



UNIVERSITY OF SOUTH ALABAMA
CURRICULUM ACTION FORM

Please read the instructions and complete all necessary information for the course. This form will replace all previously submitted forms for the course. Fee additions or changes require completion of a Special Course Fee Approval Form.

1. Effective Term: _____

2. College/School Code: _____ Department: _____
(Table 1) (STVDEPT)

3. Action Requested (select one E,R, or I): _____ (Establish New Course, Revise Existing Course, Inactivate Course)

Description of Requested Change: _____

PART I: GENERAL COURSE INFORMATION

4. Course Level: _____ 5. Subject Code: _____ Subject: _____
(STVSUBJ) (Description)

6. Course #: _____ 7. Prerequisite Waiver Code: _____

8. Course Title (**required**; 30-character limit, including spaces): _____ 9. Check if Variable Title: _____

Long Course Title (**optional**; 100-character limit, including spaces): _____

Course Description: (This description will appear in the online Course Catalog. Recommended length: 1000 characters, including spaces)

10. Course Attributes: _____

11. Total number of Credit Hours: _____

If variable, enter "to" or "or" between minimum and maximum credits (e.g., "1 to 6", "3 or 4").

12. Grading Mode: _____ 13. Schedule Type: _____ 14. Instructional Method: _____
(Table 2) (Table 3) (Table 4)

Does this course require a special fee? _____ Yes _____ No

(Note: Fee additions or changes require completion of a Special Course Fee Approval Form. Fee requests for academic courses must be approved by the University Fee Committee before it will be entered into Banner.)

Will special approval be required for all students? _____ Yes _____ No

If yes, specify from whom students should get approval (e.g., department chair, program director, etc.): _____

(Note: This special approval should be added to the special approval field on the Schedule Form (SSASECT) when opening sections for this course.)

PART II: COURSE CONDITIONS

A. Prerequisites (Specify the Subject Code, Course Number, Minimum Grade, and Concurrency for each prerequisite course. Use parentheses as well as and/or statements to clarify groups of prerequisites):

‘(‘	Subject Code or Test Code	Course # or range of numbers [^]	Minimum Grade	Concurrent Enrollment (Yes/No)	[^] Number of courses required within the range)’	And/Or

B. Co-requisites (list each Subject Code & Course #):

Subject code	Course #	Subject code	Course #	Subject code	Course #

C. Will this course be restricted to certain groups of students? Yes No

If yes, specify the Registration Restriction(s) below:

Restriction Types	Specific Restrictions	Include	Exclude
Department			
Field of Study (Major)			
Class			
Level			
Degree			
Program			
College			
Student Attribute			
Cohort			

D. Repeatability: Can this course be repeated for additional credit? Yes No

Max credit hours: _____ Max attempts: _____

E. Equivalent Courses for which students cannot receive duplicate credit:

Subject code	Course #	Start Term	End Term	Subject code	Course #	Start Term	End Term

F. Degree Program Attributes (check all that apply):

- WRIT - Writing Intensive (must get approval from the Writing Committee before submitting this form for approval)
 HONR – Honors (must get approval from the Honors Program Director)
 UPPR - Upper
 Other: Specify: _____

PART III: SIGNATURES

Preparer: (Note: Unless otherwise indicated, concerns will be directed to the preparer.)

Name _____ *E-mail* _____ *Phone*

Required Signature from Dean or Dean's Designee:

Dean (or Dean's designee) Signature _____ *Date*

_____ Department Chair	_____ Date	_____ AVP for Academic Affairs/Graduate Dean	_____ Date
_____ College Curriculum Committee Chair	_____ Date	_____ Honors Director	_____ Date
_____ Chair of Academic Affairs Committee	_____ Date	_____ Writing Center Director	_____ Date



UNIVERSITY OF SOUTH ALABAMA
CURRICULUM ACTION FORM
Instructions

NOTE: Fee additions or changes require completion of a Special Course Fee Approval Form

PART I: GENERAL COURSE INFORMATION

1. **Effective Term:** Enter the term of the academic year when this action becomes effective 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 2003-2004 will be '200410' even though the term is in the calendar year 2003.)
2. **College/School Code:** Enter the two-character college code. (*see Table 1*)
3. **Action Required:** Check the action for the course. Specify all changes being made. "Deleted" courses remain in the catalog as "inactivated" effective the term requested.
4. **Course Level:** Enter the appropriate levels at which a course can be taken and credit can be received.
5. **Subject Code:** Enter the subject code of the course.
6. **Course:** Enter the three-digit course number. Use 'L' as the fourth digit for a laboratory course with the same course number as the corresponding lecture course.
7. **Prerequisite Waiver Code:** Indicate who may waive a prerequisite. Indicate only one.
8. **Title:** Enter the course title up to thirty (30) characters.
9. **Variable Title:** Check if the title is variable (e.g. Special Topics, Directed Study).
10. **Course Attributes:** Enter codes used to categorize type of course or academic requirements met by course (e.g., ARE1-Composition)
11. **Credit Hours:** For variable credit courses, enter the range in the low and high fields. Also indicate whether the high and low are a 'to' or 'or'. For example '1 to 3' hours. For fixed hour courses enter the hours in the low field.
12. **Grading Mode:** Enter the code for the grading mode for the course (*see Table 2*). Be sure to include 'A' (Audit) if the course may be audited.
13. **Schedule Type:** Enter the schedule type code(s) that apply for the course (*see Table 3*). Be sure to indicate 'Web' if the course will be offered entirely on the web. Schedule Types must agree with the Instructional Method.
14. **Instructional Method:** Enter the instructional method(s) that apply for the course and make sure it agrees with the schedule type. (*see Table 4*)

PART II: COURSE CONDITIONS

- A. **Prerequisite(s):** Enter any tests and minimum scores, and prerequisite courses with minimum grades required to qualify as a prerequisite. Include the logical operators 'and' and 'or' between multiple items. **Concurrency:** Enter a 'Y' if the prerequisite course may be taken in the same term as this course. Indicate if the course requires Professional Component standing or Undergraduate Candidacy (College of Education).
- B. **Corequisite(s):** Enter the subject code and course number of courses required to be taken in the same term as this course.
- C. **Restrictions:** Use this area to indicate whether a course is restricted to or from a specific college, class, major, or level. Use 'I' for 'Include' and 'E' for 'Exclude' to identify the specific population of students affected (e.g. "Include - Graduates")
- D. **Repeat Limit:** Enter the maximum number of times the course may be repeated for credit. If no limit is indicated, the University repeat policy will apply. **Max Hours:** Enter the maximum number of credit hours a student may earn by repeating this course.
- E. **Equivalent Course(s):** Enter any courses that may be used as a substitute for this course. Also indicate the start and end terms for which the equivalency is effective.
- F. **Degree Attribute(s):** Enter the code for any degree attributes this course satisfies.



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 Tables

Table 1: Colleges	
College	Code
College of Allied Health	AH
College of Arts and Sciences	AS
College of Education	ED
College of Engineering	EG
Honors College	HC
Computer - Info. Sciences	CS
College of Nursing	NU
College of Medicine	MD
Mitchell College of Business	BU
The Graduate School	GR
Global USA	GE

Table 3: 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 - Web Enhanced	LE
Lecture - Blended	LB
Lecture - No Web Component	L
Internship - Web Enhanced	NE
Internship - Blended	NB
Internship - No Web Comp.	N
Seminar - Web Enhanced	SME
Seminar - Blended	SMB
Seminar - No Web Comp.	SM
Dissertation - Web Enhanced	ZE
Dissertation - No Web Comp.	Z
Dissertation - Online	ZO
Web-Based	WO
Other Schedule Types codes are available. See Schedule Types validation table(STVSCHD) for codes.	

Table 2: 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	S, U
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

Table 4: Instructional Method	
Instructional Method	Code
Blended Course	WB
Online Course	WO
No Web Component	NW
Web-Enhanced Course	WE