

July 26, 2023

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

RE: Program Statement Review Process for 2024-2025 General Catalog

Dear Departments, Programs, and Colleges,

The Program Statement editing process for the *2024-25 General Catalog* will be opening this afternoon. Please see deadlines and access details below, including attached [instructions from Graduate Council \(GC\)](#). Recommendations from CEP will be forthcoming soon.

There are multiple required forms for each department or college, depending on the degrees and programs offered. All forms for *current plans* will be released to department managers and chairs in the “My Items” tab of the CAT system dashboard beginning this afternoon, through tomorrow evening.

The initial statement drafts for any *new plans* (those approved beginning Fall 2024) will be initially built and generated by our team – we will be sending followup communication to those divisions/departments later today. **Please do not initiate any new forms.**

DEADLINES:

- **November 5:** Program Statement forms, and any course submissions critical to the program statement revisions, due to the divisions for review
- **November 15:** Program Statements, and any course submissions critical to the program statement revisions, due to the Senate for review.

REQUIRED FORMS:

Departments will be submitting at least three forms. Review and submission of each is required for all programs, *even if there are no changes*. If there are no changes to a given form, please select the checkbox at the top marked “no changes”, and submit.

1. Department Information and Documentation

Attach cover letters detailing changes to the relevant program statements and primary pages. Please submit separate cover letters for undergraduate and graduate programs for CEP and/or GC review. *This step is required, even if there are no changes.*

2. Revise Department/Program Primary

“Primary” pages contain public-facing, often short introductory information for the department/division/program as a whole, with links to degree programs. Review and edit if necessary.

3. Revise Program Statement (for each undergraduate and/or graduate plan)

Program Statements include the information, policies, course requirements, and planning information for the specific undergraduate or graduate pathways(s) sponsored by the department or program. This is the most substantial section for both review and requested changes.

We strongly recommend that you include academic advising staff in the conversation and planning. Likewise, if you are making updates to a combined major, or a program with many cross-listed courses, close conversation within the related programs is important.

If you have questions about the CAT system, how to make edits, or need to add a user, please email curriculum support at cmphelp@ucsc.edu. If you have questions about overall requirements or courses, please email curric@ucsc.edu.

Thank you as always for your detailed and careful work to support our students. Please let us know if you have questions.

Best,
Kalin McGraw
Associate Registrar