Instructions for Revision of the 2025-2027 Graduate Catalog

Overview of the Revision Process within CourseLeaf

- Revisions in academic programs and courses in the 2025-2027 Graduate Catalog should anticipate program and course needs over the two-year period from Fall 2025 through Summer 2027.

- Proposed catalog revisions will be processed using the CourseLeaf (CL) online next catalog (CAT) and program inventory (CIM Programs) systems. Each academic unit will be responsible for entering their changes into CL prior to the April 1, 2024 deadline.

    o Department/School and College Overview Pages (CAT): https://next.catalog.utsa.edu/graduate/.

    o Program Content (CIM Programs): https://next.catalog.utsa.edu/programadmin/.

- CourseLeaf login instructions, help guides, and the revision schedule are available at https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html.

- The Office of the Regisrar will provide individual or department/school-wide CourseLeaf training upon request (CatalogEditor@utsa.edu).

- All new courses, deleted courses, or changes to course titles, numbers, contact hours, schedule type, repeatability, prerequisites, or description will be updated on the Course Inventory Management (CIM) web form https://next.catalog.utsa.edu/courseadmin/. Course Inventory changes are due by April 1, 2024.

- Approving program and course changes will be on the CourseLeaf Approve Pages site: https://next.catalog.utsa.edu/courseleaf/approve/.*

*Make sure "Your Role" reflects the relevant role assigned to the program or course.

NEW PROGRAMS

1. Please visit the Continuous Improvement & Accreditation webpage for information on proposing new programs: https://provost.utsa.edu/cia/academic-programs-and-agreements/propose-new-academic-programs.html.

2. New programs will not show in the next catalog (CAT) until they have received all applicable approvals and are migrated from CIM Programs by the Office of the Registrar.

REVISIONS TO EXISTING DEGREE PROGRAMS

Revisions to existing degree programs, including adding a concentration, general catalog updates (default change type), closing a program, credit hour/CIP code change, method of delivery change, name change for degree program or concentration, off-campus instructional site change, or other change types will be submitted through the CIM Programs webpage.

- Instructions: https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html.

- Program Change form (CIM Programs): https://next.catalog.utsa.edu/programadmin/.

1. If making multiple types of changes to a single program, please note that only one change type can be submitted for approval at a time. Meaning one proposal needs to be approved before the second proposal can be submitted for approval. Both change proposals must be approved by the April 1st, 2024, deadline

2. Revisions to the program content for existing degree programs will not show in the next catalog (CAT) until the corresponding catalog page has been edited by selecting the "Edit Degrees" hyperlink and then clicking "save" on the pop-up window.

REVISIONS TO COURSES

Revisions to the course inventory, whether proposing new courses, inactivating courses, re-activating inactive courses, or editing existing courses, will be submitted through the CIM webpage.

- Instructions: https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html.

- Course Change site (CIM): https://next.catalog.utsa.edu/courseadmin/.

1. New/reactivated courses and course revisions will not be reflected in the next catalog (CAT) until after the Office of the Registrar has completed a manual update. Please refer to the CIM site to review course revisions.

2. The University of Texas System Office of General Counsel has advised that descriptions of the degree programs and course descriptions in the catalog should avoid making promises that may prompt litigation. Examples follow:

    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. Please inactivate 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.

    The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. -- *The Texas Higher Education Coordinating Board Reporting and Procedures Manual for Texas Public Universities*.

    A list of courses that have not been taught in four or more years will be sent to each college at the start of the revision process. 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.