The John Knoblock
Faculty Senate Office
Ashe Administration Building, #325
1252 Memorial Drive
Coral Gables, FL 33146

facsen@miami.edu
web site: www.miami.edu/fs
P: 305-284-3721
F: 305-284-5515

MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate

Date: February 24, 2017

Subject: Faculty Senate Legislation #2016-27(B) – Curriculum Change to the *Master of Music (MM) Degree in Jazz Vocal Performance (MSJV)*, Frost School of Music

****

The Faculty Senate, at its February 22, 2017 meeting, had no objection to the proposal to change the curriculum of the Master of Music (MM) Degree in Jazz Vocal Performance (MSJV). These changes will further enhance the graduate experience to potential performers and educators by emphasizing performance by increasing the private lesson requirements from 4 to 8 credits and 1 additional Jazz Ensembles credit. The new curriculum, effective fall 2017, will increase the total required credits from 31 to 36. The proposed changes will not require the hiring of additional faculty.

This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost
Shelton Berg, Dean, Frost School of Music
Guillermo Prado, Dean, Graduate School
Shannon de l'Etoile, Associate Dean, Frost School of Music
John Daversa, Chair, Department of Studio Music and Jazz, Frost School of Music

CAPSULE: Faculty Senate Legislation #2016-27(B) – Curriculum Change to the *Master of Music (MM) Degree in Jazz Vocal Performance (MSJV)*, Frost School of Music

PRESIDENT'S RESPONSE

APPROVED: _____ DATE: 3/6/17
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg

EFFECTIVE DATE OF LEGISLATION: _____IMMEDIATELY_____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI
Graduate Studies

Proposal to Revise the Master of Music (MM) Degree in
Jazz Instrumental and Vocal Performance (MSJI/MSJV)

Contact Personnel:
    Shannon de l'Etoile, Associate Dean of Graduate Studies
    Frost School of Music
    305.284.6913
    sdel@miami.edu

    John Daversa, Chair
    Department of Studio Music and Jazz
    305.284.2241
    j.daversa@miami.edu

FROST
SCHOOL OF MUSIC

MEMO: LETTER OF EXPLANATION

TO:	University of Miami, Faculty Senate
FROM:	Shannon K. de l'Etoile, Ph.D. Associate Dean of Graduate Studies, Frost School of Music
DATE:	January 27, 2017
RE:	Proposal to Revise the Master of Music Degree in Jazz Instrumental and Vocal Performance

The Frost School of Music wishes to revise the requirements for the Master of Music Degree in Jazz Instrumental and Vocal Performance.

Attached please find the following documents:

- Memo from the Associate Dean of Graduate Studies in the Frost School indicating approval of this proposal by the faculty, including approval of the Graduate Committee and Department Chairs of the Frost School.

- Memo from the Speaker of the Frost School Council indicating approval of this proposal by the Frost faculty.

- Memo from John Daversa, Chair of the Department of Studio Music and Jazz (MSJ) signifying approval of the MSJ faculty.

- Memo from the Office of Planning, Institutional Research, and Assessment indicating receipt of the proposal, and further clarifying that SACSCOC notification is not required.

- Memo from the Graduate School Dean signifying approval of the Graduate Council.

- Detailed proposal regarding the proposed changes.

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FROST
SCHOOL OF MUSIC

MEMO FROM ASSOCIATE DEAN OF GRADUATE EDUCATION

TO: University of Miami, Faculty Senate

FROM: Shannon K. de l'Etoile, Ph.D.
        Associate Dean of Graduate Studies, Frost School of Music

DATE: January 27, 2017

RE: Proposal to Revise the Master of Music Degree in Jazz Instrumental and Vocal
        Performance

This memo serves as a request for the Faculty Senate to consider the attached proposed revisions to the Master of Music Degree in Jazz Instrumental and Vocal Performance.

The proposal has been approved by the Frost School Graduate Committee, Department Chairs, and School Council.

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de l'Etoile, Shannon Kay, Ph.D.

From:	Kennedy, Karen
Sent:	Friday, October 28, 2016 8:08 AM
To:	de l'Etoile, Shannon Kay, Ph.D.
Subject:	Re: School Council: Review MM in MSJI and MSJV

Dear Shannon,

School council has approved this measure.

K²

Dr. Karen Kennedy
Director of Choral Studies
Frost School of Music
University of Miami

FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI

From: "de l'Etoile, Shannon Kay, Ph.D." <sdel@miami.edu>
Date: Wednesday, October 19, 2016 at 9:34 AM
To: Karen Kennedy <k.kennedy1@miami.edu>
Subject: School Council: Review MM in MSJI and MSJV

Dear Karen,

Attached please find a proposal to revise the Master of Music degree in Jazz Performance (both instrumental and vocal). The proposal has been approved by the Frost School Graduate Committee and Department Chairs. I look forward to receiving School Council's input on this proposal.

Many thanks,

Shannon K. de l'Etoile, Ph.D., MT-BC
Associate Dean of Graduate Studies
Professor, Music Therapy
University of Miami
Phillip and Patricia Frost School of Music
P.O. Box 248165
Coral Gables, FL 33124-3410
Office: 305.284.2241
Fax: 305.284.6475

1

FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI

Department of Studio Music & Jazz

<u>MEMORANDUM</u>

September 22, 2016

To: Studio Music & Jazz

From: John Daversa, D.M.A.
              Chair

Subject: New Curriculum for MM in Performance

In keeping with policy, the MSJ faculty have been presented with the details of the proposed changes for the new curriculum for MM performance in MSJI and MSJV. As the majority of the faculty have voted in favor, we will be adopting the new curriculum starting from Fall 2017.

Thank you

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OF MIAMI

	Office of Planning, Institutional Research, and Assessment	P.O. Box 248285 Coral Gables, FL 33124-2923 Phone: 305-284-3856	Gables One Tower, Suite 260, Locator 2923 1320 S. Dixie Hwy., Coral Gables, FL 33146 Fax 305-284-4081 • pira@miami.edu

MEMORANDUM

DATE: November 16, 2016

TO: Dr. Shannon de l'Etoile, Associate Dean
Graduate Studies, Frost School of Music

FROM: Dr. Patricia Murphy, Executive Director
Assessment and Accreditation

SUBJECT: Curriculum Changes for Master of Music in Jazz Instrumental Performance and Jazz Vocal Performance

On November 8, 2016, the Frost School of Music notified our office of its intent to change the existing curriculum of the Master of Music in Jazz Instrumental Performance (MM MSJI) and Master of Music in Jazz Vocal Performance (MM MSJV) programs, effective fall 2017. The proposed curriculum changes will emphasize performance, ancillary jazz related skills, as well as allow students the benefit of additional electives and required courses that will enhance the graduate experience and make the degree more relevant to potential performers and educators.

The itemization of proposed changes to both curriculums is as follows:

- Increase required credits from 31 to 36 (5 credits), that include 4 additional credits in private lessons and 1 additional credit in ensembles.
- Removal of 1 credit recital paper requirement (substitute detailed program notes under recital credit).
- Required Jazz Composition credits reduced to from 4 to 3 (MSJ 715/716 will be increased from 2 to 3 credits).
- Students may choose 3 required credits from either Jazz Composition or Jazz Arranging areas
- 6 credits in Other Studies adjusted to include a broader array of courses, including one required artist development course from the Music (MUS) and Music Media and Industry (MMI) department offerings.
- Creation/addition of two new approved elective courses: MSJ 742 – Jazz Percussion Techniques and MSJ 712 – Master's Second Recital.

The proposed changes will not require the hiring of additional faculty or infrastructure resources and would make the MM MSJI and MM MSJV program requirements fall closer in line with NASM guidelines.

The curriculum changes are not considered substantive and will not require notification or approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to proceeding with their implementation.

cc: Faculty Senate
Dean Guillermo Prado, Graduate School
Dean Shelton Berg, Frost School of Music
Dr. John Daversa, Chair, Department of Studio Music and Jazz, Frost School of Music

UNIVERSITY OF MIAMI
GRADUATE SCHOOL

MEMORANDUM

DATE: January 25, 2017

TO: Tomas Salerno
           Chair, Faculty Senate

FROM: Guillermo ("Willy") Prado
           Dean, The Graduate School

SUBJECT: Frost School of Music Curriculum Changes

The Frost School of Music submitted a proposal with intent to change the existing curriculum of the Master of Music in Jazz Instrumental Performance and Vocal Performance, effective fall 2017. The proposal was discussed at the meeting of the Graduate Council on Tuesday, January 17, 2017, and no concerns were expressed by the Council members.

cc: Shelton Berg, Dean, Frost School of Music
       Shannon de l'Etoile, Associate Dean, Frost School of Music
       Office of Planning, Institutional Research and Assessment

Department of Studio Music & Jazz (MSJ)
Master of Music Degree in Jazz Instrumental and Vocal Performance
Proposal to Change Curriculum

1. **Description of the Proposed curriculum change:**

Degree Program:	The Master of Music in Jazz Performance
Effective date:	Fall of 2017
Benefit:	The proposed MM in Studio Music and Jazz (performance) will emphasize performance, ancillary jazz related skills, as well as allow students the benefit of additional electives and required courses that will enhance the graduate experience and make the degree more relevant to potential performers and educators.
Effect on credits:	The proposed curriculum will increase required credits from 31 to 36.
Effect on electives:	The proposed curriculum will increase music electives in both jazz performance and ancillary music courses
Other degrees:	The proposed curriculum does not delete any non-MSJ courses, thus it should not have an impact on other degree programs in the Frost School.

2. **Existing Curriculum (see below).** The existing curriculum for MM in Jazz Performance requires only 4 credits of private lessons and 3 credits of ensembles. Since scholarships were formerly awarded for elective credits and students were required to be full time each semester to receive scholarships, almost all students chose to take the full 36 available credits. Electives were most often used for additional ensemble and private lesson credits. This de-facto situation worked in favor of the department and students in that it provided for the large ensembles to be fully staffed and also allowed students additional experiences in smaller jazz ensembles.

Major Area: 19 credits required

Private lessons	4 credits
Jazz Ensembles	3 credits
MSJ 66X Jazz Improvisation	6 credits
MSJ 715 Jazz Composition I	2 credits
MSJ 716 Jazz Composition II	2 credits
MSJ 811 Master's Recital Paper	1 credit
MSJ 812 Master's Recital	1 credit

Other Studies: 7 credits

MSJ 720 Analysis of Jazz Styles	3 credits
MSJ 644 Jazz Pedagogy & Admin.	3 credits
MED 701 Recital Paper Preparation	1 credit

Approved Electives: 4 credits

Approved Electives	4 credits

Total Required Credits	31 credits

3. Proposed new curriculum for MM in Jazz Performance (Bulletin copy)

Major Area: 22 credits required
Private lessons*	8 credits
Jazz Ensembles*	4 credits
Jazz Improvisation: two out of the following: MSJ 655, 666, 780	6 credits
MSJ 715/716 Jazz Composition or MSJ 619/620 Arranging	3 credits
MSJ 812 Master's Recital (w/program notes)	1 credit

Other Studies: 6 credits
MSJ 720 Analysis of Jazz Styles *or*	3 credits
MSJ 644 Jazz Pedagogy & Admin	

Artist Development: Choose one course from the following:	3 credits
MMI 735 World of the Working Musician	
MUS 735 Media Creation	
MUS 745 Peak Performance	
MED 755 The Teaching Artist	

Approved Electives: 8 credits in consultation with advisor   8 credits
MSJ 719 Large Jazz Ensemble Conducting and Rep (2 credits)
MSJ 712 Preliminary Masters Recital (1 credit)
MSJ 702/703 Jazz Piano Class (1 credit)
MSJ 742 Jazz Percussion Techniques
MSJ XXX Ensemble** (1 credit)
MSJ 730, 731 Applied Instruction in Jazz (1-2 credits)
Additional course(s) in MSJ, MCY, MIP, MED, MMI, MTC, MUS (3 credits)

Total Required Credits   36 credits *

* Total Ensemble credits for degree may not exceed 8 credits. Student must participate in at least one assigned ensemble each semester.

** In the final semester of the M.M. degree in Studio Music and Jazz Vocal and Instrumental Performance the student will be required to perform a Comprehensive Jury. This jury will be no longer than 30 minutes, and in it the student will perform and discuss a wide array of music written for their instrument. The requirements for this jury may include improvisation, knowledge of standard songs and harmonic progressions, jazz repertoire particular to the major instrument, assigned exercises, scales, and any other material the studio professor deems relevant. The material will be chosen to test the student comprehensively on the depth of their knowledge about and ability on their major instrument. For the discussion portion, the jury panel may ask the student to answer questions about the music played, regarding historical context, pedagogical considerations, or performance/practice strategies, and to defend recital program notes. The student's studio teacher will select the material to be covered in the jury and it will be tailored to that student's need and career focus. The studio teacher and two members of the MSJ faculty will assess this jury and it will be held at the end of the final semester of study during regular jury times.

Summary of Changes to curriculum:

- Required credits increased to 36

- 4 additional credits of private lessons required.

- 1 additional credit in ensembles required.

- 1 credit recital paper requirement removed (substitute detailed program notes under recital credit).

- Required credits in jazz composition reduced from 4 to 3. MSJ 715/716 will be increased from 2 to 3 credits.

- Student may choose 3 required credits jazz composition or jazz arranging

- 6 credits in Other Studies adjusted to include a broader array of courses, including one required artist development course from the offerings in MUS and MMI.

- Creation/addition of two new approved elective courses: MSJ 742 Jazz Percussion Techniques; MSJ 712 Preliminary Masters Recital.

Itemized List of Revisions to the MM in MSJ

a. Remove the courses MED 701 Recital Paper Preparation (1 cr) and MSJ 811 Recital Paper (2 cr) from the curriculum.

b. Adjust courses under major area to include MSJ 715/716 (non sequential) or MSJ 619/620 arranging (sequential, placement test required).

c. Offer option of MSJ 644 or MSJ 720.

d. Create category "Artist Development" (3 credits) under which one of the following courses is required:
   MMI 735 World of the Working Musician
   MUS 735 Media Creation
   MUS 745 Peak Performance
   MED 755 The Teaching Artist

e. Change 4 credits of advisor-approved electives to 8 credits of advisor-approved electives.

f. To meet NASM and SACS requirements for a comprehensive review, add successful completion of a Comprehensive Masters Jury to the degree requirements.

g. Require all students to be enrolled in at least one, advisor-approved ensemble for each semester in residence (i.e., all 4 semesters of the MM degree).

h. Revise course description for MSJ 812 Masters Recital to clarify that program notes are required. Proposed new course description: "A Masters recital lasting at least 60 minutes that may include some chamber works but consists primarily of solo pieces. Students are required to write Program Notes."

i. Create course MSJ 712 Preliminary Masters Recital.

j. Create Course MSJ 742 Jazz Percussion Techniques (graduate section of current undergraduate class)

4. **Estimated impact on faculty load:** The proposed curriculum change will have no impact on faculty load

5. **Impact on room schedule and lab/classroom needs:** The proposed curriculum will require approximately four more jury hours to accommodate the required Comprehensive Masters Jury.

6. **Impact on NASM requirements:** The proposed curriculum not only meets, but exceeds the NASM and SACS requirements. NASM and SACS require a comprehensive review in the final semester of the MM curriculum. The proposed Comprehensive Jury replaces the MM Recital Paper and Program Notes.

7. **The new curriculum** can be offered to current students with the supervision of the advisor and the graduate dean. Until fall of 2017, MSJ faculty will continue helping and grading students who are working on the Recital Paper or the Program Notes included in the current curriculum.

MSJ 742
JAZZ PERCUSSION TECHNIQUES
SYLLABUS

Course Identification
MSJ 742

Pre-requisites

None

Texts

Progressive Steps to Syncopation for the Modern Drummer, by Ted Reed
Materials provided by the instructor

Course Description

This course is designed to increase the rhythmic awareness of students thorough mastering basic drumset and hand percussion skills, and to demonstrate how these skills can be taught in a public school or college setting for non percussion majors.

Learning Outcomes:

- Demonstrate basic drumset skills used in jazz and contemporary music
- Demonstrate basic hand percussion skills, on instruments such as campana, tambourine and conga drums
- Demonstate rhythmic skills in rhythmic dictation
- Demonstrate understanding the role of percussion in a group setting

Grading

- Playing tests will be given at two week intervals.
- Jury – School of Music Scheduled
- Playing tests will be averaged together with rhythmic dictation exams to form 2/3 of the grade. The jury will account for 1/3 of the grade.
- Poor classroom attendance (more than 3 absences) will lower the grade one letter.

Attendance

Students are expected to attend **ALL** scheduled classes. The instructor reserves the right to drop any student who has missed three classes, but students are reminded that it is their responsibility to withdraw if they wish to receive a "W" for the course.

MSJ 712 (Preliminary) Masters Recital
Draft Syllabus

Course Number:	MSJ 712
Course Name:	Second (or Preliminary) Masters Recital
Credits:	1 credit
Section:	Spring or Fall Semester
Meeting Times:	TBA
Room:	TBA
Instructor:	TBD
Bulletin Description:	The Second (or Preliminary) Recital will give the Masters student an opportunity to gain experience in planning and executing a concert programs before the required Masters Recital, as well as provide a venue to present additional performance repertoire in a structured concert setting.
Prerequisite:	Masters Students only. This recital should be performed before the main Masters Recital (MSJ 812)
Objectives:	· to give the Masters candidate additional experience in planning and executing a recital program before the required, main Masters Recital MSJ 812. · to provide an opportunity for a Masters candidate to present additional performance repertoire in a structured concert setting
Methodology:	The Second Recital will not require a recital committee, and will be evaluated by the student's studio instructor. *(Note: student must be enrolled in lessons with a studio instructor in the semester of the recital)*
Resources:	tbd
Examinations:	Completion with instructor approval of the recital will constitute the final examination for this course.
Grading Policy:	20% Attendance 30% Preparation 50% Final Project
Attendance Policy:	The University of Miami has no provision for unexcused absences. Participation in all modules is expected. All excuses are to be submitted in writing for the instructor's approval.
Honor Code:	Students will be bound by the University of Miami Honor Code. All reports, papers, written assignments, test papers, and examination papers must include a signed honor pledge that states: "On my honor, I have neither given nor received any aid on this assignment." Academic dishonesty may result in a lowered grade or a failing grade for the entire course.
Disabilities:	Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and Disability Services at the beginning of the semester.

Proposed Revisions to the Master of Music in Jazz Performance
Suggested Four-Semester Sequence of Study
Total credits: 36 credits

Final semester: MSJ 812 will satisfy the full-time status requirement in the final semester. Tuition waiver will cover only credits required for the degree.
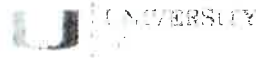
Year One

Fall		Spring	
Applied Lessons	2	Applied Lessons	2
Ensemble	1	Ensemble	1
Jazz Improvisation	3	Jazz Improvisation	3
Jazz Composition or Arranging	3	MSJ 644 Jazz Pedagogy & Admin	3
Total	9	Total	9

Year Two

Fall		Spring	
Applied Lessons	2	Applied Lessons	2
Ensemble	1	Ensemble	1
Artist Development	3	Approved electives	4
Approved electives	4	MSJ 812 Masters Recital	1
Total	10		8

University of Miami

Office of the Registrar

COURSE APPROVAL REQUEST FORM

Date of Request:	Nov 1, 2016	Effective Term:	2171	School/College:	Music

Please only select the box(s) that correspond with your request. *(Only one form per request.)*

Please fill out boxes A) and C) for "New/Experimental Course Addition". (Syllabus must be attached.)

☑	A.) New/Experimental Course Addition						
Subject Area: *(ex: ENG)*	MSJ	**Catalog Number:** *(ex: 105)*	712	**Units:**	**Min.:** 1		**Max.:** 1
Short Course Title: *(30 characters maximum)*	Preliminary Masters Recital		**Course Will Be Offered:** *(Ex: Fall, Spring, Summer)*			Fall, Spring	
Long Course Title: *(100 characters maximum)*	Preliminary Masters Recital						
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.						
Course Description:	Please fill out box F). Must be included with signed package.						
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.						

*Fill out box B) for "Modify or Renumber an Existing Course" and include box C) for any changing information.

☐		☐		☐	

Current Course Information					
Subject Area: *(ex: ENG)*		**Catalog Number:** *(ex: 105)*		**Units:** **Min.:**	**Max.**
Short Course Title: *(30 characters maximum)*			**Course Typically Offered:** *(Ex: Fall, Spring, Summer)*		
Long Course Title: *(100 characters maximum)*					

Updated Course Information					
*Please indicate Term if classes were already scheduled: (ex: Fall 2018)					
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)*					
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.				
Course Description:	Please fill out box F). Must be included with signed package.				
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.				

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✓	C.) Additional Course Information

*Only select fields that apply for a new or modified course.

Grading Basis: (Please select one)	Please Indicate	Add Consent: (Please select one)	Please Indicate	Repeat for Credit Rules: (Please select one)		Please Indicate
Audit	☐	Department	☐	Repeat for Credit		☐
Credit/No Credit	☐	Instructor	☑	Number of times a course can be completed:		
Graded	☐	No Consent	☐	Allow course to be taken more than once in same Term		☐
Medical Graduate	☐			Course Attributes: (Make appropriate selection(s))	Add	Remove
Medical Grades	☐	Drop Consent: (Please select one)	Please Indicate	CIVIC	☐	☐
No Grade	☐	Department	☐	HONORS	☐	☐
Non-Graded	☐	Instructor	☐	PRISM	☐	☐
Satisfactory/UnSat.	☑	No Consent	☐	WRITING	☐	☐

*(May select multiple components, but select only ONE primary graded component.)

Course Components:	Primary Graded Component	Add	Remove	Course Components:	Primary Graded Component	Add	Remove
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	☐	☐	☐				

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).

	D.) Cancel Existing Course	

Current Course Information		•
Subject Area: (ex: ENG)		Catalog Number: (ex: 105)	
Long Course Title: (100 characters maximum)		
Reason for Cancelling Course:		

UNIVERSITY

			If requesting more than one Pre-/Co-Requisite/Condition, you must indicate with "And" and/or "Or".	
☒	☐	Example: AS	Pre-Requisite: MTH 141, Or 151, Or 161, Or Co-Requisite: MTH 171	And ALEKS score >=60, Or SAT >=630, Or ACT >=28
☒	☐	Example: NU	Pre-Requisite: BPH 206, Or 208, And 209, And 310	And BSPH Program
Add	Remove	School/Coll.	Pre-Requisite(s) (Or, And) Co-Requisite(s)	Condition/Placement
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

✓	F.) Course Description:	✓ New	or	☐ Modified

The Course Description must be included both here and in an MS Word document (so that the text is available to copy directly into CaneLink) when sending the signed package to scheduling.rq@miami.edu.
(Unlimited characters)

The Preliminary Recital gives the master's student an opportunity to gain experience in planning and executing a concert program before the required Masters Recital, as well as provide a venue to present additional performance repertoire in a structured concert setting.

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

Department Scheduler:	Leticia Jack	Extension:	8.3613

Department Chair: _____ (Required)   Date: 11/7/16

Curriculum Academic Dean: _____ (Required)   Date: 11.8.16

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

⊔ J UNIVERSITY

University of Miami

Office of the Registrar

Date of Request:	Nov 1, 2016	Effective Term:	2171	School/College:	Music

Please only select the box(s) that correspond with your request. *(Only one form per request.)*

*Please fill out boxes A) and C) for "New/Experimental Course Addition". (Syllabus must be attached.)

☐	A.) New/Experimental Course Addition							
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)*								
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.							
Course Description:	Please fill out box F). Must be included with signed package.							
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.							

*Fill out box B) for "Modify or Renumber an Existing Course" and include box C) for any changing information.

✓		✓		☐	

Current Course Information								
Subject Area: *(ex: ENG)*	MSJ	Catalog Number: *(ex: 105)*	715	Units:	Min.:	2	Max.:	2
Short Course Title: *(30 characters maximum)*	Jazz Composition Seminar I			Course Typically Offered: *(Ex: Fall, Spring, Summer)*		Fall		
Long Course Title: *(100 characters maximum)*	Jazz Composition Seminar I							

Updated Course Information								
*Please indicate Term if classes were already scheduled: *(ex: Fall 2018)*								
Subject Area: *(ex: ENG)*		Catalog Number: *(ex: 105)*		Units:	Min.:	3	Max.:	3
Short Course Title: *(30 characters maximum)*				Course Will Be Offered: *(Ex: Fall, Spring, Summer)*				
Long Course Title: *(100 characters maximum)*								
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.							
Course Description:	Please fill out box F). Must be included with signed package.							
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.							

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New: 9/29/15

1

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C.) Additional Course Information

*Only select fields that apply for a new or modified course.

Grading Basis: (Please select one)	Please Indicate	Add Consent: (Please select one)	Please Indicate	Repeat for Credit Rules: (Please select one)		Please Indicate
Audit	☐	Department	☐	Repeat for Credit		☐
Credit/No Credit	☐	Instructor	☐	Number of times a course can be completed:		
Graded	☐	No Consent	☐	Allow course to be taken more than once in same Term		☐
Medical Graduate	☐			**Course Attributes:** (Make appropriate selection(s))	Add	Remove
Medical Grades	☐	**Drop Consent:** (Please select one)	Please Indicate	CIVIC	☐	☐
No Grade	☐	Department	☐	HONORS	☐	☐
Non-Graded	☐	Instructor	☐	PRISM	☐	☐
Satisfactory/UnSat.	☐	No Consent	☐	WRITING	☐	☐

*(May select multiple components, but select only ONE primary graded component.)

Course Components:	Primary Graded Component	Add	Remove	Course Components:	Primary Graded Component	Add	Remove
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	☐	☐	☐				

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).
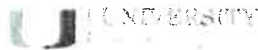
D.) Cancel Existing Course

Current Course Information

Subject Area: (ex: ENG)	**Catalog Number:** (ex: 105)
Long Course Title: (100 characters maximum)	
Reason for Cancelling Course:	

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			If requesting more than one Pre-/Co-Requisite/Condition, you must indicate with "And" and/or "Or".	
☒	☐	Example: AS	Pre-Requisite: MTH 141, Or 151, Or 161, Or Co-Requisite: MTH 171	And ALEKS score >=60, Or SAT >=630, Or ACT >=28
☒	☐	Example: NU	Pre-Requisite: BPH 206, Or 208, And 209, And 310	And BSPH Program
Add	Remove	School/Coll.	Pre-Requisite(s) (Or, And) Co-Requisite(s)	Condition/Placement
☐	☐			
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☐	☐			

	F.) Course Description:	☐ New or ☐ Modified

The Course Description must be included both here and in an MS Word document (so that the text is available to copy directly into CaneLink) when sending the signed package to scheduling.rg@miami.edu. (Unlimited characters)

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			If you have a course with special topics, please use below fields to specify each topic.	
			Examples:	
☒	☐	1	Global Detective Fiction	Global Det
☒	☐	2	ContemporaryAmericanMigrations *(exactly 30 characters w/o spaces)*	Contempora
☒	☐	3	Literature and Law	Literature
☐	☒	10	Monsters	Monsters

Add	Remove	Course Topic #	Long Description *(30 characters maximum)*	Short Description *(10 characters maximum)*
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
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Department Scheduler: Leticia Jack   **Extension:** 8.3613

Department Chair: _____ (Required)   Date: 11/7/16

Curriculum Academic Dean: _____ (Required)   Date: 11-8-16

Dean of Graduate School: _____   Date: _____

(Required for graduate courses only)

University of Miami

Office of the Registrar

COURSE APPROVAL REQUEST FORM

Date of Request:	Nov 1, 2016	Effective Term:	2171	School/College:	Music

Please only select the box(s) that correspond with your request. *(Only one form per request.)*

*Please fill out boxes **A)** and **C)** for "New/Experimental Course Addition". (Syllabus must be attached.)

☐	A.) New/Experimental Course Addition						
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)*							
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.						
Course Description:	Please fill out box F). Must be included with signed package.						
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.						

*Fill out box **B)** for "Modify or Renumber an Existing Course" and include box **C)** for any changing information.

☑		☑		☐			
Current Course Information							
Subject Area: *(ex: ENG)*	MSJ	Catalog Number: *(ex: 105)*	716	Units:	Min.: 2	Max.: 2	
Short Course Title: *(30 characters maximum)*				Course Typically Offered: *(Ex: Fall, Spring, Summer)*			
Long Course Title: *(100 characters maximum)*							

Updated Course Information							
Please indicate Term if classes were already scheduled: (ex: Fall 2018)							
Subject Area: *(ex: ENG)*		Catalog Number: *(ex: 105)*			Units:	Min.: 3	Max.: 3
Short Course Title: *(30 characters maximum)*				Course Will Be Offered: *(Ex: Fall, Spring, Summer)*			
Long Course Title: *(100 characters maximum)*							
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.						
Course Description:	Please fill out box F). Must be included with signed package.						
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.						

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C.) Additional Course Information

*Only select fields that apply for a new or modified course.

Grading Basis: (Please select one)	Please Indicate	Add Consent: (Please select one)		Please Indicate	Repeat for Credit Rules: (Please select one)			Please Indicate
Audit	☐	Department		☐	Repeat for Credit			☐
Credit/No Credit	☐	Instructor		☐	Number of times a course can be completed:			
Graded	☐	No Consent		☐	Allow course to be taken more than once in same Term			☐
Medical Graduate	☐				Course Attributes: (Make appropriate selection(s))		Add	Remove
Medical Grades	☐	Drop Consent: (Please select one)		Please Indicate	CIVIC		☐	☐
No Grade	☐	Department		☐	HONORS		☐	☐
Non-Graded	☐	Instructor		☐	PRISM		☐	☐
Satisfactory/UnSat.	☐	No Consent		☐	WRITING		☐	☐

*(May select multiple components, but select only ONE primary graded component.)

Course Components:	Primary Graded Component	Add	Remove	Course Components:	Primary Graded Component	Add	Remove
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	☐	☐	☐				

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).

D.) Cancel Existing Course

Current Course Information

Subject Area: (ex: ENG)		Catalog Number: (ex: 105)	
Long Course Title: (100 characters maximum)			
Reason for Cancelling Course:			

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			If requesting more than one Pre-/Co-Requisite/Condition, you must indicate with "And" and/or "Or".		
☒	☐	Example: AS	Pre-Requisite: MTH 141, Or 151, Or 161, Or Co-Requisite: MTH 171	And ALEKS score >=60, Or SAT >=630, Or ACT >=28
☒	☐	Example: NU	Pre-Requisite: BPH 206, Or 208, And 209, And 310	And BSPH Program
Add	**Remove**	**School/Coll.**	**Pre-Requisite(s) (Or, And) Co-Requisite(s)**	**Condition/Placement**
☐	☐			
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☐	☐			
☐	☐			
☐	☐			

	F.) Course Description:	☐ **New** or ☐ **Modified**

The Course Description must be included both here and in an MS Word document (so that the text is available to copy directly into CaneLink) when sending the signed package to scheduling.rg@miami.edu. (Unlimited characters)

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			If you have a course with special topics, please use below fields to specify each topic.	
			Examples:	
☒	☐	1	Global Detective Fiction	Global Det
☒	☐	2	ContemporaryAmericanMigrations (exactly 30 characters w/o spaces)	Contempora
☒	☐	3	Literature and Law	Literature
☐	☒	10	Monsters	Monsters

Add	Remove	Course Topic #	Long Description (30 characters maximum)	Short Description (10 characters maximum)
☐	☐			
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☐	☐			
☐	☐			
☐	☐			
☐	☐			
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☐	☐			

Department Scheduler: Leticia Jack   Extension: 8.3613

Department Chair: _[signature]_ (Required)   Date: 11/7/16

Curriculum Academic Dean: _[signature]_ (Required)   Date: 11. 8-16

Dean of Graduate School: _____   Date: _____

(Required for graduate courses only)

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University of Miami

Office of the Registrar

Date of Request:	Nov 1, 2016	Effective Term:	2171	School/College:	Music

Please **only** select the **box(s)** that correspond with your request. *(Only one form per request.)*

*Please fill out boxes **A)** and **C)** for **"New/Experimental Course Addition"**. (Syllabus must be attached.)

✓		A) New/Experimental Course Addition							
Subject Area: *(ex: ENG)*	MSJ	**Catalog Number:** *(ex: 105)*	742	**Units:**	*Min.:*	1		*Max.:*	1
Short Course Title: *(30 characters maximum)*	Jazz Percussion Techniques			**Course Will Be Offered:** *(Ex: Fall, Spring, Summer)*				Fall, spring	
Long Course Title: *(100 characters maximum)*	Jazz Percussion Techniques								
Course Requirements:	*Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.*								
Course Description:	*Please fill out box F). Must be included with signed package.*								
Course Topics:	*If your course has a topic, please fill out box G). Must be included with signed package.*								

*Fill out box **B)** for "Modify or Renumber an Existing Course" and include box **C)** for **any changing** information.

☐		☐		☐	

Current Course Information							
Subject Area: *(ex: ENG)*		**Catalog Number:** *(ex: 105)*		**Units:**	*Min.:*		*Max.:*
Short Course Title: *(30 characters maximum)*				**Course Typically Offered:** *(Ex: Fall, Spring, Summer)*			
Long Course Title: *(100 characters maximum)*							

Updated Course Information							
Please indicate Term if classes were already scheduled: (ex: Fall 2018)							
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)*							
Course Requirements:	*Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.*						
Course Description:	*Please fill out box F). Must be included with signed package.*						
Course Topics:	*If your course has a topic, please fill out box G). Must be included with signed package.*						

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✓	C.) Additional Course Information		

*Only select fields that apply for a new or modified course.

Grading Basis: (Please select one)	Please Indicate	Add Consent: (Please select one)	Please Indicate	Repeat for Credit Rules: (Please select one)	Please Indicate
Audit	☐	Department	☐	Repeat for Credit	☐
Credit/No Credit	☐	Instructor	☐	Number of times a course can be completed:	
Graded	☑	No Consent	☐	Allow course to be taken more than once in same Term	☐
Medical Graduate	☐			Course Attributes: (Make appropriate selection(s))	Add / Remove
Medical Grades	☐	Drop Consent: (Please select one)	Please Indicate	CIVIC	☐ / ☐
No Grade	☐	Department	☐	HONORS	☐ / ☐
Non-Graded	☐	Instructor	☐	PRISM	☐ / ☐
Satisfactory/UnSat.	☐	No Consent	☐	WRITING	☐ / ☐

*(May select multiple components, but select only ONE primary graded component.)

Course Components:	Primary Graded Component	Add	Remove	Course Components:	Primary Graded Component	Add	Remove
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	☑	☑	☐				

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).

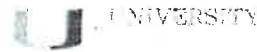|	D.) Cancel Existing Course		

Current Course Information			
Subject Area: (ex: ENG)		Catalog Number: (ex: 105)	
Long Course Title: (100 characters maximum)			
Reason for Cancelling Course:			

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			If requesting more than one Pre-/Co-Requisite/Condition, you must indicate with "And" and/or "Or".	
☒	☐	*Example: AS*	Pre-Requisite: MTH 141, Or 151, Or 161, Or Co-Requisite: MTH 171	And ALEKS score >=60, Or SAT >=630, Or ACT >=28
☒	☐	*Example: NU*	Pre-Requisite: BPH 206, Or 208, And 209, And 310	And BSPH Program
Add	Remove	School/Coll.	Pre-Requisite(s) (Or, And) Co-Requisite(s)	Condition/Placement
☐	☐			
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| ✓ | **F.) Course Description:** | ✓ New | or | ☐ Modified |

The Course Description must be included both here and in an MS Word document (so that the text is available to copy directly into CaneLink) when sending the signed package to scheduling.rg@miami.edu. (Unlimited characters)

This course is designed to increase the rhythmic awareness of students thorough mastering basic drumset and hand percussion skills, and to demonstrate how these skills can be taught in a public school or college setting for non percussion majors.

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If you have a course with special topics, please use below fields to specify each topic.				
Examples:				
☒	☐	1	Global Detective Fiction	Global Det
☒	☐	2	ContemporaryAmericanMigrations *(exactly 30 characters w/o spaces)*	Contempora
☒	☐	3	Literature and Law	Literature
☐	☒	10	Monsters	Monsters
Add	Remove	Course Topic #	Long Description *(30 characters maximum)*	Short Description *(10 characters maximum)*
☐	☐			
☐	☐			
☐	☐			
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Department Scheduler: Leticia Jack   Extension: 8.3613

Department Chair: _____ Date: 11/7/16
(Required)

Curriculum Academic Dean: _____ Date: 11-8-16
(Required)

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

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New: 9/29/15

4

University of Miami

Office of the Registrar

COURSE APPROVAL REQUEST FORM

Date of Request:	Nov 1, 2016	Effective Term:	2171	School/College:	Music

Please only select the box(s) that correspond with your request. *(Only one form per request.)*

*Please fill out boxes A) and C) for "New/Experimental Course Addition". (Syllabus must be attached.)

☐	A.) New/Experimental Course Addition							
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)*								
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.							
Course Description:	Please fill out box F). Must be included with signed package.							
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.							

*Fill out box B) for "Modify or Renumber an Existing Course" and include box C) for any changing information.

☑		☑		☐				
Current Course Information								
Subject Area: *(ex: ENG)*	MSJ	**Catalog Number:** *(ex: 105)*	812	**Units:**	**Min.:** 1		**Max.:** 1	
Short Course Title: *(30 characters maximum)*	Master's Recital			**Course Typically Offered:** *(Ex: Fall, Spring, Summer)*			Fall, spring	
Long Course Title: *(100 characters maximum)*	Master's Recital							
Updated Course Information								
*Please indicate Term if classes were already scheduled: (ex: Fall 2018)								
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)*								
Course Requirements:	Please use spreadsheet provided in box E) to add or remove pre-requisite(s) and/or co-requisite(s). Must be included with signed package.							
Course Description:	Please fill out box F). Must be included with signed package.							
Course Topics:	If your course has a topic, please fill out box G). Must be included with signed package.							

UNIVERSITY OF MIAMI

C.) Additional Course Information

*Only select fields that apply for a new or modified course.

Grading Basis: (Please select one)	Please Indicate	Add Consent: (Please select one)	Please Indicate	Repeat for Credit Rules: (Please select one)		Please Indicate
Audit	☐	Department	☐	Repeat for Credit		☐
Credit/No Credit	☐	Instructor	☐	Number of times a course can be completed:		
Graded	☐	No Consent	☐	Allow course to be taken more than once in same Term		☐
Medical Graduate	☐			Course Attributes: (Make appropriate selection(s))	Add	Remove
Medical Grades	☐	Drop Consent: (Please select one)	Please Indicate	CIVIC	☐	☐
No Grade	☐	Department	☐	HONORS	☐	☐
Non-Graded	☐	Instructor	☐	PRISM	☐	☐
Satisfactory/UnSat.	☐	No Consent	☐	WRITING	☐	☐

*(May select multiple components, but select only ONE primary graded component.)

Course Components:	Primary Graded Component	Add	Remove	Course Components:	Primary Graded Component	Add	Remove
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	☐	☐	☐				

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).

D.) Cancel Existing Course

Current Course Information

Subject Area: (ex: ENG)		Catalog Number: (ex: 105)	
Long Course Title: (100 characters maximum)			
Reason for Cancelling Course:			

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If requesting more than one Pre-/Co-Requisite/Condition, you must indicate with "And" and/or "Or".

| ☒ | ☐ | Example: AS | Pre-Requisite: MTH 141, Or 151, Or 161, Or Co-Requisite: MTH 171 | And ALEKS score >=60, Or SAT >=630, Or ACT >=28 |
| ☒ | ☐ | Example: NU | Pre-Requisite: BPH 206, Or 208, And 209, And 310 | And BSPH Program |

Add	Remove	School/Coll.	Pre-Requisite(s) (Or, And) Co-Requisite(s)	Condition/Placement
☐	☐			
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☐	☐			
☐	☐			
☐	☐			

✓ **F.) Course Description:** ☐ New or ✓ Modified

The Course Description must be included both here and in an MS Word document (so that the text is available to copy directly into CaneLink) when sending the signed package to scheduling.rq@miami.edu. (Unlimited characters)

A masters recital lasting at least 60 minutes that may include some chamber works but consists primarily of solo pieces. Students are required to write Program Notes.

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

Examples:

☒	☐	1	Global Detective Fiction	Global Det
☒	☐	2	ContemporaryAmericanMigrations (exactly 30 characters w/o spaces)	Contempora
☒	☐	3	Literature and Law	Literature
☐	☒	10	Monsters	Monsters

Add	Remove	Course Topic #	Long Description (30 characters maximum)	Short Description (10 characters maximum)
☐	☐			
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☐	☐			
☐	☐			
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Department Scheduler: Leticia Jack   Extension: 8.3613

Department Chair: _____ (Required)   Date: 11/7/16

Curriculum Academic Dean: _____ (Required)   Date: 11.8.16

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