

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 scheduling.rg@miami.edu. If you have questions or need assistance, please call 8-1705.

Department Contact Name

E-mail Address

Phone Number

Academic Group

Effective Term

Is this department replacing an existing one? Yes No

If yes, which department is being replaced?

New Department Name

Requested Department Code

Requested Subject Code

[CIP Code](#) (6 digits)

Financial Organization Department #

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 departments only)

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

Date Added to Canelink