

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, and the faculty in each area.

Revision Process

The *Undergraduate Catalog* is published on a biennial basis. The catalog revision process is carried out within CourseLeaf, administered by the Office of the Registrar. CourseLeaf allows departments 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 *Undergraduate Catalog* should anticipate program and course needs over the two academic years following the current catalog title (i.e., the 2018-2020 edition covers Fall 2018 through Summer 2020).

All deadlines must be met to prevent any delay in publication. It will be the responsibility of each college/department to make sure that all new and substantially revised programs have received ALL required pre-approvals before being entered into CourseLeaf. This includes, for example, all new degree programs, new concentrations or specializations added to existing degree programs, title changes for degree programs, new minors, new certificate programs, and new

University Core courses.

Departments should refer to the *UTSA Curriculum Guide* for information regarding processes and procedures for the development of new programs and courses at UTSA:

<http://provost.utsa.edu/vpie/academic-program-changes.asp>

Representatives from each academic department/program are provided access to CourseLeaf and are responsible for making revisions directly in CourseLeaf. The Office of the Registrar no longer accepts Word documents with proposed revisions. The Office of the Registrar staff will train and assist department representatives in 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. New programs and courses must have received *all* required approvals and take effect on or before January 1 of the year during which the catalog will be published.

Catalog-specific revision information, revision time lines, and course inventory update procedures are available on the Strategic Enrollment website at <http://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>.

Undergraduate Catalog Supplemental Update Policy

The *Undergraduate Catalog* is published on a 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 annual update process. The table below indicates the updates that are permitted/not permitted between regular annual updates.

PERMITTED UPDATES

Degree Programs

- Adding new bachelor's degree programs that have received Texas Higher Education Coordinating Board (THECB) and SACS approval (effective date of program must be on or before Jan. 1 of the year the new catalog is published)

Courses

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

NOT PERMITTED

Degree Programs

- Deleting degree programs being phased out (a notation will be placed in the catalog indicating phase-out date)
- Changing degree titles
- Revising degree requirements, including credit hours, concentrations, required coursework, or elective coursework
- Adding or revising program admission requirements

Minors and Certificate Programs

- Adding new minors or revising/deleting existing minors
- Adding new certificate programs or revising/deleting existing certificate programs

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 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://utsystem.edu/offices/general-counsel/checklists-0>
- Adding, deleting, or revising any items not listed under Permitted Updates