



Instructions for Revision of the 2019-2021 Graduate Catalog

Overview of the Revision Process within the Catalog Management System (CourseLeaf)

- Revisions in academic programs and courses in the 2019-21 Graduate Catalog should anticipate program and course needs over the two-year period from Fall 2019 through Summer 2021.
- Proposed catalog revisions will be processed using the CourseLeaf (CL) online catalog management system. Each academic unit will be responsible for entering their changes into CL (<https://next.catalog.utsa.edu/>) prior to the **April 27, 2018**, deadline.
- CourseLeaf login instructions and the revision schedule are available at <http://www.utsa.edu/registrar/catalogsfac.html>.
- Academic Publications will provide individual or department-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 require a Course Inventory Update Form: http://www.utsa.edu/registrar/course_inventory.html. **Course Inventory Update Forms and course description changes are due March 2, 2018**, in order to be uploaded to CourseLeaf by the April 27th deadline.

NEW PROGRAMS

1. 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.
2. 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.
3. 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.

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

REVISIONS TO EXISTING DEGREE PROGRAMS

Revisions to existing degree programs and courses as well as support courses should be submitted to the Department Curriculum Committee, Department Chair, College Curriculum Committee, and Associate Dean for review. . 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.

REVISIONS TO COURSES

1. Each course description should include:

- ✓ discipline abbreviation
- ✓ course number
- ✓ title of the course
- ✓ contact hours of scheduled lecture and /or lab per week*
- ✓ semester credit hours
- ✓ prerequisites (if any)
- ✓ course description

*This indicates organized courses that are scheduled to meet for a set number of lecture and/or lab hours per week, usually in a classroom or lab. For example, (3-1) indicates three lecture hours per week and one lab hour per week. Individual courses or non-organized courses (independent study, internship, practicum, and thesis/dissertation) will show (0-0) contact hours.

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 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...

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3. **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 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.** Courses removed from the 2019-21 catalog may be reinstated during the next regular catalog update process.

APPROVALS REQUIRED FOR REVISIONS

When the revised version is submitted to the Committee on Graduate Program and Courses, each Department will need to submit a Summary of Change form to expedite review by the Committee, the Council, and subsequently, the Graduate School. Once the Summary of Changes form has received all the required approvals, then the changes can be entered into CourseLeaf. The summary should include the following:

- 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.
- 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.