

2024-26 Undergraduate Catalog Revision Schedule

Date	Event	Description
September 2022	Initiation of 2024-26 Undergraduate Catalog revision process	Notification to Colleges and Departments that the 2024-26 catalog revision process will begin in Nov.
Nov. 1, 2022	Depts. may start entering changes into CourseLeaf. NOTE: Core Curriculum Course Proposals should be submitted using CourseLeaf	NOTE: Depts. are now able to enter both program and course changes in CourseLeaf CIM. Program Management: https://next.catalog.utsa.edu/programadmin/ Course Management: https://next.catalog.utsa.edu/courseadmin/ Core Curriculum Course Proposals: https://next.catalog.utsa.edu/curriculumadmin/
May 1, 2023	All Program and Course changes (including Core Curriculum Course proposals) due in CourseLeaf CIM	All revisions have been entered into CourseLeaf and have received approval in the workflow process.
May 1 - 31, 2023	Sr. Vice Provost & Dean of University College reviews proposed changes	SVP begins review and approves or returns revisions.
June 1 - August 30, 2023	Final campus-wide review	Final campus-wide review of 2024-26 catalog. Additional changes to the catalog will be conducted by editing a pdf provided by the Registrar Office. These changes will be submitted to the Sr. Vice Provost for review through the Assoc. Dean. All approved changes will be made by Office of the Registrar.
September 15, 2023	Catalog submitted to University Curriculum Committee (UCC)	Submit proposed revisions to Faculty Senate 2024-26. Recommended changes sent to Vice Provost and Registrar. New degrees, minors, tracks, concentrations, etc. proposals must be approved by Senate Sept. meeting.
September 15, 2023	Catalog submitted to UTSA Office of Legal Affairs	Submit proposed catalog, executive summary, and catalog checklist to Office of Legal Affairs.
December 1, 2023	Approval from Senate due	Office of the Registrar enters UCC changes into CourseLeaf.
December 1, 2023	Request for faculty listing updates	Office of the Registrar enters faculty changes into CourseLeaf.
December 20, 2023	UCC and Legal Affairs comments due	University Curriculum Committee and Legal Affairs provides changes/comments to Vice Provost and Office of the Registrar. Registrar incorporates recommended changes into catalog.
January 5 - 31, 2024	Department verification	Departments verify and sign off on the catalog (submit sign-off forms to SVP).
March 1, 2024	Publish 2024-26 online catalog	RO publishes catalog to Web. The catalog pdf takes 3-4 weeks after catalog is published online.
April 1, 2024	Office of the Registrar submits course inventory to Office of Institutional Research	OIR submits 2024 course inventory to the THECB. Registrar and OIR address any course inventory errors returned by the THECB. Any corrections to courses made in Banner are uploaded to CourseLeaf.

If a deadline falls on a weekend it is extended to the following Monday.