

UTSA Information Bulletin

<http://catalog.utsa.edu/informationbulletin/>

General Information

The *UTSA Information Bulletin* provides important information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree. It includes residence requirements, policies on grades and the grade point average, credit by examination, adding and dropping courses and withdrawal from the university, and scholastic probation and dismissal. This annual publication also gives historical and current information about the University's organization and physical facilities.

The Bulletin is published each spring (electronic format only) for the following academic year (Fall, Spring, and Summer). The Bulletin must remain a static document for the duration of the year and all revisions are made during the regular annual update process. No changes are allowed between annual revisions except on very rare occasions. On the rare occasion a change is required between regular annual updates, it is to comply with state-mandated changes to current policies or to add newly legislated policies that take effect January 1. These changes are made with the approval of the UTSA Office of Legal Affairs.

Revision Process

The *Information Bulletin* is revised using CourseLeaf, administered by the Office of the Registrar. CourseLeaf allows offices to view their proposed changes at any time during the process.

Representatives from each office/area are provided access to CourseLeaf and are responsible for making their revisions directly in the system. The Office of the Registrar no longer accepts Word documents with proposed revisions. The Office of the Registrar staff will train and assist area representatives in entering revisions.

It will be the responsibility of each area to make sure that all new or revised policies, procedures and other university requirements have received ALL required pre-approvals before being entered into CourseLeaf.

Information Bulletin Supplemental Update Policy

The *Information Bulletin* is published each spring (electronic format only) for the following academic year (Fall, Spring, and Summer). The Bulletin is a static document for the duration of the year and all revisions must be made during the regular annual update process. The table below indicates the special updates that may be permitted between regular annual updates.

PERMITTED UPDATES

Changes that may be permitted between annual updates

- State-mandated changes to policies or requirements that take effect prior to the next regular update.
- Board of Regents'/U.T. System approved new or revised fees that take effect prior to the next regular update. Requires approval by the UTSA Office of Legal Affairs.

NOT PERMITTED

Changes not permitted between annual updates

- Adding, deleting or revising college, department or program specific admission requirements.
- Adding or revising policies or procedures (unless state mandated).
- Adding or revising general (non-policy) information.
- Adding, deleting, or revising any information or requirement listed on the U.T. System Catalog Checklist:
<http://www.utsystem.edu/ogc/checklists/chklistlang.htm>.
- Adding, deleting, or revising any items not listed under Changes that may be permitted between annual updates.