

UNDERGRADUATE CATALOG BEST PRACTICES

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

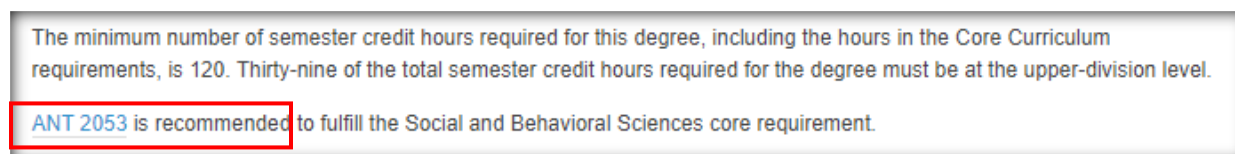
CATALOG CONTENT NOT IN CIM

- 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.
 - **Recommended Core Courses:** If a core course is a prerequisite for a required course, please list it as required in the program course list. If it is not a prerequisite for a required course but can benefit students in the major, then it should be listed as a recommended core course in the program description. See examples below:
 - Example of a Recommended Core Course



- Example of a Required Core Course

Core Curriculum Requirements (42 semester credit hours)

Students seeking the B.A. degree in Commercial and Digital Music must fulfill University Core Curriculum requirements in the same manner as other students.

All students should select [MUS 2713](#) History of Recorded Music to satisfy the core requirement in Creative Arts, as well as a Music Core requirement.

A. Required Music Core	
MUS 1331	Beginning Piano
or MUS 1431	Beginning Guitar
or MUS 1531	Beginning Voice
MUS 1623	Fundamentals of Music
MUS 2263	Introduction to the Music Industry
MUS 2312	Contemporary Musical Styles I
MUS 2322	Contemporary Musical Styles II
MUS 2713	History of Recorded Music (core) ¹

- **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 120 hours required for the degree, including as many upper-division hours as needed to reach the minimum of 39 upper-division hours. Students usually need at least *[insert number or range]* hours of free electives, including at least *[insert number or range]* hours of upper-division coursework."
 - "Students should select as many hours of free electives as needed (usually *[insert number or range]*) to reach the minimum of 120 hours required for the degree, including as

many upper-division hours as needed (usually [*insert number or range*]) to reach the minimum of 39 upper-division hours."

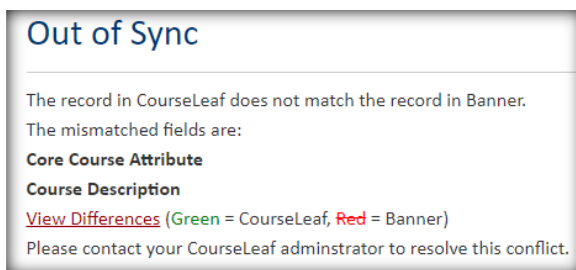
- **Credit Hour Ranges:** Consider limiting or eliminating the number of sections in the program requirements with a credit hour range. See example below:

G. Clinical Teaching		2-3
Select either 2 credits of Secondary Yearlong Clinical Teaching or 3 credits of Secondary Clinical Teaching.		
CI 4661 & CI 4671	Secondary Yearlong Clinical Teaching I and Secondary Yearlong Clinical Teaching II	
CI 4663	Secondary Clinical Teaching	

- Verbiage recommendations for replacing credit hour ranges:
 - "Students can select up to 3 credits from the courses below:"
 - "Students should select at least 2 credits from the courses 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.

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:



- **University Core Curriculum:** University Core courses are undergraduate lower-division (Freshman/Sophomore or 1000/2000) courses assigned to a Core Curriculum Component Area. To add or remove a course from the University Core Curriculum or to make a substantive change to a core course, a new Core Curriculum Proposal must be submitted here: <https://next.catalog.utsa.edu/curriculumadmin/>.
 - Examples of substantive changes include any change to the title, repeat status, contact or credit hours, subject code, department or college, and if there are substantial changes to the course content.
 - For changes to existing core courses, please reach out to CatalogEditor@utsa.edu for more information about completing the form.
- **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 1203 : Biosciences I for Science Majors**
 Last approved: 04/29/22 4:19 am
 Last edit: 12/06/21 9:58 am

As A Banner Equivalent:

- [BIO 1103 : Principle Of Biology](#)
- [BIO 1113 : Biology I](#)
- [BIO 1123 : Biology II](#)
- [BIO 1404 : Biosciences I \(Core course: 030 Life and Physical Sciences \(030\)\)](#)

Equivalent Courses

Prerequisites for Description	Completion of or concurrent enrollment in one of the following: STA 1053, MAT 1023, MAT 1073, or higher.
Corequisites for Description	BIO 1201 is required for biology majors.
Course Description	This is the first course in a two-part introduction to the science of biology for students majoring in biology or interested in pre-health professions. Topics include biochemistry, cell biology, genetics and molecular biology. May be applied toward the Core Curriculum requirement in Life and Physical Sciences. (Formerly BIO 1113 and BIO 1404 in previous catalogs. Credit can only be earned for one of the following courses: BIO 1203, BIO 1404, or BIO 1113). Generally offered: Fall, Spring, Summer.

- 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.

GEO 4001. Experiential Learning Internship. (0-0) 1 Credit Hour.
 The opportunity to apply geological principles and skills during a semester-long internship in an organization that utilizes geoscience to accomplish its mission. The grade report for this course is either "CR" (satisfactory participation in the internship) or "NC" (unsatisfactory participation in the internship). This course has Differential Tuition.

- **Differential Tuition:** Upper-division (Junior/Senior or 3000/4000) undergraduate 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.

GEO 4001. Experiential Learning Internship. (0-0) 1 Credit Hour.

The opportunity to apply geological principles and skills during a semester-long internship in an organization that utilizes geoscience to accomplish its mission. The grade report for this course is either "CR" (satisfactory participation in the internship) or "NC" (unsatisfactory participation in the internship). This course has Differential Tuition.

- **Minimum Grade Requirements for Course Prerequisites:** If a course requires a student earn a minimum grade other than D- (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:

CRJ 4303. Victimology. (3-0) 3 Credit Hours.

Prerequisite: CRJ 3013 with a grade of "C-" or higher.

- **Course Numbering:** Courses are numbered with four digits. The first digit represents the academic level. Lower-division courses start with a 1 for Freshman or a 2 for Sophomore. Upper-division courses start with a 3 for Junior or a 4 for Senior. 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 academic level and course credits 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 academic level or credits, 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:

BIO 3343. Plant Cell Biology. (3-0) 3 Credit Hours.
 Prerequisite: BIO 1203 and BIO 1223 with a grade of "C-" or better;
 hours. A comprehensive study of the molecular structures and functi
 system. (Formerly titled "Plant Sciences.") Generally offered: Spring

- **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>

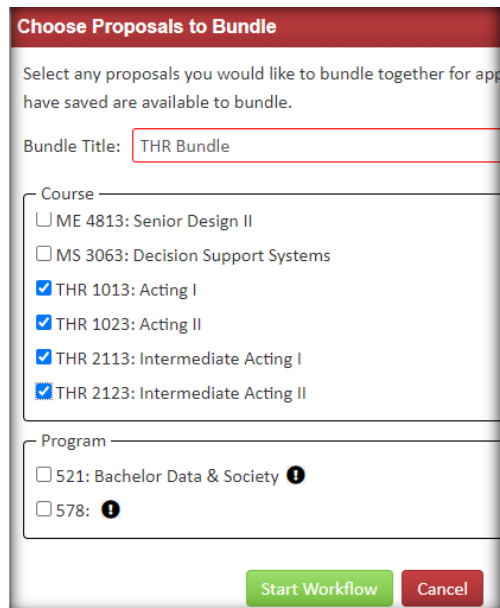
- Repeatable courses **must** mention they are repeatable in the course description with the maximum number of earnable credits if applicable.

BME 3041. Biomedical Engineering Research. (0-0) 1 Credit Hour.
 Prerequisite: Consent of instructor. Advanced laboratory practice and introduction to biomedical engineering research. This course may be counted as one of the courses to satisfy one of the BME tracks. May be repeated for credit, but no more than 3 semester credit hours will apply towards a bachelor's degree in Biomedical Engineering. This course has Differential Tuition. Course Fee: LRE1 \$25; STSE \$10.

- 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 other than minor catalog 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.

See below:



The screenshot shows a dialog box titled "Choose Proposals to Bundle" with a red header bar. Below the title, there is a text area with the instruction: "Select any proposals you would like to bundle together for approval. Only proposals that have been saved are available to bundle." Below this is a "Bundle Title:" label followed by a text input field containing "THR Bundle". Underneath the title field are two sections: "Course" and "Program". The "Course" section contains a list of courses with checkboxes: "ME 4813: Senior Design II" (unchecked), "MS 3063: Decision Support Systems" (unchecked), "THR 1013: Acting I" (checked), "THR 1023: Acting II" (checked), "THR 2113: Intermediate Acting I" (checked), and "THR 2123: Intermediate Acting II" (checked). The "Program" section contains a list of programs with checkboxes: "521: Bachelor Data & Society" (unchecked) and "578:" (unchecked). At the bottom of the dialog are two buttons: "Start Workflow" (green) and "Cancel" (red).