University of Miami

New Course Request Form

| Date of Request: _____ | Effective Term: _____ | School/College: _____ |

| ☐ **New Course** | ☐ **New Experimental Course** | ☐ **Reactivate Course** | **(Syllabus must be attached)** |

| **Subject Area:** *(ex: ENG)* | | **Catalog Number:** *(ex: 105)* | | **Units** Min: | | Max: | |

| **Short Course Title:** *(30 characters maximum)* | | **Course Will Be Offered:** *(Ex: Fall, Spring, Summer)* | |

| **Long Course Title:** *(100 characters maximum)* | |

Full-time Status Rationale: This is only required for courses flagged as being equivalent to full-time status. (Rationale must include why the course(s) are equivalent to full-time credit (12+ credits for undergraduate; 9+ credits for graduate). Please email the Full-Time Status Rationale on a word document to scheduling.rg@miami.edu

Course Description- The course description must be submitted with form & emailed in word document to scheduling.rg@miami.edu

Additional Course Information - Select all fields applicable

Grading Basis: *(Please select one)*	**Please Indicate**	**Add Consent**	**Please Indicate**	**Drop Consent**	**Please Indicate**
Audit	☐	Department	☐	Department	☐
Credit/No Credit	☐	Instructor	☐	Instructor	☐
Graded	☐				
Medical Graduate	☐	**Repeat For Credit Rule**	**Please Indicate**	**Course Attribute**	**Please Indicate**
Medical Grades	☐	Repeat for Credit	☐	CIVIC	☐
No Grade	☐	Enter Number of times a course can be repeated		HONORS	☐
Non-Graded	☐	Allow course to be taken more than once in same Term	☐	PRISM	☐
Satisfactory/UnSat.	☐			WRITING	☐
Areas of Knowledge: (select one) ☐ AH/Arts& Humanities ☐ PS/People & Society ☐ STEM				CAPSTONE	☐

You may select multiple components for a course, but you can Only have ONE Primary Graded Component.

Course Components:	**Primary Graded Component**	**Add**	**Course Components:**	**Primary Graded Component**	**Add**
Clinical	☐	☐	Lessons	☐	☐
Discussion	☐	☐	Module	☐	☐
Distance Learning	☐	☐	Practicum	☐	☐
Ensemble	☐	☐	Research	☐	☐
Experimental Learning	☐	☐	Seminar	☐	☐
Field Studies	☐	☐	Studio	☐	☐
Forums	☐	☐	Thesis Research	☐	☐
Independent Study	☐	☐	Thesis/Individual Study	☐	☐
Laboratory	☐	☐	Workshop	☐	☐
Lecture	☐	☐			

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Enrollment Requirement – Pre/Co-Requisite/Condition/Placement

Please write out fully the Enrollment Requirement and/or any Requisite Conditions and/or any Placements.

You must Specify with "And" or "Or" within your write out. Please see example below.

Add	Remove	School/Coll.	Enrollment Requirement with Conditions and Placements Specified with "And" or "Or"
☒	☐	*Example: AS*	**Example:** Pre-Requisite: MTH 141, *Or* 151, *Or* 161. *Or* Co-Requisite: MTH 171. *And* Requisite: ALEKS score >=60, *Or* SAT >=630, *Or* ACT >=28.
☐	☒	*Example: AS*	**Example:** Remove the Co-Requisite: MTH 171 Only.
Add	**Remove**	**School/Coll.**	**Enrollment Requirement/ Condition/Placement** Please specify with "And" or "Or" in your write out.
☐	☐		
☐	☐		

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Course Topics					
If you have a course with special topics, please use below fields to specify each topic.					
Examples:					
☒	☐	**1**	Global Detective Fiction		Global Det
☒	☐	**3**	Literature and Law		Lit Law
☐	☒	**10**	Monsters		Monsters
Add	**Remove**	**Course Topic #**	**Long Description** *(30 characters maximum)*		**Short Description** *(10 characters maximum)*
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				
☐	☐				

Department Scheduler Name:	**Extension:**

Department Chair: _____   **Date:** _____
(Signature Required)

Curriculum Academic Dean: _____   **Date:** _____
(Signature Required)