

**The University of Chicago  
Division of the Biological Sciences  
Pritzker School of Medicine  
Office of Academic Affairs**

TO: Academic Affairs Administrators  
FROM: Paul V. Anderson, Director  
RE: COAP and COROAP paper materials  
DATE: 3 December 2010

Effective immediately, the Office of Academic Affairs will no longer require two copies of paper materials for COAP and COROAP submissions; one paper copy only of each component of the case will suffice.

(We are always grateful when materials are supplied without staples; it is always preferable for us to receive the separate components of a case joined together with paperclips, binder clips, or rubber bands, as warranted by the size of the various components.)