct on all Graduate Program Statement pages before submitting for review.
- No proposed Program Statement changes, or any other changes, can be made to Graduate Department/Program websites unless these have been approved by Graduate Council.

**IMPORTANT:**

- All Graduate Programs must ensure that Master's degree requirements align with the policy language in the UCSC Senate Manual, Appendix D. If changes are needed to align requirements with Appendix D, please submit proposed changes for GC review. **NB:** Thesis Plan I Masters requires a research thesis, and a Capstone Plan II Masters has a capstone requirement, which can be a comprehensive exam, an individual project, or a group project. These requirements can be found in the UCSC Senate Manual, Appendix D or linked [here](#).

Thank you for your attention to these policies and guidelines in preparing revisions to Graduate Program Statements.

Best wishes,



Andrew T. Fisher, Chair  
Graduate Council