

2014-2015 UC San Diego General Catalog Fall Update

The Academic Senate office recently convened a workgroup to consider changes to the catalog publishing schedule. The workgroup met several times to discuss the benefits and challenges of publishing more frequently than once per year. After soliciting comments from departments and school across the campus, it was determined that three updates to the catalog per year would be the best option. In addition to the yearly catalog update published in June, there will be updates to the catalog published the fifth week of fall quarter and the fifth week of winter quarter. These mid-year updates are meant to be an opportunity for departments to update their catalog sections rather than an obligation. Departments may opt to limit their updates to the yearly catalog published in June.

In order to process updates for this fall, departments should submit their revised catalog copy to the Academic Senate Office by the end of August. Please keep in mind that the Graduate Council (GC) and the Undergraduate Council (UGC) do not meet during the summer months so any changes to curriculum or courses must have already been approved in order to be included in the fall update.

Follow the directions below to access the Word version of your catalog copy. Only files downloaded from the Academic Senate website with tracked changes will be accepted.

Please follow these steps:

1. Go to the catalog copy page on the Academic Senate website: <http://senate.ucsd.edu/CatalogCopy>
2. Click on the "Curriculum, Courses, Faculty Lists" tab
3. Select your department and section from the dropdown list.
4. Click on the file name ending in ".doc". You will be prompted to either open or save the document. Save the document to your computer.
5. Review the document and make changes directly to the Word file, which is set to automatically track your changes.
6. After all edits have been made, save the file and include it with your curricular proposal.

Only curriculum changes approved by the Undergraduate Council (UGC) or Graduate Council (GC) and course changes approved via eCourse may be included in the catalog update. Changes to faculty lists do require committee review.

If you have any questions, please contact Danny Kopp at the Academic Senate Office, Ext. 49041 or dkopp@ucsd.edu.

Thank you,
Ray Rodriguez, Director
Academic Senate Office