UTSA Catalogs

Graduate Catalog: https://next.catalog.utsa.edu/graduate/

Undergraduate Catalog: https://next.catalog.utsa.edu/undergraduate/

Student Policies: https://catalog.utsa.edu/policies/

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. The UTSA Student Policies Catalog provides information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree.

Revision Process

The Undergraduate and Graduate Catalogs are published on an alternating biennial basis. The Student Policies Catalog is published annually. The catalog and course revision processes are carried out within the platform CourseLeaf, administered by the Office of the Registrar. CourseLeaf allows designated areas of the university to view 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 of 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 university area to route any edits through 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, new University Core courses, and new academic policies.

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 relevant area of the university are provided with 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 entering revisions.

Catalog Supplemental Update Policy

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 [Catalog and Course Inventory Management Information site](#).

The Undergraduate and Graduate 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 Student Policies Catalog is published annually. All revisions must be made during the annual update process unless state mandated. The information below indicates the permitted/not permitted updates between regular updates.

PERMITTED UPDATES

Degree Programs or Certificates

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

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

- Notating modality (online or hybrid) updates to existing programs

Teaching Concentrations/Focuses/Options/Pathways

- Adding, deleting, or revising Texas teaching certification pathways or requirements per the Texas Education Agency

Courses

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

- Correcting CIP codes and Course Fees (may not show in the Catalog)

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)

- Revising prerequisites, course titles, contact hours, instruction type (seminar, independent study, lab, etc.), or course descriptions

- Removing courses

Other changes not allowed between biennial/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