UTSA Catalogs

General Information

The *UTSA Undergraduate Catalog* and the *UTSA Graduate Catalog* provide information about degrees offered by the colleges, degree requirements for all majors, courses offered in the departments/schools, and the faculty in each area.

Revision Process

The Catalogs are published on an alternating biennial basis. The catalog and course revision processes are carried out within the platform CourseLeaf, administered by the Office of the Registrar. CourseLeaf allows colleges to view their proposed changes at any time during the revision process. The university no longer prints catalogs for distribution. Catalogs are available in electronic format only.

Revisions in academic programs and courses in the catalogs should anticipate program and course needs over the two academic years following the current catalog title (i.e., the 2024-2026 Undergraduate edition covers Fall 2024 through Summer 2026).

All deadlines must be met to prevent any delay in publication. It is the responsibility of each college/department/school to route any new programs, concentrations or courses through the CIM module of CourseLeaf and to ensure that all approvals (internal and external) are made prior to catalog publication. This includes, for example, all new degree programs, new concentrations or specializations added to existing degree programs, title changes for degree or certificate programs, new minors, new certificate programs, and new University Core courses.

Office of the Registrar, 2023

Departments, schools, and colleges should refer to the Office of Continuous Improvement and Accreditation for information regarding processes and procedures for the development of new programs at UTSA: https://provost.utsa.edu/cia/academic-programs-and-agreements/.

Representatives from each academic area are provided access to CourseLeaf and are responsible for making revisions directly in CourseLeaf. The Office of the Registrar no longer accepts Word documents or Excel spreadsheets with proposed revisions. The Office of the Registrar staff will train and assist representatives who are entering revisions.

Please be aware that even though the catalog is no longer printed, it is still considered a static document. Once published, very limited changes may be made before the next catalog revision cycle.

Catalog-specific revision information, revision timelines, and revision procedures are available on the Office of the Registrar website.

Catalog Supplemental Update Policy

The Catalogs are published on an alternating two-year cycle in electronic format only. The online catalog is the official version and thus must remain a predominantly static document for the duration of the two years. All revisions to the catalog must be made during the regular biennial update process. The table below indicates the permitted/not permitted updates between regular biennial updates.

PERMITTED UPDATES

Degree Programs

- Adding new degree programs that have received UT System, Texas Higher Education Coordinating Board (THECB) and SACSCOC approval

Courses

- Adding new courses associated with new degree programs (after submission of the annual course inventory to THECB)
- Correcting CIP codes

Certificates

- Adding new certificates that have received Faculty Senate approval on or before April 30 of the academic year prior to implementation

NOT PERMITTED

Degree Programs or Certificates

- Deleting degree programs or certificates being phased out (a notation will be placed in the catalog indicating the phase-out date)
- Revising degree or certificate requirements, including credit hours, concentrations, required coursework, or elective coursework
- Revising the titles of degrees or certificates

Minors, Concentrations, and Focuses/Options

- Adding new minors, concentrations, focuses, or options
- Revising or deleting existing minors, concentrations, focuses, or options

Courses

- Adding new courses (unless needed for a new degree program)
- Changing prerequisites, course titles, contact hours, instruction type (seminar, independent study, lab, etc.), or course descriptions

Other changes not allowed between annual updates

- Adding or revising program admission requirements
- Adding or revising policies or procedures (unless state-mandated)
- Adding or revising general (non-academic) information
- Adding, deleting, or revising any information or requirement listed on the U.T. System Catalog Checklist: https://www.utsystem.edu/offices/general-counsel/checklists-0
- Adding, deleting, or revising any items not listed under Permitted Updates