

2011-2013 GRADUATE CATALOG REVISION INSTRUCTIONS

1. Revisions in academic programs and courses in the 2011-2013 Graduate Catalog should anticipate program and course needs over the two-year period from September 2011 through August 2013.
2. Proposed catalog revisions will be processed using electronic changes only. Each academic unit will be provided an electronic copy of their portion of the current catalog in Microsoft Word no later than Tuesday, September 22, 2009. Procedures are as follows:
 - Changes are to be done directly in the Word document without using the “track changes” feature. **Do not track changes** as this will cause problems with the publishing software used in Academic Publications.
 - All changes to the document must be submitted electronically in the Microsoft Word format as a “clean copy,” meaning do not use strike-through or underlines.
 - To assist departments during the revision and approval process, document-compare versions of catalog text can be generated by Academic Publications at any time. An electronic copy of the proposed catalog text in Microsoft Word should be sent to Johanna Hunziker (johanna.hunziker@utsa.edu) or Bryan Dempsey (bryan.dempsey@utsa.edu), Academic Publications. The document-compare version will be prepared and returned, by email, within 24 hours.
3. **New degree programs** should **not** be included in the catalog revision material unless they have proceeded through the entire approval process: Graduate Council, Faculty Senate, UT System, and Coordinating Board.
4. **Nonsubstantive changes** that require approval by the UT System and Coordinating Board should be included in the revised copy along with **the supporting document, Nonsubstantive Program Request**, for each change.
5. Revisions to existing degree programs and courses as well as support courses should be submitted to the Committee on Graduate Programs and Courses. Substantive changes in degree programs should be accompanied by:
 - a statement of objectives,
 - a listing of degree requirements, including support work, and
 - a listing of revised and new courses with a statement indicating the way each new course or block of courses contributes to the degree program.
6. In the course description section, new courses and revised courses should be arranged by discipline and course number; and each course description section should include:
 - discipline title with the discipline abbreviation just below it
 - course number
 - title of the course
 - contact hours of scheduled lecture and /or lab per week*
 - semester credit hours
 - prerequisites (if any)**
 - course description

*Contact hours (3-0) should have parentheses. This indicates organized courses are scheduled to meet for a set number of classes per week, usually in a classroom or lab. Individual courses or non-organized courses (independent studies, internships, practica, and thesis/dissertations) will show only semester credit hours, no parentheses.

See the following examples below:

5413 History of Ideas in the Hispanic World

(3-0) 3 hours credit.

Selected Spanish, Latin American and/or U.S. Latina/o issues representative of major currents of thought affecting the evolution of Hispanic cultural history. May be repeated for credit when topics vary.

6951-3 Independent Study

1 to 3 hours credit. Prerequisites: Graduate standing and permission in writing (form available) of the instructor and the student's Graduate Advisor of Record.

Independent reading, research, discussion, and/or writing under the direction of a faculty member. For students needing specialized work not normally or not often available as part of the regular course offerings. May be repeated for credit, but no more than 6 hours, regardless of discipline, will apply to the Master's degree.

7. 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 which 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...

Before submitting the revised version to the Committee on Graduate Programs and Courses, each Dean should prepare a copy of his college's section for each of the other Deans. Deans receiving catalog material from other colleges are asked to make copies for their Department Chairs.

When the revised version is submitted to the Committee, each Dean and/or Department Chair should prepare the following summary to expedite review by the Committee, the Council, and subsequently, the Graduate School.

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

After the Committee has reviewed the revised version submitted by the Deans, the Committee will work directly with Department Chairs to complete program and/or course revisions for recommendation to the Graduate Council. The Graduate Council and Faculty Senate act upon the Committee's recommendations, and the approved catalog will be submitted to Academic Publications for review. **After this review, each College will be consulted for a final check on substance, accuracy, and consistency of presentation.** The revised copy will be sent to the UT System for approval.

In addition to the policies and procedures outlined above, Deans or Department Chairs should:

- Verify with other Deans or Department Chairs, in whose colleges service courses are offered, the continued existence of such courses. Listing of degree requirements should take into account course changes in other colleges that effect those requirements.
- Indicate that cooperative planning has occurred when changes touch upon course, programs and/or degree work that are related to more than one college or division.
- Make appropriate revision to ensure that there are not identical course titles or descriptions for graduate courses.

**** Course Inventory forms will be requested at a later date.** Do not submit Course Inventory forms until asked to do so, as the form may be under revision. Instructions for preparing the Course Inventory forms will be sent out when the forms are requested.