INSTRUCTIONS FOR REVISION OF THE  
2015-2017 GRADUATE CATALOG

OVERVIEW OF PROCESS AND NEW CATALOG MANAGEMENT SYSTEM

1. Revisions in academic programs and courses in the 2015-2017 Graduate Catalog should anticipate program and course needs over the two-year period from September 2015 through August 2017.

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 Friday, November 8. Procedures are as follows:

   ➢ To assist departments during the revision and approval process, document-compare versions of catalog text will be generated by Academic Publications at any time. An electronic copy of the proposed catalog text in Microsoft Word should be sent to mailto:CatalogEditor@utsa.edu. The document-compare version will be prepared and returned, by email, within 48 hours.

   ➢ Departments will have from November 8, 2013 to March 1, 2014 to revise, review and route through proper internal channels (i.e. Curriculum Committee, etc.) any new catalog text.

   ➢ In March 2014, a new online catalog management system (CourseLeaf) will take effect making the print version of the undergraduate and graduate catalog obsolete.

   ➢ Beginning February 2014, departments will undergo training on CourseLeaf and will enter their changes into this new catalog management system. The efficiency of this new system will allow us to combine various steps previously handled via email or the web.

   ➢ No further changes or updates will be allowed after April 15, 2014.

3. Please note this year we will be using a part of the old model (compare copies) and the new system (CourseLeaf) to begin the process of revising the 2015-2017 graduate catalog. However, we intend to use CourseLeaf exclusively for the process of revising the 2017-2019 version. Thus, we will be eliminating the document-compare steps in the near future.

NEW PROGRAMS

4. 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, University Assembly, UT System, and Coordinating Board.

5. The Coordinating Board now requires institutions proposing a new certificate, bachelor’s, and master’s degree program to notify all public institutions within 50 miles of the intent to offer the program. The notification must occur 30 days before submitting the proposal to the Coordinating Board. If an objection occurs, the institution must resolve it before the Coordinating Board considers the proposal. Prior to this new notification policy, the Coordinating Board would post a proposed degree program on its website for 30 days as a way of notifying institutions that may have wished to comment.
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6. The Texas Higher Education Coordinating Board (THECB) terms “nonsubstantive” and “substantive” changes have been retired from practice. These terms are no longer in use to describe academic program or administrative change requests.

7. Concentrations, tracks, emphases, or specializations being added to an existing degree may not exceed 12 hours.

REVISIONS TO EXISTING DEGREE PROGRAMS

8. 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:
   1) a statement of objectives,
   2) a listing of degree requirements, including support work, and
   3) 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.

9. 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

*Only 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, practicum’s, 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.
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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.

10. 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 (see attached format).

➢ 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.

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.
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✓ 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

Course Inventory forms will be requested in February 2014. Do not submit Course Inventory forms until asked to do so, as the form may be under review. Instructions for preparing the Course Inventory forms will be sent out when the forms are requested.

A list of all untaught active courses in the Texas Higher Education Coordinating Board inventory will be sent to academic departments for review and consideration for deletion from the 2015-17 catalog and course inventory.

Prior to catalog publication, the Academic Publications will review an updated list of untaught courses and identify courses that should be removed from the 2015-17 catalog. Courses removed from the catalog will remain in the course inventory for one year. If not taught during that year, they will be deleted from the inventory.

If departments wish to keep untaught courses in the catalog and/or course inventory, they should provide a justification and indicate when the course is schedule to be taught. Courses deleted from the catalog and inventory may be reinstated during the next annual course inventory update.