2022-24 Undergraduate Catalog Revision Instructions

Each department/program is responsible for entering their revisions directly in CourseLeaf from Nov. 17, 2020 – May 1, 2021. Registrar staff will train and assist department representatives in entering revisions.

CourseLeaf (http://next.catalog.utsa.edu) login instructions and the catalog revision timeline are available at
http://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html.

Revisions in academic programs and courses in the 2022-24 Undergraduate Catalog should anticipate program and course needs over the academic years from fall 2022 through summer 2024. Please be aware that even though the catalog is no longer printed, it is still considered a static document. Once published, no changes may be made until the next catalog revision cycle.

Revising Degree Programs and Requirements

1. 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 or in the University Core that might affect those requirements.

2. **New degree programs, including minors, concentrations, tracks and certificate programs, or significant changes to existing programs such as title changes,** should not be included in the revisions unless they have proceeded through the entire approval process: college curriculum committee, college Dean, Sr. Vice Provost, Faculty Senate, Provost, President, UT System (if required), and the Coordinating Board (if required).
   https://provost.utsa.edu/cia/accreditation/proposals.html

3. 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, this should be supported by a memo or an email between the departments.

Revising/Adding/Deleting Courses

Course changes, additions and deletions are made using the Undergraduate Course Inventory Update Form (http://www.utsa.edu/enrollment/facultystaff/registrar/CourseInventory.html).

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 (this is a Coordinating Board guideline).

   A list of courses that have not been taught for four or more years will be sent to each college in February 2021. **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 2022-24 catalog may be reinstated during the regular catalog update process for the 2024-26 catalog.

2. The U.T. System Office of General Counsel requires that descriptions of degree programs and courses 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...

3. **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 https://provost.utsa.edu/corecurriculum/index.html.

Course Inventory Update Instructions

Course Subject – Enter subject prefix, i.e., ACC for Accounting. If you are proposing a new course subject, you must contact CatalogEditor@utsa.edu to verify the subject is available for use.

Course Number – Enter number assigned to the course, i.e., 1013

Level	Department Coding	Semester Credit Hours
1	01	3

- The department determines the course number for new courses; however, course numbers that were previously used should not be reused when creating new courses. For a list of

available numbers, contact the Office of the Registrar at ext. 6560 or email
CatalogEditor@utsa.edu.

- Do not list courses for multiple hour entry (i.e., 4911-3) on the same form. A separate form is submitted for each course (4911, 4912, and 4913).

Complete Title – Enter the complete course title, as it will appear in the catalog.

Grade Mode – The normal grade mode uses standard "A," "B," "C," etc. grades. Credit/No-Credit grade mode uses "CR" and "NC" grades.

- All master's and doctoral courses use a normal grade mode only, excluding Comprehensive Examination.
- Undergraduate courses use a normal or credit/no-credit grade mode at the student's option, with proper approvals and within specific course and major guidelines.
- Developmental education courses use the credit/no-credit grading option only.

May be Repeated – Can this course can be repeated for credit? If yes, the course description must state the course is repeatable for credit (e.g., independent study, internship, special topics, practicum, comprehensive exam, thesis, and dissertation courses).

Level – Select the appropriate Coordinating Board level designation

Level	Level Code
Developmental	1
Freshman (1000)	1
Sophomore (2000)	2
Junior (3000)	3
Senior (4000)	4
Masters (5000 and up)	5
Doctoral (5000 and up)	6

NOTE: The first digit of master's and doctoral level course numbers is not necessarily the same as the Coordinating Board level code.

Credit Hours – Enter the number of semester credit hours for the course. Credit hours must match the last digit of the course number (1013).

Contact Hours – Contact hours are the hours per week classes are scheduled to meet. All courses with instruction type codes of A, B, and E must have contact hours (see below).

- Enter the number of lecture contact hours the course meets each week.
- Enter number of laboratory contact hours the course meets each week.
- If there are no contact hours for the course (i.e., independent study, internship, thesis, dissertation, etc.)– enter "0" for Lecture hours and Lab hours.

Instruction Type – Enter the UTSA code for the primary instruction type as listed in the table below.

- If the course has more lecture hours then lab hours, the instruction type code is A.
- If the course has more lab hours then lecture hours, the instruction type code is B.
- Individual instruction courses do not have a scheduled meeting time or a classroom (no contact hours).

Type of Course	Instruction Type Code	Individual/Organized Instruction Course	Examples
Lecture	A	Organized	Instructor meets with students in a classroom
Lab	B	Organized	Instructor meets with students in a lab
Seminar	E	Organized	Instructor meets with students in a classroom
Practicum	C	Individual	Cooperative education, possibly off campus
Internship	D	Individual	One-on-one meetings
Independent Study	F	Individual	Conference courses, individual supervised research
Private Lesson	G	Individual	Private music lessons
Thesis	I	Individual	Master's level usually
Dissertation	K	Individual	Doctoral level
Music Laboratory	L	Individual	Correct workload reports only certain music courses
Education Supervision	M	Individual	Student teaching, correct workload reports only certain education courses

10-digit CIP Code – Do not guess at this code. This code calculates formula funding. The Code includes: CIP code (first 6 digits), TX Suffix (2 digits), Formula Funding (last 2 digits). The CIP code list is available at http://www.txhighereddata.org/Interactive/CIP/.

Co-requisite Course – Enter the course that requires concurrent enrollment with the course you are adding/revising. The course description must include this information in the prerequisite line.

Equivalent Course(s) – A course that is the same as another course under a different subject code or course under the same subject code but a different number in a previous catalog. These must be identified with a "Same as" or "Formerly" statement in the course description

- "Formerly" courses: the formerly statement must remain in the catalog course description for at least six years.

TCCN (Texas Common Course Number) – Enter the TCCN discipline code and number, if applicable (lower-division courses only). http://board.thecb.state.tx.us/apps/WorkforceEd/acgm/acgm.htm

Course Description – The course description should include the following information:
- All prerequisites, co-requisites, or other enrollment restrictions.
- Indicate if the course can the course be repeated for credit.
- Indicate if the course can is only offered as Credit/No-Credit grading.
- Indicate what semester(s) the course is generally offered: Fall, Spring, Summer

Justification – reason why the course is being added, changed, or removed from the inventory (i.e., replaced with a new course or no longer taught).

Summary of Changes

Each College Associate Dean should be submit an approved summary of changes to the Sr. Vice Provost of Academic Affairs by **May 1, 2021** through Courseleaf and SharePoint for the Course Inventory Update Forms.

Final Campus-wide review

A final review will be available for departments prior to submission of the catalog to the University Curriculum Committee this will be **June 16 – August 30, 2021**. This review is for departments to verify all submitted changes have been included in the catalog, any approvals of programs, minors, concentrations, tracks or certificates, or non-substantive changes. Any additional changes to the catalog will be conducted by editing a pdf provided by the Registrar Office. These changes will be submitted to the Sr. Vice Provost for review through the Assoc. Dean. All approved changes will be made by Office of the Registrar. Any new programs/minors/certificates must have Faculty Senate Approval by August 15, 2021.

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 and any recommendations made by the UTSA Office of Legal Affairs, the catalog will then be submitted to the Provost.

Publication

The *2020-22 Undergraduate Catalog* will be published online in April 1, 2022.

For help or questions, contact CatalogEditor@utsa.edu.