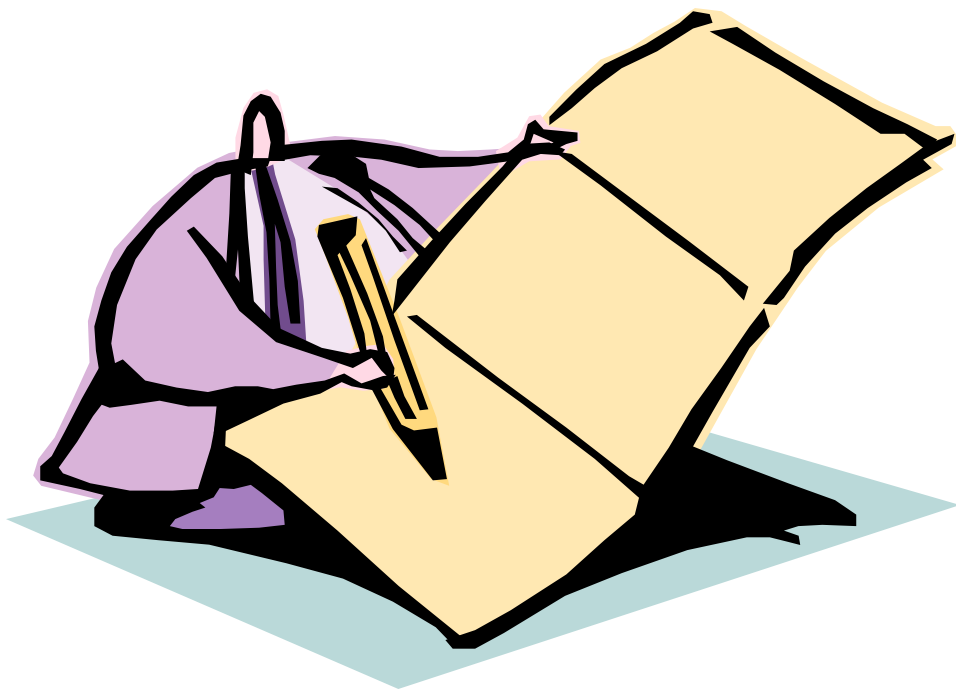


# Completing Curriculum Action Forms



# Completing a Curriculum Action Form

This manual provides detailed instructions on how to complete the curriculum action form. The sections of the form are broken down below to explain what information needs to be entered into each block.

Curriculum Action Forms are available as hard copies from the Registrar's Office and as an interactive pdf on the Academic Affairs website.  
(<http://www.southalabama.edu/academicaffairs/forms.html>)

After the curriculum action form has finished the approval process, it is sent to the Registrar's Office for entry into Banner. The Curriculum action form must have the signature of the Senior Vice President for Academic Affairs or the designated representative.

**NOTE: Additions or changes to fees require completion of a Special Course Fee Approval Form. This form is available on the Academic Affairs website.**  
(<http://www.southalabama.edu/academicaffairs/forms.html>)

## Section 1 - Basic Course Information

This section contains basic course information such as college, subject, course number, title and the effective date. The codes for college or subject can be found on the appropriate validation tables (STV\_COLL, STV\_SUBJ).

The diagram shows a rectangular form titled "Basic Course Information" with several fields and callouts:

- Callout 1 points to the title "Basic Course Information".
- Callout 2 points to the "Subject:" field.
- Callout 3 points to the "Course #:" field.
- Callout 4 points to the "Effective Term:" field.
- Callout 5 points to the "Course Title:" field.
- Callout 6 points to the "Check if Variable Title" checkbox.
- Callout 7 points to the "Prerequisite Waiver Code:" field.

The form fields include: College, Subject, Subj Abbrev, Course #, Effective Term, Term Code, Prerequisite Waiver Code, Course Title, and Title Abbreviation (limited to 30 characters).

To complete this section:

1. Enter the two-character college code (e.g. Arts and Sciences – AS, Engineering – EG, etc.)
2. Enter the subject description and code of the course (e.g. English – EH, Management – MGT, etc.).
3. Enter the three-digit course number. A fourth space is provided for an approved course number suffix (e.g. BLY 101L).
4. Enter the term of the academic year when the action becomes effective and its term code using four-digit year and two-digit term. Use '10' for Fall, '20' for Spring and '30' for Summer. (For example, the Fall Term of academic year 2009-2010 will be '201010' even though the term is in the calendar year 2009.) Effective dates of previous terms cannot be used. (For example, a curriculum action form submitted in January cannot have an effective date of the previous fall term.)

**Curriculum action forms effective for summer or fall semesters must be received in Academic Affairs for undergraduate courses and the Graduate School for graduate courses no later than December 1 preceding the effective term.**

**Curriculum action forms effective for spring semester must be received in Academic Affairs for undergraduate courses and the Graduate School for graduate courses no later than July 1 preceding the effective term. This will help ensure an opportunity for the departments to enter new courses in the class schedule prior to publication on PAWS.**

5. Enter the course title on the line provided. Enter the abbreviated title (up to thirty (30) characters) on the line provided. If you have to abbreviate any portion of the title in order for the title to fit the 30-character limitation, be mindful of the result of your abbreviation. Some can be offensive.

If a course has been approved as a writing course by the University Writing Committee, add a hyphen 'W' after the title. If an honors course, add a hyphen 'H' after the title.

An example would be PSY 499 – Honors Senior Thesis – H.

6. Check the box indicated if the title is variable (e.g. Special Topics, Directed Study). If the title is variable, end the title with a hyphen. When building a section of the course for the class schedule, the title should be abbreviated and followed by a hyphen before the remainder of the title for the term is added.
7. Enter the appropriate code in the box indicated to designate who may waive a prerequisite. Indicate only one. This is informational only.

## Section 2 – Course Action

This section designates what action is to be taken with the course information provided. Check the action for the course.

The diagram shows a rectangular form with a header '2 Action' and four radio button options: 'Add Course', 'Change', 'Delete Course', and 'Add to Existing'. Below the radio buttons is a text input field with the placeholder text '(example: title, credit hours, prerequisites, etc.)'. Numbered callouts are as follows: 1 points to the 'Delete Course' radio button; 2 points to the 'Action' label; 3 points to the 'Change' radio button; 4 points to the text input field.

To complete this section:

1. Courses that are being removed from the curriculum should be deleted. “Deleted” courses remain in the catalog as “inactive” effective beginning the term indicated in Section 1.
2. New courses will be added.
3. For courses with **changes that will replace existing information**, specify all changes being made to ensure all revisions are entered into the system. Only the changes listed will be implemented.  
**Note: To change a course number, the current course must be deleted on one curriculum action form and the new course (new number) created on a separate curriculum action form.**
4. For courses with **changes that will be in addition to existing information**, specify all changes being made to ensure all revisions are entered into the system. Only changes listed will be implemented.

### Section 3 – Course Hours

This section is used to enter the information on the course hours. This includes credit hours, contact hours and type of contact, the maximum number of times a course may be repeated and the maximum number of hours that can be applied toward degree completion.

To complete this section:

1. Indicate the credit hours a student will earn by taking the course. For variable credit courses, enter the range in the low and high fields. Also indicate whether the high and low is a 'To' or 'Or'. *Example - 1 To 3 hours.* For fixed hour courses, enter the hours in the low field only.
2. These fields are used for contact hours with the student or the number of hours the student spends in the classroom or laboratory. (Fifty (50) minutes equal one (1) academic contact hour.) Enter the number of academic hours of contact on the lines for the appropriate contact type.
3. Enter the maximum number of times the course may be repeated. If no limit is indicated, the University repeat policy will apply (98 repeats).
4. Enter the maximum number of credit hours a student may earn toward degree completion by repeating this course. If the course is not repeatable, the value should be equal to the highest number of credit hours assigned to that course in the catalog.

**3 Hours**

①  
 Low      Or/To      High

Credit Hours \_\_\_\_\_

Lecture \_\_\_\_\_

Lab \_\_\_\_\_

Other \_\_\_\_\_

Repeat Limit \_\_\_\_\_

Max Hours \_\_\_\_\_

② (points to Or/To field)  
 ③ (points to Max Hours field)  
 ④ (points to High field)

### Section 4 – Schedule Information

This section contains information on credit level, grading, course presentation, corequisites, and equivalent courses.

**4 Schedule Information**

① (points to dropdown arrows)

② Course Credit Level (Choose all that apply)

③ Grade Mode (Choose all that apply)

④ Schedule Type (Choose all that apply)

⑤ Instructional Method (Choose all that apply)

⑥ Integration Partner

⑦

Co-Requisite(s):		Equivalent Course(s):			
Subject	Course #	Subject	Course #	Start Term	End Term
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

To complete this section:

1. Enter all appropriate levels at which a course can be taken and credit can be received. If credit for a course can be awarded at more than one level (e.g. graduate and professional), both levels should be listed. The credit will be applied at the level of the student. Students who should be receiving credit at a level different from their own must be reported to the Registrar's Office so adjustments can be made in academic history. If credit is only awarded at one level (e.g. only undergraduate), the student will receive credit at that level regardless of the student's level. The level at which credit is awarded will determine which transcript will include the course record (i.e. undergraduate, graduate, or professional).

2. Enter all codes that apply for the grading modes for the course (see Table 1). The first mode listed should be the default grading mode. This grade mode will be automatically assigned when students register. Students have the option to choose any other grade mode assigned. Be sure to include 'A' (Audit) if the course may be audited.
3. Enter all the schedule type code(s) that apply for the course (see Table 2). If a course has more than four schedule types, attach a separate sheet. The schedule type describes the different methods of presentation for the course. There is no default value. When a section of the course is created in the schedule, only one schedule type can be applied to that section.

In addition to the other traditional methods used to teach a class, be sure to indicate 'online' if the course will be entirely on the Internet. Web-enhanced would apply to those campus courses having an Internet component. Online, blended, and web-enhanced courses are offered through USA Online.

If a course is to be offered as an online course for the first time, the normal approval process for CAF forms is followed within the College. This review must include the Credit Hour Estimate Form (See Appendix A), and a revised syllabus that reflects the course format and instructional activities.

The Credit Hour Estimate Form is available on the Forms page of the Academic Affairs web site (<http://www.southalabama.edu/academicaffairs/forms.html>).

4. Enter all the instructional method code(s) that apply for the course (see Table 3).
5. Enter the Integration Partner that corresponds to the course.
6. Enter the subject code and course number of courses that must be taken in the same term as the course listed in Section 1.
7. Enter any courses that may be used as a substitute for this course. If the description states that a course is 'the same as' or 'identical to' another course, the other course should be listed as equivalent. **Be sure to include any courses that were offered in the past such as quarter system courses or courses where the number has been changed.** You must also indicate the start and end terms for which the equivalency is effective.

See complete list on STVGMOD

**Table 1: Grade Mode**

Grade Mode	Code	Notes
Audit	A	Include if course may be audited
Combination	C	A, B, C, F
Standard - College of Medicine	G	
Honors/Pass/Fail- College of Medicine	H	S, U
In progress (Standard) Use for multiple term courses	I	A, B, C, D, F, P
In progress (Pass/Fail) Use for multiple term courses	J	S, U, P
Mixed	M	A, B, C, U
Pass/Fail	P	S, U
Standard Letter	S	A, B, C, D, F

See complete list on STVSCHD

**Table 2: Schedule Type**

Type	Code
Lab - No Web Component	B
Lab - Blended	BB
Lab - Web Enhanced	BE
Lecture/Lab - No Web Comp.	C
Lecture/Lab - Blended	CB
Lecture/Lab - Web Enhanced	CE
Clinical - No Web Component	F
Clinical - Blended	FB
Clinical - Web Enhanced	FE
Lecture - No Web Component	L
Lecture - Blended	LB
Lecture - Web Enhanced	LE
Internship - No Web Comp.	N
Internship - Blended	NB
Internship - Web Enhanced	NE
Seminar - No Web Comp.	SM
Seminar - Blended	SMB
Seminar - Web Enhanced	SME
Web-Based	WO
Dissertation - No Web Comp.	Z
Dissertation - Web Enhanced	ZE

Other Schedule Types codes are available. See Schedule Types validation table(STVSCHD) for codes.

**Table 3: Instructional Method**

Instructional Method	Code
Blended Course	WB
Online Course	WO
No Web Component	NW
Web-Enhanced Course	WE

**Section 5 – Course Detail**

This section includes the course description and the attributes that are attached to a course. Attributes are for use with the degree audit system (CAPP).

**⑤ Course Detail** (Separate sheet attached? Yes  )

"W" approved by Writing Committee:  
Date: \_\_\_\_\_ Init: \_\_\_\_\_

① Degree Attribute(s): \_\_\_\_\_

Course Description: \_\_\_\_\_

③

To complete this section:

1. Enter the code for any degree attributes this course will satisfy, such as Honors (HONR), Writing Intensive (WRIT), Computer Proficiency (CPRF), or Area 2 – Language (A2LG). It is essential that all attributes that apply to this course be listed in order for the degree audit system to be effective. A complete list of attribute codes can be viewed in the Banner system on the Attribute Validation Form (STVATTR). If a course has no attributes, enter NONE. If a course has more than four attributes, attach a separate sheet, check 'Yes' at the top of the Course Detail block, and enter "See attached" in the space provided for the attributes.

- Writing courses must be submitted to the Writing Committee for approval. For information on the approval process, contact the respective Dean's Office. Approval will be indicated by the initials of the Writing Committee chair and the approval date in the shaded box on the upper right in Section 5.
- Enter the description for the course as it should appear in the bulletin. If a course requires special permission of any kind, please specify the approval source at the end of the description (instructor, department chair, etc.).  
If the description is too lengthy for the space provided, attach the description on a separate sheet, check 'Yes' at the top of the block, and enter "See attached" in the space provided for the description.

## Section 6 – Registration Restrictions

This section lists all registration restrictions that should be placed on a course at the catalog level. It will indicate if the course is restricted to or from students in a specific college, class, major, level, degree, or program. This information will also be applied to each section of the course as the schedule is built. Use 'I' for 'Include' and 'E' for 'Exclude' to identify the specific population of students affected (e.g. "Include – Graduates")

6 Restrictions (See Instructions)	
	Inc/Exc
1 → Major:	<input type="text"/>
2 → Minor:	<input type="text"/>
3 → Concentration:	<input type="text"/>
4 → Class:	<input type="text"/>
5 → Level:	<input type="text"/>
6 → Degree:	<input type="text"/>
7 → Program:	<input type="text"/>
8 → College:	<input type="text"/>
9 → Attribute:	<input type="text"/>

To complete this section:

- If a course is restricted to students in a specific major, enter 'I' for Include and the four-character code for the major.  
If students in a specific major are restricted from taking this course, enter 'E' for exclude and the four-character code for the major.
- If a course is restricted to students in a specific minor, enter 'I' for Include and the four-character code for the minor.  
If students in a specific minor are restricted from taking this course, enter 'E' for exclude and the four-character code for the minor.
- If a course is restricted to students in a specific concentration, enter 'I' for Include and the four-character code for the concentration.  
If students in a specific concentration are restricted from taking this course, enter 'E' for exclude and the four-character code for the concentration.
- If a course is restricted to students in a specific class (e.g. senior, junior, etc.), enter 'I' for Include and the class.  
If students in a specific class are restricted from taking this course, enter 'E' for exclude and the class.

5. If a course is restricted to students in a specific level (e.g. undergraduate, graduate, professional), enter 'I' for Include and the level.  
If students in a specific level (e.g. undergraduate, graduate, professional) are restricted from taking this course, enter 'E' for exclude and the level.
6. If a course is restricted to students seeking a specific degree (BA, MS, PHD, etc.), enter 'I' for Include and the degree abbreviation.  
If students seeking a specific degree (BA, MSCE, PHD, etc.) are restricted from taking this course, enter 'E' for exclude and the degree abbreviation. Degree codes can be found on the STVDEGC validation table.
7. If a course is restricted to students in a specific program, enter 'I' for Include and the Banner code for the program (e.g. EG\_MECH\_BSME).  
If students in a specific program are restricted from taking this course, enter 'E' for exclude and the Banner code for the program (e.g. EG\_MECH\_BSME). Program codes can be found on the SMAPRLE form in Banner.
8. If a course is restricted to students in a specific college, enter 'I' for Include and the two-character code for the college.  
If students in a specific college are restricted from taking this course, enter 'E' for exclude and the two-character code for the college.
9. If a course is restricted to students by a specific attribute, enter 'I' for Include and the code for the attribute.  
If students with a specific attribute are restricted from taking this course, enter 'E' for exclude and the code for the attribute.

### Section 7 – Course Prerequisites

This section lists any prerequisites for the course. These prerequisites will include test scores (e.g. ACT, SAT, etc.) or courses that must be taken prior to registering for the course listed in Section 1. Prerequisite information must include the minimum acceptable test score or course grade and whether the prerequisite can be taken at the same time as the course listed in Section 1. Prerequisite course information must also include the prerequisite course level.

	① Required Course/Test	② Grade/Score	③ Concurrency
⑦ <b>Course Prerequisites</b> (See Instructions)			
And/Or			
④ →	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

To complete this section:

1. Enter any tests or prerequisite course with the appropriate course level. If an equivalent course exists for the prerequisite, list that as well along with all of the necessary information.
2. Enter the minimum score/grade required to qualify as a prerequisite. This information is required for all course prerequisites. Required tests must have a minimum acceptable score listed.



3. Enter a 'Y' if the prerequisite course may be taken in the same term as this course.
4. Include the logical operators 'and' and 'or' between items if including multiple items.
5. Repeat Steps 1 through 4 until all prerequisites are listed.

After the completion of all curriculum forms, submit to the appropriate office to begin the approval process.

# APPENDIX A

## Credit Hour Estimates Form Page 1



### UNIVERSITY OF SOUTH ALABAMA CREDIT HOUR ESTIMATES FORM

Refer to the University's Credit Hour Policy or Credit Hour Review Process documents on the Academic Affairs web site for additional information.

Rev. 10/2012

At the University of South Alabama, the number of credits assigned to a particular course is dependent upon the expected learning outcomes of the course and the number of hours needed to successfully master the expected outcomes. For traditional courses, federal guidelines suggest that a credit hour is (or is the equivalent of) one class hour of classroom or direct faculty instruction per week and a minimum of two class hours of out-of-class student work each week for a 15 week semester. A credit hour in an online, blended, lab, practicum, studio, or other course format must involve an equivalent amount of instruction and student work necessary to achieve the intended course learning outcomes and verify evidence of student achievement.

Any new course, any existing course being offered in a different format (e.g., online) for the first time, or any existing course in a non-traditional format should use the table below to determine credit hour estimates and include a Curriculum Action Form with a new or revised syllabus that reflects the course format and instructional learning activities.

#### Instructional or Learning Activity

#### Estimated Hours/Semester

1. On-campus meetings (direct instruction, in-class lectures, demonstrations, recitations)	_____
2. Practical experiences (lab experiences, studio activities, clinical assignments, field experience)	_____
3. Group or team-based activities (group projects or presentations, debates, group assessments)	_____
4. Reviewing online course content (audio/video lectures, podcasts, written lectures)	_____
5. Readings (assigned readings, additional readings, websites, articles)	_____
6. Projects/Presentations (oral presentations, portfolios, multimedia presentations)	_____
7. Practice problems or exercises (drills, practice problems, exam reviews)	_____
8. Online discussions (discussion forums, wikis)	_____
9. Synchronous activities (videoconferences, audio chat, text chats)	_____
10. Writing activities (papers, essays, journal entries, blogs)	_____
11. Research activities (literature review, individualized study, research study)	_____
12. Quizzes or exams (written, computer-based, online)	_____
13. Inquiry-based activities (webquest, problem-based or self-directed learning)	_____
14. Other (list)	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Hours 0.0

<b>Reviewed By:</b>	Course Title: _____
Faculty Member: _____ Date: _____	Subj Abbrev: _____
Department Chair: _____ Date: _____	Course #: _____

## Credit Hour Estimates Form Page 2

Instructional or Learning Activity	List the amount of time the students will spend...
1. On-campus meeting	Attending class on-campus (includes lectures, class discussions, recitations, etc.)
2. Practical experiences	Participating in practical experiences such as weekly laboratory experiences
3. Group or team-based activities	Collaborating with other students to complete group assignments or activities
4. Reviewing online course content	Viewing or reading course content such as videos, PowerPoints, written or audio lectures
5. Readings	Reading assigned and/or additional course materials outside of class such as articles or websites
6. Projects/Presentations	Preparing and/or presenting assigned projects or presentations
7. Practice problems or exercises	Completing practice problems or exercises such as homework assignments or exam reviews
8. Online discussions	Contributing to online discussions such as discussion forums
9. Synchronous activities	Participating in synchronous, or real-time, communication such as text chats or videoconferencing
10. Writing activities	Writing and reviewing papers and other writing assignments outside of class such as blogs or essays
11. Research activities	Searching for relevant information on the Internet, visiting libraries and/or conducting literature reviews or research studies
12. Quizzes or exams	Completing quizzes or examinations either in-class or online
13. Inquiry-based activities	Participating in activities that require the students to carry out an investigation and communicate results