

## Course Inventory Update Form General Instructions

Only courses that are listed on the Course Inventory may be counted for formula funding. If a course is taught without being in the course inventory, student credit hours (SCH) and state funding for that course are lost for that semester. If students are enrolled only in courses not listed on the official Course Inventory, they will not be included in the official student count for the semester.

The Course Inventory is updated annually in May for courses taking effect for the following academic year.

Course Inventory Update Forms may be found online:

<http://www.utsa.edu/enrollment/facultystaff/registrar/CourseInventory.html>

### Guidelines to Remember

- Change or delete courses from the course inventory when a new catalog is being prepared.
- Add new courses to the inventory only when a new catalog is being prepared or in the case of new program approval.
- Except for new programs, added courses are not taught prior to the effective term.
- Undergraduate Course Inventory Update Forms must be approved by the Department Curriculum Committee Chair, Department Chair, College Curriculum Committee Chair, and the college's Undergraduate Associate Dean prior to submission to the Senior Vice Provost and Dean of University College.
- Graduate Course Inventory Update Forms must be approved by the Department Chair and the college's Graduate Associate Dean prior to submission to the Vice Provost and Dean of The Graduate School.

**Course Subject** – Enter subject prefix, i.e., ACC for Accounting. If you are proposing a new course subject, you must contact [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu) to verify the subject is available for use.

**Course Number** – Enter number assigned to the course, i.e., 1013

Level	Department Coding	Semester Credit Hours
1	01	3

The department determines the course number for new courses; however, course numbers that were previously used should not be reused when creating new courses. For a list of available numbers, contact Academic Publications at ext. 6560 or email [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu).

- Do not list courses for multiple hour entry (i.e., 4911-3) on the same form. A separate form is submitted for each course (4911, 4912, and 4913).

**Complete Title** – Enter the complete course title, as it will appear in the catalog.

**Grade Mode** – The normal grade mode uses standard “A,” “B,” “C,” etc. grades. Credit/No-Credit grade mode uses “CR” and “NC” grades.

- All master’s and doctoral courses use a normal grade mode only, excluding Comprehensive Examination.
- Undergraduate courses use a normal or credit/no-credit grade mode at the student’s option, with proper approvals and within specific course and major guidelines.
- Developmental education courses use the credit/no-credit grading option only.

**May be Repeated** – Can this course be repeated for credit? If yes, the course description must state the course is repeatable for credit (e.g., independent study, internship, special topics, practicum, comprehensive exam, thesis, and dissertation courses).

**Level** – Select the appropriate Coordinating Board level designation

Level	Level Code
Developmental	1
Freshman (1000)	1
Sophomore (2000)	2
Junior (3000)	3
Senior (4000)	4
Masters (5000 and up)	5
Doctoral (5000 and up)	6

NOTE: The first digit of master’s and doctoral level course numbers is not necessarily the same as the Coordinating Board level code.

**Credit Hours** – Enter the number of semester credit hours for the course. Credit hours must match the last digit of the course number (101**3**).

**Contact Hours** – Contact hours are the hours per week classes are scheduled to meet. All courses with instruction type codes of A, B, and E must have contact hours (see below).

- Lecture hours – enter the number of lecture contact hours the course meets each week.
- Lab hours – enter number of laboratory contact hours the course meets each week.
- If there are no contact hours for the course (i.e., independent study, internship, thesis, dissertation, etc.) – enter “0” for Lecture hours and Lab hours.

**Instruction Type** – Enter the UTSA code for the primary instruction type as listed in the table below.

- If the course has more lecture hours than lab hours, the instruction type code is A.
- If the course has more lab hours than lecture hours, the instruction type code is B.
- Individual instruction courses do not have a scheduled meeting time or a classroom (no contact hours).

Type of Course	Instruction Type Code	Individual/Organized Instruction Course	Examples
Lecture	A	Organized	Instructor meets with students in a classroom
Lab	B	Organized	Instructor meets with students in a lab
Seminar	E	Organized	Instructor meets with students in a classroom
Practicum	C	Individual	Cooperative education, possibly off campus
Internship	D	Individual	One-on-one meetings
Independent Study	F	Individual	Conference courses, individual supervised research
Private Lesson	G	Individual	Private music lessons
Thesis	I	Individual	Master's level usually
Dissertation	K	Individual	Doctoral level
Music Laboratory	L	Individual	Correct workload reports only certain music courses
Education Supervision	M	Individual	Student teaching, correct workload reports only certain education courses

**10-digit CIP Code** – Do not guess at this code. The code calculates formula funding. The Code includes: CIP code (first 6 digits), TX Suffix (2 digits), Formula Funding (last 2 digits). The CIP code list is available at <http://www.txhighereddata.org/Interactive/CIP/>.

**Co-requisite Course** – Enter the course that *requires* concurrent enrollment with the course you are adding/revising. The course description must include this information in the prerequisite line.

**Equivalent Course(s)** – A course that is the same as another course under a different subject code or course under the same subject code but a different number in a previous catalog. These must be identified with a “Same as” or “Formerly” statement in the course description.

- “Formerly” courses: the formerly statement must remain in the catalog course description for at least six years.

**TCCN (Texas Common Course Number)** – Enter the TCCN discipline code and number, if applicable (lower-division courses only). TCCN descriptions may be found in the Lower-Division Academic Course Guide Manual (ACGM): <http://www.thecb.state.tx.us/apps/workforced/acgm/acgm.htm>.

**Course Description** – The course description should include the following information:

- All prerequisites, co-requisites, or other enrollment restrictions.
- Indicate if the course can be repeated for credit.
- Indicate if the course can be offered as Credit/No-Credit grading.
- Indicate what semester(s) the course is generally offered: Fall, Spring, Summer

**Justification** – reason why the course is being added, changed, or removed from the inventory (i.e., replaced with a new course or no longer taught).