

GRADUATE CATALOG BEST PRACTICES

Below are new catalog guidelines and recommendations for editing the Graduate Catalog. These guidelines were created in consideration of [Course Program of Study](#) (CPOS) regulations as of Fall 2025.

CATALOG CONTENT NOT IN CIM

- Don't forget to review catalog content not integrated into CIM. This can include content in the "Overview" tab of the College, Department, or School on the Next website (<https://next.catalog.utsa.edu/index.html?homepage=true>).



PROGRAMS

- **Hidden Program Prerequisites:** While reviewing the course requirements for a program, ensure that prerequisite courses listed on any required courses in the program are also listed as required.
- **Electives:** If the program includes an electives section, consider if the electives should only be major-specific. If so, the section may need to be renamed "Prescribed Electives" or "Major Electives." If not, then "Free Electives" is the proper verbiage.
 - Verbiage recommendations for free electives:
 - "Students should select enough hours of free electives to reach the minimum of 30 hours required for the degree. Students usually need at least *[insert number or range]* hours of free electives."
 - "Students should select as many hours of free electives as needed (usually *[insert number or range]*) to reach the minimum of 30 hours required for the degree."

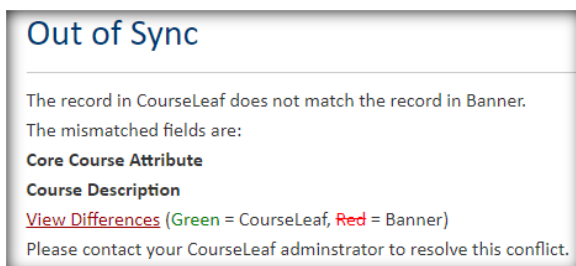
- **Credit Hour Ranges:** Consider limiting or eliminating the number of sections in the program requirements with a credit hour range. See example below:

D. Applications of Biotechnology electives. Other 5000- to 7000-level MMI/BIO/CHE/NDRB courses that are not listed below can be taken as electives if approved by the Graduate Advisor of Record.		9-20
MMI 5513	Genes, Microbes and Disease	
MMI 5971	Directed Research	

- Verbiage recommendations for replacing credit hour ranges:
 - “Students should select at least 9 credits from the courses below:”
 - “Students should select at least 9 credits from the courses above or below.”
- **Bundling:** If making minor updates to multiple programs within the same department or school, feel free to use the bundling feature. You may only bundle courses with minor program updates. Do not bundle program proposals that have different change types or non-catalog update change types with courses.
- **Wait Times for New Programs**
 - New Master’s Programs or Graduate Certificates: at least 6 months
 - New Ph.D. Programs: at least 2 years

COURSES

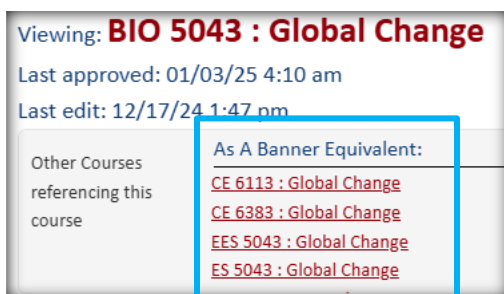
- **“Out of Sync” Courses:** Sometimes, the Catalog Editors make necessary updates to courses in Banner but not in CIM. We try to avoid these updates, but when they occur, the course will become “out of sync” with CIM. If you receive a notice that a course is “out of sync,” note the course subject code and number, review the other courses that require edits, and then send the list of all out-of-sync courses to the Catalog Editor (CatalogEditor@utsa.edu). See example below:



Out of Sync

The record in CourseLeaf does not match the record in Banner.
The mismatched fields are:
Core Course Attribute
Course Description
[View Differences](#) (Green = CourseLeaf, Red = Banner)
Please contact your CourseLeaf administrator to resolve this conflict.

- **Equivalencies:**
 - Definition of “equivalent” courses – Nonrepeatable courses that are similar enough to each other that a student cannot earn credit for both. If a student has already taken one of the courses, they cannot be required to take the equivalent, even if that is the preferred course for the program.
 - Inactive course equivalents will not show in the “Equivalent Courses” section of the CIM proposal. However, they will show in the “Other Courses Referencing This Course:” under “As a Banner Equivalent:” section in the course ecosystem and should show in the course description under “Formerly.” See the example of inactive equivalencies below:



Viewing: **BIO 5043 : Global Change**
Last approved: 01/03/25 4:10 am
Last edit: 12/17/24 1:47 pm

Other Courses referencing this course	As A Banner Equivalent: CE 6113 : Global Change CE 6383 : Global Change EES 5043 : Global Change ES 5043 : Global Change
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BIO 5043. Global Change. (3-0) 3 Credit Hours.

Prerequisite: Graduate standing in the program or consent of instructor. Changes in the global distribution of plants and animals and the causes of the changes will be examined. Factors that are apparently coupled to changes in the atmosphere and environmental temperature will be examined. (Formerly EES 5043. Same as CE 6383.) Credit can be earned for only one of the following: CE 6113, CE 6383, EES 5043, or ES 5043.) This course has Differential Tuition. Course Fee: GS01 \$90.

- If a course equivalent is not showing in either of the three locations, contact the Catalog Editor (CatalogEditor@utsa.edu) to confirm which courses are considered equivalent. Courses inactivated over 12 years ago may not show in either of the three locations.
- **Credit/No Credit Courses:** Please note in the course description courses that do not use the “Normal” letter grading mode and instead use a pass/fail or credit/no credit grading mode.

BIO 5001. Ethical Conduct in Research. (1-0) 1 Credit Hour.

Prerequisite: Graduate standing. This course provides a basic overview of the requirements for ethical conduct within the research laboratory. The grade report for this course is either “CR” (satisfactory completion) or “NC” (unsatisfactory completion). (Credit cannot be earned for both BIO 5001 and BIO 7413.) This course has Differential Tuition. Course Fee: GS01 \$30.

- **Differential Tuition:** Graduate courses in Alvarez College of Business, Klesse College of Engineering and Integrated Design, and College of Sciences have Differential Tuition (<https://catalog.utsa.edu/policies/tuitionfees/tuition/>). These courses should mention that they have differential tuition in the course description.

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Prerequisite: Graduate standing. This course provides a basic overview of the requirements for ethical conduct within the research laboratory. The grade report for this course is either “CR” (satisfactory completion) or “NC” (unsatisfactory completion). (Credit cannot be earned for both BIO 5001 and BIO 7413.) This course has Differential Tuition. Course Fee: GS01 \$30.

- **Minimum Grade Requirements for Course Prerequisites:** If a course requires a student to earn a minimum grade other than C (for example, C+ or higher) in another course for it to be applicable as a prerequisite, please note it on the course with the prerequisite. See example below:

FIN 5403. Real Estate Principles. (3-0) 3 Credit Hours.

Prerequisite: FIN 5023 or written consent of instructor or program advisor. This course provides an overview of the discipline of real estate including both residential and commercial real estate. Topics may include the lease/buy decision, legal and industry aspects of the real estate sector, an overview of real estate capital markets, an introduction to debt and equity financing for real estate, principles of real estate investment decision-making, underwriting real estate transactions, commercial real estate development, sustainability, and an introduction to public and private real estate. If enrolled in the Graduate Certificate in Real Estate Finance and Development, the prerequisite for this course is FIN 5023 with a score of “B” or higher or the consent of the program advisor. This course has Differential Tuition.

- **Course Numbering:** Courses are numbered with four digits. The first digit represents the academic level. Master’s level courses start with a 5 or 6. Doctoral level courses can start with a 5, 6, or 7. Courses that start with 7 may only be doctoral level. The last number represents the course credits and the two numbers in the middle act as wild cards and for sequencing.
 - **Course Renumbering:** Each subject code has limited available course numbers. For this reason, **we are not able to change the course number** if the course credits, and sometimes the academic level, are not also changing.
 - Course number sequencing may be considered when creating a new course, but it cannot be a reason for renumbering an existing course or reactivating an inactive course.
 - We are unable to reassign inactivated course numbers to new course content since this may cause potential problems with student records.
 - Course numbers should maintain their original content and intent with minor updates based on verbiage and industry standards.
 - If a course changes its credits, or changes from a 7000-level doctoral course to a 5000/6000-level master’s course, then it should be inactivated, and a new course proposal should be created separately. We cannot override the course number on the CIM proposal due to technical issues. Please reference the inactivated and new courses in each proposal and consider if the two courses are equivalent.
 - **Pre-Assigned Course Numbers:** Some course numbers are only for certain course types. Make sure to review this list on the CIM instructions.
- **Course Title Changes:** Please consider pre-existing courses when changing the title of a course. If the title is substantially changed, the former title should be noted in the course description as below:

FIN 5853. Entrepreneurial Financial Management. (3-0) 3 Credit Hours.
 Prerequisite: [FIN 5023](#) or an equivalent. The course focuses on the financial needs and conditions unique to the small firm that arise as it progresses from the development stage through the start-up, expansion, and harvesting stages. Topics include comparison of operating and managerial characteristics, valuation issues, and financial alternatives. (Formerly titled "Entrepreneurial Business Finance.") This course has Differential Tuition.

- **Repeatable Courses:** When changing a course from “not repeatable” to “repeatable” or when proposing a new repeatable course, the “number of repeats” should be the total number of times the course can be taken for credit other than the first and the “maximum credits” should be based on the credits a student can earn for each re-completion of the course. For example, if a student can take a 3-credit course twice and earn credit each time, then they can repeat the course once and earn a maximum of 6 credits. See example below:

Repeatable	<u>Yes</u> No
Number of repeats	<u>1</u>
For maximum credits	<u>6</u>

- Repeatable courses **must** mention they are repeatable in the course description with the maximum number of earnable credits if applicable.

FIN 6983, Master's Thesis (0.0) 3 Credit Hours
 Prerequisite: Permission of the Graduate Advisor of Record and thesis director. Thesis research and preparation. May be repeated for credit, but not more than 6 hours will apply to a Master's degree. Credit will be awarded upon completion of the thesis. Enrollment is required each term in which the thesis is in progress. This course has Differential Tuition.

- Repeatable courses cannot have course equivalents, it limits how many times the course can be repeated.

- **Bundling:** We highly recommend bundling courses within the same department or school so they can move through the workflow together and reduce emails received by approvers. After editing all courses or creating their new proposals, you can select “start workflow” on one course, create a relevant bundle title, select the other courses ready for the workflow, and click “start workflow” again.

- Do not bundle courses with program updates.
- Inactivated courses can be bundled with other courses, but only after they have already been sent to the first step of the workflow alone.

Choose Proposals to Bundle

Select any proposals you would like to bundle together for approval. Only proposals you have saved are available to bundle.

Bundle Title:

Course

BIO 5001: Ethical Conduct in Research