2025-2027 GRADUATE CATALOG REVISION SCHEDULE

2023	
Week of October 9, 2023	• Notification email sent to Graduate Associate Deans/Department Chairs that CourseLeaf is open to begin entering catalog revisions and course inventory updates. • Training on CourseLeaf software will be available.
October 2023 – April 2024	• Departments/Colleges should be entering revisions for the 2025-2027 Graduate Catalog. • Departments/Colleges are encouraged to enter new programs, certificates, and concentrations as early as possible to expedite the progress of workflow. • Internal College Curriculum Committees review, finalize, and approve revisions in CourseLeaf. • New programs, certificates and concentrations, and program name or SCH changes should be entered into CourseLeaf as early as possible, to allow for the required additional approvals.
2024	
April 1 **DEADLINE DAY**	• All Course Inventory and Program updates, including new programs, must be entered into the CourseLeaf CIM approval workflow. • **All changes must be entered into CourseLeaf CIM and workflow initiated by this date.**
May 6	• Course Inventory and Program updates entered into CourseLeaf CIM *must have progressed through all college-level approvals in workflow*. • All other catalog revisions (in CAT) must also be complete and approved through workflow. • **No further updates/changes will be allowed after this date.**
May – September	• Registrar's office reviews catalog changes over the summer.
September 9–20	• Final College Departmental review (galley review). Review for errors; no major revisions.
Late September	• Proposed catalog submitted to Graduate Council's Committee on Program and Course Review.
October	• Graduate Council reviews the 2025-27 Graduate Catalog.
December 2024 – February 2025	• Faculty Senate approves the 2025-27 Graduate Catalog

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2025	
January 10	• Catalog is sent to UTSA Office of Legal Affairs for review.
February 3	• Colleges/Departments submit faculty listing updates to the Graduate School.
February 10	• Corrections/revisions from Legal Affairs due.
Week of March 10	• 2025-27 Graduate Catalog goes live on CourseLeaf website.