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

Beginning with the 2014-15 edition, the Undergraduate Catalog will be published on an annual basis. The catalog revision process is carried out within a catalog management system (CMS) administered by the Office of the Registrar. The CMS allows departments to view their proposed changes at any time during the revision process.

The university no longer prints catalogs for distribution. A very limited number of copies may be printed in-house for advisors who require paper copies to advise students.

Revisions in academic programs and courses in the Undergraduate Catalog should anticipate program and course needs over the academic year indicated in the title (i.e., 2014-15 edition covers September 2014 through August 2015).

Due to the short schedule for the revision process, 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 the catalog management system. This includes all new degree programs, new concentrations or specializations added to existing degree programs, title changes for degree programs, new minors, new certificate programs, new University Core courses, etc.

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://utsa.edu/success/CurriculumGuide.pdf.

Representatives from each academic department/program are provided access to the catalog management system and are responsible for making revisions directly in the system. Academic Publications no longer accepts Word documents with proposed revisions. The Academic Publications 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. A supplemental update that allows departments to add new degree programs and associated courses to the catalog will occur each December. The new programs and courses must have received all required approvals and take effect on or before January 1 of the following year.

Catalog-specific revision information, revision time lines, and course inventory update procedures are available on the Office of the Registrar Web site at http://utsa.edu/registrar/catalogsfac.html.
# Undergraduate Catalog Supplemental Update Policy

The *Undergraduate Catalog* is published each spring for the following academic year (Fall, Spring, and Summer). The online catalog is the official version and thus must remain a predominantly static document for the duration of the year. There will be one supplemental update to the catalog in December when very limited revisions may be permitted. All other 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

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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).</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Adding new courses associated with new degree programs (<em>after</em> submission of the supplemental course inventory update to THECB).</td>
<td></td>
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</table>

## NOT PERMITTED

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Deleting degree programs being phased out (a notation will be placed in the catalog indicating phase-out date).</td>
<td></td>
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<tr>
<td>• Changing degree titles.</td>
<td></td>
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<tr>
<td>• Revising degree requirements, including credit hours, concentrations, required coursework, or elective coursework.</td>
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<tr>
<td>• Adding or revising program admission requirements.</td>
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<table>
<thead>
<tr>
<th>Minors and Certificate Programs</th>
<th></th>
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<tbody>
<tr>
<td>• Adding new minors or revising/deleting existing minors.</td>
<td></td>
</tr>
<tr>
<td>• Adding new certificate programs or revising/deleting existing certificate programs.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Adding new courses (unless needed for a new degree program).</td>
<td></td>
</tr>
<tr>
<td>• Changing prerequisites, course titles, contact hours, instruction type (seminar, independent study, lab, etc.), or course descriptions.</td>
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</table>

## Other changes not allowed between annual updates

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<thead>
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<tbody>
<tr>
<td>• Adding or revising policies or procedures (unless state mandated).</td>
</tr>
<tr>
<td>• Adding or revising general (non-academic) information.</td>
</tr>
<tr>
<td>• Adding, deleting, or revising any information or requirement listed on the U.T. System Catalog Checklist: <a href="http://www.utsystem.edu/ogc/checklists/chklistlang.htm">http://www.utsystem.edu/ogc/checklists/chklistlang.htm</a>.</td>
</tr>
<tr>
<td>• Adding, deleting, or revising any items not listed under <em>Permitted Updates</em>.</td>
</tr>
</tbody>
</table>