

REVISED MEMO (revision highlighted below)

COLLEGE PROVOSTS
DEPARTMENT CHAIRS
PROGRAM DIRECTORS

SUBJECT: Deadline for Submission of Proposals/Requests to the Committee on Educational Policy

Owing to the substantive nature of the policy issues and program proposals examined by the Committee on Educational Policy, and to the dramatic increase in the number of items submitted for consideration, the Committee is establishing deadlines for the submission of proposals and requests. These deadlines are necessary to allow the Committee sufficient time to appropriately consider all matters placed before it.

- Proposals and/or requests requiring CEP review must be received in the Academic Senate a minimum of three (3) weeks prior to the meeting date [see deadline/meeting chart below].
- The **full** proposal, including all supporting documentation and edited catalog copy [downloaded from the Academic Senate webpage, <http://www-senate.ucsd.edu/CatalogCopy/CatalogCopy.aspx>,] must be submitted electronically to the Academic Senate (mwoolridge@ucsd.edu) by the deadline. **The proposal and supporting documentation must be submitted in a single PDF file. The edited catalog copy, downloaded from the Academic Senate webpage, must be submitted as a Word document.**
- If a department/program asks to include additional information or wishes to make changes to the proposal after the deadline, the proposal/request will be deferred to a subsequent CEP meeting.
- Departments and Programs are encouraged to make sure their proposals are comprehensively prepared so that only one submission is necessary per year.

We appreciate your cooperation and thank you for your understanding.



Stefan Llewellyn Smith, Chair
Committee on Educational Policy

Deadlines for Submission of Proposals/Requests to 2009-2010 Committee on Educational Policy

<i>Proposal Deadline</i>	<i>CEP Meeting</i>
Fall Quarter, 2009	
Friday, September 11	Friday, October 2
Friday, October 23	Friday, November 13
Friday, November 19	Friday, December 11
Winter Quarter, 2010	
Friday, December 18	Friday, January 8
Friday, January 15	Friday, February 5
Friday, February 12	Friday, March 5
Spring Quarter, 2010	
Friday, March 12	Friday, April 2
Friday, April 23	Friday, May 14
Friday, May 21	Friday, June 11

cc: AVCUE Sawrey
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