## **New Department & Subject Code Request**

Use this form to request new department codes and corresponding subject codes. Please complete this form and e-mail it to <a href="mailto:scheduling.rg@miami.edu">scheduling.rg@miami.edu</a>. If you have questions or need assistance, please call 8-1705.

Department Contact Name		
E-mail Address		
Phone Number		
Career		
School		
Effective Term		
Is this department replacing an existing one?	Yes	If yes, which department is being replaced?
	No	
New Department Name		
Requested Department Code		
Requested Subject Code		
CIP Code (6 digits)		
Financial Organization		

Rationale for creating a new department code:

Please sign off on the following statements:	
I have approval from the Faculty Senate for this new department.	
I have approval from the Graduate School for this department. (New Graduate only)	ate departments
I have notified the Office of Assessment and Accreditation regarding SACS	approval.
Signatures	
Department Chairman Signature	Date
Academic Dean/Director Signature	Date

## Administrative Section - to be completed by Registrar's Office and ERP

Department Code

Subject Code

Academic Program Code

Date Added to Canelink