

2024-26 Undergraduate Catalog Revision Instructions

Each department/program is responsible for entering their catalog and course revisions directly in CourseLeaf from Nov. 1, 2022 – May 1, 2023. Registrar staff will train and assist department representatives in entering revisions.

CourseLeaf instructions and the catalog revision timeline are available at

<https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>.

Revisions in academic programs and courses in the 2024-26 Undergraduate Catalog should anticipate program and course needs over the academic years from fall 2024 through summer 2026. Please be aware that even though the catalog is no longer printed, it is still considered a static document. Once published, no changes to degree requirements or course descriptions may be made until the next catalog revision cycle.

Revising Degree Programs and Requirements

1. All revisions to degree programs must be made in CourseLeaf using the Program Management portal: <https://next.catalog.utsa.edu/programadmin/> (log in required)

[Instructions for Catalog Updates and Program Management Procedures](#)

When revising degree requirements:

- Check that **semester credit hours** are correct in degree requirements and equal the minimum number of SCH required for the degree, and that the minimum number of SCH required for the degree do not exceed 120 unless prior approval has been obtained or a request for a change in SCH is being submitted (see below).
 - Take into account any course changes in other colleges or in the University Core that might affect those requirements.
2. New degree programs, including minors, concentrations, tracks and certificate programs, or significant changes to existing programs such as degree name changes, should be made using the appropriate CourseLeaf form and change type.

[Information about proposing new programs, certificates or minors](#)

[Information about making changes to existing academic programs, including new concentrations or tracks, semester credit hour changes or degree program name changes](#)

3. Academic administrators should indicate that cooperative planning has occurred when changes touch upon courses, programs, and/or degree work that are related to more than one College or Department, this should be supported by a memo or an email between the departments.

Course Inventory Updates

Course changes, additions and deletions are made using the CourseLeaf Course Inventory Management Portal: <https://next.catalog.utsa.edu/courseadmin/> (log in required)

Instructions for Course Inventory Updates

1. **Please delete from the catalog courses that are no longer being taught**, especially organized courses such as lectures, seminars or labs that have not been taught for four or more years (this is a Coordinating Board guideline).

A list of courses that have not been taught for four or more years will be sent to each college in February 2023. **Please review this list of courses carefully, as these courses will be removed from the catalog and inventory unless justification to keep courses is provided by the college.** Courses removed from the 2024-26 catalog may be reinstated during the regular catalog update process for the 2026-28 catalog.

2. The U.T. System Office of General Counsel requires that descriptions of degree programs and courses avoid making promises that may prompt litigation.

Wrong: To provide students with knowledge gained through experiential activities in professional life...

Right: To provide students the opportunity to acquire knowledge gained through experiential activities in professional life...

3. **Adding courses to the University Core Curriculum** or revising existing core courses requires review by the University Core Curriculum Committee and may be submitted with the catalog revisions using the Core Curriculum Course Proposal Form:
<https://next.catalog.utsa.edu/curriculumadmin/> (log in required)

Final Campus-wide review

A final review will be available for departments prior to submission of the catalog to the University Curriculum Committee: this will be **June 1 – August 30, 2023**. This review is for departments to verify all submitted changes have been included in the catalog, any approvals of programs, minors, concentrations, tracks or certificates, or non-substantive changes. Any additional changes to the

catalog will be conducted by editing a pdf provided by the Registrar Office. These changes will be submitted to the Vice Provost for review through the Assoc. Dean. All approved changes will be made by Office of the Registrar. Any new programs/minors/certificates must have Faculty Senate Approval by August 30, 2023.

Review by University Curriculum Committee of the Faculty Senate

After the University Curriculum Committee of the Faculty Senate has reviewed the revised version, the Committee will work directly with responsible parties to complete program and/or course revisions for recommendation to the Faculty Senate. Once approved by the Faculty Senate and any recommendations made by the UTSA Office of Legal Affairs, the catalog will then be submitted to the Provost.

Publication

The *2024-26 Undergraduate Catalog* will be published online on April 1, 2024.

For help or questions, contact CatalogEditor@utsa.edu.