



Curriculum Action Form (CAF)

No changes will be made to existing courses and no additional courses will be added after student registration opens for effective term of the CAF. Please refer to the academic calendar each year for specific dates. Information on when to submit CAFs to comply with the deadline can be found below. CAFs that are not submitted in a timely manner will be sent back to change the effective date.

The CAF paperwork can be found on the Academic Affairs website under forms. Please refer to the website when submitted a CAF to ensure the most up to date forms are being used.

<http://www.southalabama.edu/departments/eforms/academicaffairs/>

New CAFS without a Writing Component

- CAFs must be submitted to Academic Affairs (AD 300) one month prior to student registration for the effective term of the CAF.
- This allows lead time for corrections as well as approval by the Graduate or Undergraduate Committee, Academic Affairs, and the Registrar’s Office.

New CAFs with a Writing Component

- CAFs must be submitted to Academic Affairs (AD 300) two months prior to student registration for the effective term of the CAF.
- This allows lead time for corrections and approval by the Graduate or Undergraduate Committee, the writing committee as well as processing in Academic Affairs and the Registrar’s Office.
- The writing component checklist can be found on the Academic Affairs website with the other CAF paperwork.
- To minimize the number of corrections associated with the writing component, CAFs can be submitted to Frank Ard (ASC 1391) for a pre-check prior to submission to Academic Affairs.
- Please note the writing committee does not meet in the summer, but Frank Ard will still be doing pre-checks of the CAFs.

Revisions or Inactivations without a Writing Component

- CAFs must be submitted to Academic Affairs (AD 300) two weeks prior to student registration for the effective term of the CAF.
- This allows lead time for corrections as well as processing in Academic Affairs and the Registrar’s Office.

Revisions or Inactivations adding a Writing Component

- CAFs must be submitted to Academic Affairs (AD 300) one month prior to student registration for the effective term of the CAF.
- This allows lead time for corrections and approval by the writing committee as well as processing in Academic Affairs and the Registrar’s Office.
- A writing component checklist can be found on the Academic Affairs website with the other CAF paperwork.
- To minimize the number of corrections associated with the writing component, CAFs can be submitted to Frank Ard (ASC 1391) for a pre-check prior to submission to Academic Affairs.
- Please note the writing committee does not meet in the summer, but Frank Ard will still be doing pre-checks of the CAFs.

Contact Information

Academic Affairs, AD 300	Graduate School, AD 340	Writing Committee, ASC 1391
Ashley Gibson	Harold Pardue	Frank Ard
ashleygibson@southalabama.edu	hpardue@southalabama.edu	franklinard@southalabama.edu
460-6261	460-6310	414-8051