2022-24 Undergraduate Catalog Revision Schedule - Revised

Date	Event	Description
November 2020	Initiation of 2022-24 Undergraduate Catalog revision process	Notification to Colleges and Departments to begin the 2022-24 catalog revision process. Request for CourseLeaf Workflow contacts sent to Colleges and Departments.
Nov. 17, 2020	**Depts. may start entering changes into CourseLeaf** (https://next.catalog.utsa.edu/)	**NOTE: Depts. are able to enter only program changes in Course leaf. All new courses or changes in course numbers, descriptions and prerequisites need to be submitted on the course inventory update form. Course changes are made by the Office of the Registrar. Program changes are made in Course leaf by the academic departments.** The Office of the Registrar will distribute a list of courses not taught in the previous four years (based on Fall 2018 census) and recommend removal from the catalog.
May 1, 2021	**All changes due in CourseLeaf (Programmatic Changes)**	All revisions have been entered into CourseLeaf and have received approval of the Dept. Chair and the College Associate Dean in the workflow process.
May 1, 2021	**All Course Inventory Update Forms due to Vice Provost**	All Course Inventory Update Forms have received Associate Dean approval prior to submission to Vice Provost. *Note, programmatic revisions will be approved through the CourseLeaf workflow process.*
~~May 1 - June 15, 2021~~ **Aug 9 - Aug. 31. 2021**	Vice Provost reviews proposed changes	VP begins review and approves or returns revisions. Office of the Registrar enters course changes into Banner for upload to CourseLeaf.
~~June 16 - August 30~~ **Sept. 1 - Oct. 15**	Final campus-wide review. Clean PDF files sent to Colleges	Final campus-wide review of 2022-24 catalog. Additional changes to the catalog will be conducted by editing a pdf provided by the Registrar Office. These changes will be submitted to the 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.
~~September 15, 2021~~ **Oct. 25, 2021**	Catalog submitted to University Curriculum Committee (UCC)	Submit proposed revisions to Faculty Senate 2022-24. Recommended changes sent to Vice Provost and Registrar. New degrees, minors, tracks, concentrations, etc.proposals must be approved by Senate Sept. meeting.
~~September 15, 2021~~ **Oct. 25, 2021**	Catalog submitted to UTSA Office of Legal Affairs	Submit proposed catalog, executive summary, and catalog checklist to Office of Legal Affairs.
December 1, 2021	Approval from Senate due	Office of the Registrar enters faculty changes into CourseLeaf.
December 1, 2021	Request for faculty listing updates	Office of the Registrar enters faculty changes into CourseLeaf.
December 20, 2021	UCC and Legal Affairs comments due	University Curriculum Committee and Legal Affairs provides changes/comments to Vice Provost and Office of the Registrar. Registrar incorporates recommended changes into catalog.
January 5 - 31, 2022	Department verification	Departments verify and sign off on the catalog (submit sign-off forms to VP).
March 1, 2022	Publish 2022-24 online catalog	RO publishes catalog to Web. The catalog pdf takes 3-4 weeks after catalog is published online.
April 1, 2022	Office of the Registrar submits course inventory to Office of Institutional Research	OIR submits 2022 course inventory to the THECB. Registrar and OIR address any course inventory errors returned by the THECB. Any corrections to courses made in Banner are uploaded to CourseLeaf.

If a deadline falls on a weekend it is extended to the following Monday.