

Catalog Eligibility & Expiration Policy Updates

This document summarizes recent changes to our [catalog eligibility and expiration policies](#) for undergraduate students. The changes seek to eliminate inconsistent interpretations of the policies, as well as address concerns related to Course Program of Study (CPOS) financial aid regulations.

The items below summarize the changes made.

1. A student only qualifies for catalogs newer than their original/earliest eligible catalog.
2. The new policy of not needing to complete a course during one of a catalog's active terms is retroactive to all active catalogs.
3. Transfer students can determine their original/earliest catalog eligibility based on their first term of enrollment at any public, Texas institution (not including dual credit enrollment).
4. A student's 6-year expiration timeframe begins at the end of their specific catalog term.
5. All students will have a 6-year catalog expiration timeframe based on their specific catalog term. Any references stating that some students only have a 4-year expiration timeframe have been updated/removed.
6. If a student was not admitted under, or enrolled for, one of their chosen catalog's active terms, they should default to using the earliest catalog term for that catalog.

More details about each item can be seen in the sections below, but the edits to the policy can be seen below.

Undergraduate students have six years from **the end of** their semester of original registration **at any public, Texas institution of higher education (excluding dual credit enrollment)** to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student completes ~~ed~~ all degree requirements under the subsequent catalog.

Choosing a new catalog begins a new ~~four~~ **six**-year time limit **based on the student's new catalog term. Students who were not admitted under, or enrolled during, one of their chosen catalog's active terms will have six years from the end of the catalog's first term to complete a degree program.** Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time, ~~with a four-year time limit to complete the second degree under that catalog.~~ A student must have an approved catalog at the time an application for graduation is filed. All continuing students requesting a catalog change must do so through their assigned advisor.

Any current or former UTSA undergraduate student may graduate under the current catalog even if they have not completed a course during a semester in which the catalog was in effect. A student requesting to graduate under the current catalog must meet all requirements (including those of the Core Curriculum) as outlined in that catalog.

Students admitted to certain colleges or degree programs may be required to update to the catalog in effect at the time of admission. Students can confirm whether admission to a certain program will require a change of catalog by consulting their assigned advisor.

ITEM 1 – Declaring any catalog after the student’s “earliest” eligible catalog

The 2024-2026 catalog no longer includes the below statement that students can choose a different catalog as long as they earned credit for at least 1 course during the catalog’s effective terms. For instance, a student might change to the 2022-2024 catalog based on earning credit for a course during the Fall 2023 term.

Catalog of Graduation

Undergraduate students have six years from their semester of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student **completed at least one course** during a semester in which the selected catalog was in effect with a letter grade other than “W,” “NR,” or “F.” The student must complete all degree requirements under the subsequent catalog.

The new policy just mentions that they need to complete all requirements under the catalog chosen (see below).

Catalog of Graduation

Undergraduate students have six years from their semester of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, **provided the student completed all degree requirements under the subsequent catalog.**

Choosing a new catalog begins a new four-year time limit. Students who graduate under one catalog and begin a second

Some interpreted this to mean that a student can choose any active catalog, but the inclusion of the word “subsequent” in the policy was meant to indicate that students are limited to choosing catalogs that are **newer** than their original/earliest catalog.

For instance, a student first enrolls at a public, Texas institution (UTSA) in Fall 2024 (enters under the 2024-2026 catalog). The student **cannot** choose an older catalog (2022-2024) under which to complete their requirements. They can only choose catalogs newer than their original/earliest catalog (the 2024-2026 catalog).

ITEM 2 – Applicability of the new policy to catalogs prior to 2024-2026

Even though the change in policy (not needing to complete a course during one of the catalog’s active terms) was made starting with the 2024-2026 catalog, this policy is retroactive to all active catalogs.

For instance:

- Student first enrolls at a public, Texas institution in Fall 2021 (enters under the 2020-2022 catalog).
- Student does not take courses at any public, Texas institution after the Fall 2021 term.
- Student returns in Fall 2024.
- Under the old policy, the student would only be able to choose from their original catalog (2020-2022) or the catalog in effect upon their readmission (2024-2026) catalog.
- Based on the new policy, they could also select the 2022-2024 catalog since it is active and “newer” than their original catalog (2020-2022).

ITEM 3 – Catalog eligibility based on terms of enrollment at any public, Texas institution

Per state policy ([TAC 4.25\(g\)](#)), a student’s original/earliest catalog eligibility is determined using the terms they were enrolled at any public, Texas institution.

For instance:

- Student first enrolls at the Alamo Colleges in Fall 2024 (enters under the 2024-2026 catalog).
- Student transfers to UTSA in Fall 2026 (admitted under the 2026-2028 catalog).
- Student may choose to change back to the 2024-2026 catalog or remain under the 2026-2028 catalog.

This also aligns with transfer plans that the student may have been following based on an older UTSA catalog.

Dual credit terms are **NOT** included when determining a student’s earliest term of enrollment at a public, Texas institution. The determination is based on their original/earliest semester of enrollment after high school graduation.

For instance:

- Student completes dual credit courses through the Alamo Colleges starting in Fall 2022.
- Student graduates high school and enrolls at the Alamo Colleges in Fall 2024.
- Student is admitted to UTSA in Fall 2026 (under the 2026-2028 catalog).
- The student’s earliest catalog of eligibility would be the 2024-2026 catalog based on their first term enrolled at the Alamo Colleges after high school graduation.

NOTE: some programs may still require any student to update to the newest catalog upon admission to the program even if they are eligible for older catalogs.

ITEM 4 – Catalog expiration begins at the end of the student’s specific catalog term

Historically, most started tracking a student’s six-year catalog expiration timeframe at the **end** of their specific catalog term. Some were not aware of this practice though since it was not stated clearly in the catalog policy. This led to inconsistent application of the policy. The catalog policy has been updated to clarify the six-year timeframe begins at the end of a student’s specific catalog term.

Examples:

- A student with a Fall 2024 catalog term has until the end of the Fall 2030 semester to graduate under the 2024-2026 catalog.
- A student with a Spring 2025 catalog term has until the end of the Spring 2031 semester to graduate under the 2024-2026 catalog.

ITEM 5 – All students have a 6-year expiration timeframe

Many catalogs, including the 2024-2026 catalog, specified a 4-year catalog expiration timeframe for students that changed catalogs or began a second degree. We cannot track which students have “changed” catalogs and therefore cannot enforce this policy consistently.

The catalog policy has been edited to remove any references to a 4-year expiration timeframe. All students, including those that change catalogs or begin a second degree, will have a 6-year expiration timeframe.

ITEM 6 – Determining catalog term when no coursework was completed

A student’s specific catalog term determines when the 6-year catalog timeframe begins and ends for each individual student. Historically, we determine a student’s specific catalog term based on either the term they were admitted or the earliest term in which they completed a course during the catalog’s effective terms.

For instance:

- Student 1 first enrolled and completed a course in Fall 2024 (their specific catalog term under the 2024-2026 catalog is Fall 2024). The 24-26 catalog expires for this student in **Fall 2030**.
- Student 2 first enrolled and completed a course in Spring 2025 (their specific catalog term under the 2024-2026 catalog is Spring 2025). The 24-26 catalog expires for this student in **Spring 2031**.

Under the new policy, a student may not have been admitted under or enrolled during any of their chosen catalog’s effective terms. In this situation, the student would use the earliest term for that catalog as their specific catalog term. The examples below highlight the difference in how a student’s catalog term is determined.

STUDENT 1 – EARLIEST CATALOG TERM USED

- Student 1 first enrolls at a public, Texas institution in Fall 2024 (enters under the 2024-2026 catalog).

- Student 1 stops taking courses after the Fall 2024 term.
- Student 1 does not complete coursework at any public, Texas institution while away but returns to UTSA in Fall 2030.
- Student 1 decides to complete their requirements under the 2028-2030 catalog. Since they did not complete coursework at a public, Texas institution from Fall 2028 through Summer 2030, their specific catalog term would be Fall 2028 (must complete all requirements by the end of the Fall 2034 term).

STUDENT 2 – CATALOG TERM BASED ON ADMISSION/ENROLLMENT

- Student 2 first enrolls at a public, Texas institution in Fall 2029 (enters under the 2028-2030 catalog).
- Student 2 has a specific catalog term of Fall 2029, so they only have until the end of the Fall 2035 term to complete their requirements under the 2028-2030 catalog.