



2023-2025 GRADUATE CATALOG REVISION SCHEDULE

2021	
Week of November 1, 2021	<ul style="list-style-type: none"> Notification email sent to Graduate Associate Deans/Department Chairs to begin catalog revision and course inventory update process. Training on new CourseLeaf software will be available.
December 2021 – May 2022	<ul style="list-style-type: none"> Departments/Colleges begin revision of the 2023-2025 Graduate Catalog. Internal College Curriculum Committees review and finalize revisions. Departments/College begin entering internally approved catalog revisions into CourseLeaf. Colleges/Departments review and approve final catalog files in CourseLeaf (last chance to review and approve the catalog content).
2022	
May 2	<ul style="list-style-type: none"> Course Inventory and Program updates entered in CourseLeaf CIM with all necessary approvals in workflow. All other catalog revisions must also be complete and approved through workflow. No further updates/changes will be allowed after this date.
DEADLINE DAY	
September 5-16	<ul style="list-style-type: none"> Final College Departmental review (galley review). Review for errors; no major revisions.
Late September	<ul style="list-style-type: none"> Proposed catalog submitted to Graduate Council's Committee on Program and Course Review.
October	<ul style="list-style-type: none"> Graduate Council reviews the 2023-25 Graduate Catalog.
December 2022 – February 2023	<ul style="list-style-type: none"> Faculty Senate approves the 2023-25 Graduate Catalog
2023	
January 6	<ul style="list-style-type: none"> Catalog is sent to UTSA Office of Legal Affairs for review.
February 1	<ul style="list-style-type: none"> Colleges/Departments submit faculty listing updates to the Graduate School.
February 15	<ul style="list-style-type: none"> Corrections/revisions from Legal Affairs due.
March 15	<ul style="list-style-type: none"> 2023-25 Graduate Catalog goes live on CourseLeaf website.