INSTRUCTIONS FOR REVISION OF THE
2014-2015 UNDERGRADUATE CATALOG

NEW: Starting with the 2014-2015 catalog, the UTSA Undergraduate Catalog will be published on an annual basis. To begin the 2014-15 catalog revision process, departments will receive their catalog text in Word documents, as in previous revision cycles. In spring 2013, the catalog revision process will transition to an online catalog management system (CMS) administered by the Office of the Registrar.

Revisions in academic programs and courses in the 2014–15 Undergraduate Catalog should anticipate program and course needs over the academic year from September 2014 through August 2015.

Each academic unit will be provided an electronic copy of their portion of the current catalog in Microsoft Word. Procedures are as follows:

1. Changes may be made directly in the Microsoft Word document.

2. The revised document must be returned electronically as a Microsoft Word document. A Summary of Changes should accompany the revised document.

To assist departments during the revision process, document-compare versions of catalog text can be generated by Academic Publications at any time. Send a copy of the proposed catalog text in Microsoft Word to Johanna Hunziker (johanna.hunziker@utsa.edu) or Flor Hernandez (flor.hernandez2@utsa.edu). The document-compare version will be prepared and returned by email.

New University Core Curriculum Requirements

The Core Curriculum has been revised to meet statewide requirements that go into effect Fall 2014. Please be aware that some of the core component area requirements have changed and will need to be updated in your catalog text. A file with the new core requirements will be sent with your catalog text.

Revising Degree Programs and Requirements

1. Course and/or program changes must be executed within the prescribed processes as outlined in the UTSA Curriculum Guide: http://utsa.edu/success/CurriculumGuide.pdf.

2. 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.
   - take into account any course changes in other colleges that might affect those requirements. Academic Publications will provide an electronic document-compare version of each college’s revised text to the other colleges for review.

3. New degree programs, including minors, concentrations, and certificate programs, should not be included in the catalog revision material unless they have proceeded through the entire approval process: college curriculum committee, college Dean, Vice Provost and Dean of University College, Faculty Senate, Provost, President, UT System (if required), and the Coordinating Board (if required).
4. 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.

Revising/Adding/Deleting Courses

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.

   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 untaught courses will be sent to each college along with their catalog text. Please review this list for courses that should be removed from the catalog. If you choose to keep courses on this list they should be taught before Fall 2015. Courses removed from the 2014-15 catalog may be reinstated during the regular catalog update process for 2015-16 catalog and may be taught beginning Fall 2015.

2. New and revised courses should be arranged by discipline and course number; and each course description section should include:

   Ü discipline title with the discipline abbreviation
   Ü course number*
   Ü title of the course
   Ü Texas Common Course Number (if applicable)
   Ü (see page 4 of PDF at: http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/aegm.htm)
   Ü contact hours of scheduled lecture and/or lab per week**
   Ü semester credit hours
   Ü prerequisites (if any)
   Ü course description

For example: Accounting (ACC)

2033 Principles of Accounting II [TCCN: ACCT 2302.]
(3-0) 3 hours credit. Prerequisite: ACC 2013.
An introduction to the determination, development, and uses of internal accounting information needed by business management to satisfy customers while controlling and containing costs. The course is designed for all business students, whether future users or preparers of accounting information.

*For new courses, verify that the course number has not been used in the past (see policy on reuse of course numbers: http://www.utsa.edu/registrar/crse/CourseNumberReusePolicy.pdf). Academic Publications can provide available numbers.

**Contact hours (3-0) should be in parentheses. This indicates the number of hours organized courses are scheduled to meet per week. Individual instruction courses (i.e., Independent Study, Internship, Honors Thesis) do not have contact hours. In general, 1 semester credit hour is awarded per 16 contact hours of
lecture instruction per semester and 1 semester credit hour is awarded per 32 to 48 contact hours of laboratory instruction per semester.

3. There should be no identical course titles or descriptions for undergraduate and graduate courses.

4. The U.T. System Office of General Counsel requires that descriptions of degree programs and course descriptions in the catalog 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...

5. Adding courses to the University Core Curriculum or revising existing core courses requires review by the University Core Curriculum Committee prior to being submitted with the catalog revisions. Questions concerning core courses should be directed to the Associate Vice Provost for the Core Curriculum & QEP: http://www.utsa.edu/coreqep/.

6. Course inventory forms for the 2014-15 course inventory will be requested later in the process. Do not send course inventory forms with the catalog copy.

**Summary of Changes**

When the revised version is submitted by the college Dean, a summary should be included to help expedite review by the Vice Provost and Dean of University College and the University Curriculum Committee of the Faculty Senate. The summary should include:

- any changes in the description, purpose or nature of a degree program
- major changes in degree requirements, including what was required and what is proposed
- course description changes, new courses, and deleted courses.

**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, final revisions are made and the catalog will then be submitted to the Provost and The University of Texas System.

**Final Campus-wide review**

A final review will be available for departments prior to submission of the catalog to U.T. System (spring of 2014). This review is for departments to verify all submitted changes have been included but is not for making additional changes – this includes changes to degree program requirements or adding courses.

**Publication**

The 2014-2015 Undergraduate Catalog will be published online in May 2014 – the catalog will not be printed. A limited number of catalogs may be printed in-house for advisors and departments that require paper copies to advise students.