2026-2028 UNDERGRADUATE CATALOG REVISION SCHEDULE

2024	
Week of Oct. 7 or 14, 2024	**Notification to Colleges and Departments that CourseLeaf is open to begin entering 2026-28 catalog revisions**. • Departments/Colleges are encouraged to enter new programs, certificates, and concentrations as early as possible to expedite the progress of workflow. • Core Curriculum Course Proposals must be submitted using CourseLeaf • New programs, certificates and concentrations, and program name or SCH changes should be entered into CourseLeaf as early as possible, to allow for the required additional approvals. • Training on CourseLeaf software will be available Program Management: https://next.catalog.utsa.edu/programadmin/ Course Management: https://next.catalog.utsa.edu/courseadmin/ Core Curriculum Course Proposals: https://next.catalog.utsa.edu/curriculumadmin/
2025	
May 1	**All Program and Course changes (including Core Curriculum Course proposals) due in CourseLeaf CIM and CAT** • All Course Inventory and Program updates must be entered into CourseLeaf CIM *must have progressed through all college-level approvals in workflow*. • All other catalog revisions (in CAT) must also be complete and approved through workflow.
May 1 – 31	**Catalog Editor review** • Assoc. Vice Provost for Undergraduate Studies and Registrar's office reviews proposed changes and approves or returns revisions.
June 1 – August 30	**Final campus-wide review of 2026-28 catalog** • Additional changes to the catalog will be conducted by editing a PDF provided by the Registrar's Office. These changes will be submitted to the AVP for Undergraduate Studies for review through the Assoc. Dean. All approved changes will be made by Office of the Registrar
September 15	**Catalog submitted to Undergraduate Curriculum Committee (UCC) and UTSA Office of Legal Affairs** • Submit proposed 2026-28 catalog and executive summary • Faculty Advisory Council approval by Dec. meeting
December 20	**Approval from Faculty Advisory Council and Legal Affairs due** • UCC and Legal Affairs provide changes/comments to AVP for UG Studies and Office of the Registrar • Office of the Registrar incorporates recommended changes into catalog and notifies Colleges/Departments of changes **Request for faculty listing updates** • Office of the Registrar requests faculty listing changes and enters faculty changes into CourseLeaf.

2026	
January 27 – February 7	**Department sign-off** • Departments verify and sign off on the catalog (submit sign-off forms to SVP). No substantive changes or course prerequisite changes allowed.
March 1	**Catalog is published** • Registrar's office publishes the 2026-28 catalog online. • The catalog PDF takes 3-4 weeks after catalog is published online.
May	Office of the Registrar prepares final course inventory for 2026 academic year for Office of IR to submit 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 CIM.

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

Resources

- [Course and Program Revision Procedures](#)
- [New Program/Certificate/Minor Procedures](#)