

Course Proposal Guidance

Before submitting a new course proposal or course modification, please review the following information regarding the reuse of an existing subject and catalog number.



Should I Request a Course Modification or a New Course?

How do I know if my request is a course modification or a new course proposal?

Ask yourself this question:

Can a student who has already taken the existing course receive additional credit for the revised version?

No → Choose Course Modification.

Yes → Choose New Course.



Option 1: Change to an Existing Course

Select this option if:

- You are only changing the course title and/or description.
- The course content remains substantially the same.
- Students who have already taken the course would not earn additional credit by taking the revised version (unless the course is approved as repeatable for credit).
- The course should continue to fulfill the same preequisites, degree requirements, and academic purposes as it does today.

 **No new course number/ Course ID will be created.**

Example:

Changing "Introduction to Computing" to "Foundations of Computing" while keeping substantially the same learning outcomes and content.



Option 2: New Course

Select this option if:

- The course content is significantly different from the existing course.
- Students who have taken the existing course should be able to earn credit for the new course.
- The course is intended to serve a different academic purpose or fulfill different requirements.
- The course should be treated as a separate offering from the existing course.

 **A new course number will be created.**

Example:

A course currently focused on one topic is being redesigned to teach a different subject area with new learning outcomes and objectives. Because students could benefit from taking both versions for degree credit, the proposal should be submitted as a New Course.



Can I reuse the same subject and catalog number (example: MTH 101) for a new course?

Yes. If you are creating a new course and wish to use the same subject and catalog number (example: MTH 101) as an existing course, you must follow these steps:

- Inactivate the existing course using the red Inactivate button on the right side of the course proposal in CIM and submit to workflow.
- Once the course inactivation is approved through workflow in CIM, email the Office of the University Registrar at scheduling.rg@miami.edu to request that the old course be archived. The course will be archived on the following business day, and the subject and catalog number will then become available for reuse.
- Propose the new course using the Propose New Course button from the top right of the CIM screen and submit to workflow. Once the course proposal is fully approved through the CIM workflow, it will sync to Canelink. This will generate a new CourseID on the back end of Canelink which will allow students to repeat the course for credit, even if the course is not normally repeatable. Although the old course and the new course share a course number (example: MTH 101), they will be treated as distinct courses and will not be interchangeable.

If you are uncertain whether the changes are substantial enough to warrant a new course, please contact us at scheduling.rg@miami.edu. We will review the proposal and help determine the appropriate course of action.



CIM Link: <https://next-bulletin.miami.edu/courseadmin/>

Thanks!



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