

Course Proposal and Course Changes

Accessing the System

The course proposal/change process is now conducted online. To propose or change a course, go to this address: <https://nextbulletin.du.edu/courseadmin/>

You will be prompted to login to use the form. Your login and password are your 87xxxxxxx ID and password. These are the same credentials you use to login to PioneerWeb. Note: If you are unable to login to the course proposal site but are able to login to PioneerWeb, please email Paul McCarty (pmccarty@du.edu) for assistance.

Getting the Big Picture on Courses and Schedule

Whether you are proposing a new course or making changes to an existing course, please consult the [Course Proposal and Class Schedule Instructions](#). The proposal form has help icons for many of the fields in the form, but only limited information is available on the form.

Deactivating a Course

Use the search box on the form to find the course you wish to deactivate. Select a term for the deactivation to become effective (i.e., if you deactivate a course effective fall 2016, the course will remain active up through summer 2016). You will be required to supply a reason for deactivating a course under "Justification for this Change."

Changing a Course

Use the search box on the form to find the course you wish to change. Select, "Edit Course."

The following changes are permitted: course title, long title, level (assuming course is appropriately numbered), credit hours, grade mode, repeatability, schedule type, prerequisites and restrictions, course description, and identifying attributes. Note: courses cannot be renumbered. An existing course must be deactivated and a new course must be proposed for this action.

If you need to come back to a course change you are making at a later date, you may click "Save Changes." If you have completed all changes you wish to make, you should click "Save & Submit."

Proposing a New Course

Prior to proposing a new course, you should have a syllabus for the course you are proposing and be prepared to answer the following questions: Is this course required for majors? What is the course

objective and relationship to total departmental offerings? What is the expected enrollment and expected audience? Are there any special costs associated with offering the proposed course? What is the difference from any similar course now offered in department or university? What is the justification for the new course?

Additionally, you should be able to identify equivalent courses or courses that this course is intended to replace. This information is important for making prerequisites, degree audit and repeat error checking work properly within registration and academic history.

If you need to come back to a course change you are making at a later date, you may click "Save Changes." If you have completed all changes you wish to make, you should click "Save & Submit."

Reactivating a Course

Deactivated course records cannot be edited. If you are reactivating a previously deactivated course, please follow the steps outlined in the section on proposing a new course. You will not be able to enter a course number as it is already assigned to the deactivated course. Please enter that you are reactivating a course in the field "Additional Information."

Approving Changes

If you are in an approval role with for course proposals, you should receive an email with any proposals or course changes that are waiting for your review. The email will give you a link to an approval page: <https://nextbulletin.du.edu/courseleaf/approve/> (the preceding URL is generic--the email you receive should put you in a specific role which will be populated in a drop down menu at the top of this page). From this page, you may make edits, roll the proposal back to someone in an earlier workflow role, or approve and send it on to the next step.

Please direct any questions to Paul McCarty 303-871-3990 or pmccarty@du.edu.