

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 emailed on a word document and sent to the 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	<input type="checkbox"/>	Department	<input type="checkbox"/>	Department	<input type="checkbox"/>
Credit/No Credit	<input type="checkbox"/>	Instructor	<input type="checkbox"/>	Instructor	<input type="checkbox"/>
Graded	<input type="checkbox"/>				
Medical Graduate	<input type="checkbox"/>	Repeat For Credit Rule	Please Indicate	Course Attribute	Please Indicate
Medical Grades	<input type="checkbox"/>	Repeat for Credit	<input type="checkbox"/>	CIVIC	<input type="checkbox"/>
No Grade	<input type="checkbox"/>	Enter Number of times a course can be repeated		HONORS	<input type="checkbox"/>
Non-Graded	<input type="checkbox"/>	Allow course to be taken more than once in same Term	<input type="checkbox"/>	PRISM	<input type="checkbox"/>
Satisfactory/UnSat.	<input type="checkbox"/>			WRITING	<input type="checkbox"/>
Areas of Knowledge: (select one) <input type="checkbox"/> AH/Arts& Humanities <input type="checkbox"/> PS/People & Society <input type="checkbox"/> STEM				CAPSTONE	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	Lessons	<input type="checkbox"/>	<input type="checkbox"/>
Discussion	<input type="checkbox"/>	<input type="checkbox"/>	Module	<input type="checkbox"/>	<input type="checkbox"/>
Distance Learning	<input type="checkbox"/>	<input type="checkbox"/>	Practicum	<input type="checkbox"/>	<input type="checkbox"/>
Ensemble	<input type="checkbox"/>	<input type="checkbox"/>	Research	<input type="checkbox"/>	<input type="checkbox"/>
Experimental Learning	<input type="checkbox"/>	<input type="checkbox"/>	Seminar	<input type="checkbox"/>	<input type="checkbox"/>
Field Studies	<input type="checkbox"/>	<input type="checkbox"/>	Studio	<input type="checkbox"/>	<input type="checkbox"/>
Forums	<input type="checkbox"/>	<input type="checkbox"/>	Thesis Research	<input type="checkbox"/>	<input type="checkbox"/>
Independent Study	<input type="checkbox"/>	<input type="checkbox"/>	Thesis/Individual Study	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Lecture	<input type="checkbox"/>	<input type="checkbox"/>			

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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”
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Example: AS</i>	Example: Pre-Requisite: MTH 141, <i>Or</i> 151, <i>Or</i> 161. <i>Or</i> Co-Requisite: MTH 171. And Requisite: ALEKS score >=60, <i>Or</i> SAT >=630, <i>Or</i> ACT >=28.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Example: AS</i>	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.
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		



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Course Topics

If you have a course with special topics, please use below fields to specify each topic.

Examples:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Global Detective Fiction	Global Det
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Literature and Law	Lit Law
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	Monsters	Monsters
Add	Remove	Course Topic #	Long Description <i>(30 characters maximum)</i>	Short Description <i>(10 characters maximum)</i>
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Department Scheduler Name: _____	Extension: _____
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Department Chair: _____
(Signature Required) Date: _____

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

Dean of Graduate School: _____
(Signature Required for Graduate courses only) Date: _____