

### **How to submit add/edit course to CEPC**

See <http://artsandsciences.virginia.edu/cepc/proposals/guidelines.html>

Download the CCI form and complete it. The form and other required documentation is sent to the College Registrar Ms. Judy Updike (jgu2k@virginia.edu).

A new course requires: a syllabus that contains a description, course requirements, and a weekly schedule of assigned work and activities.

August 25, 2014