

Course Proposal Form Instructions

Accessing the System

The course proposal/change process is 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 (paul.mccarty@du.edu) for assistance.

Searching for Courses

Once you have logged in to the course proposal system, you can search for courses by subject codes and number by entering them in the search box at the top of the form.

Previewing Workflow

The form utilizes workflows to move the proposal through the approval process. Users can preview workflow for a course by clicking on the Preview Workflow link for a course they have brought up in the inventory.



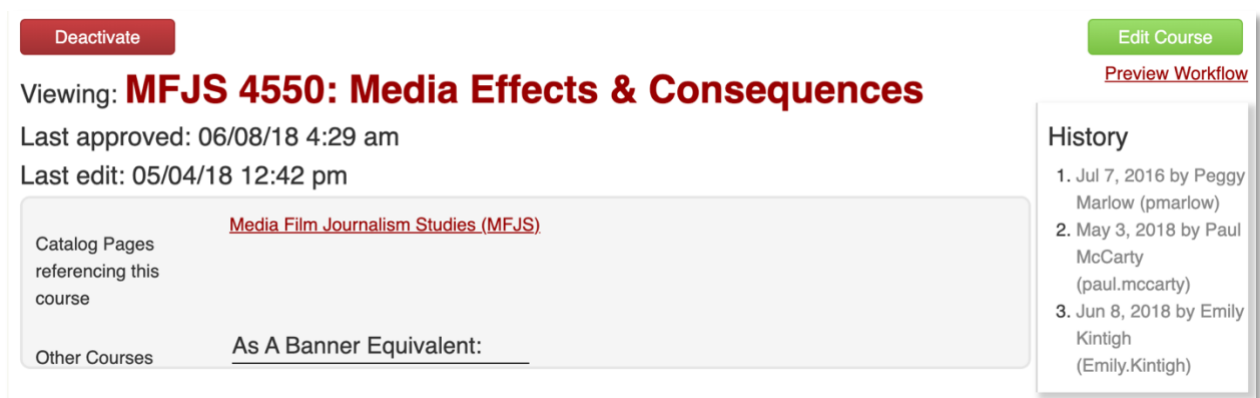
Deactivate Edit Course

Viewing: **ECON 2020: Intermediate Microeconomics** [Preview Workflow](#)

The preview workflow button will display a page with workflow, listing user roles and members, for that course. For most new courses, the workflow for the course will be the same as the workflow for existing courses with that subject code.

Course History

Users can view previous course proposal history going back to 2014 when courses were migrated to the CourseLeaf system. Many courses will not have a history. If a course does have a proposal history within the system, it will be visible directly below the Preview Workflow link.



Deactivate Edit Course

Viewing: **MFJS 4550: Media Effects & Consequences** [Preview Workflow](#)

Last approved: 06/08/18 4:29 am
Last edit: 05/04/18 12:42 pm

Catalog Pages referencing this course [Media Film Journalism Studies \(MFJS\)](#)

Other Courses As A Banner Equivalent:

History

1. Jul 7, 2016 by Peggy Marlow (pmarlow)
2. May 3, 2018 by Paul McCarty (paul.mccarty)
3. Jun 8, 2018 by Emily Kintigh (Emily.Kintigh)

Course Proposal and Schedule Policies and Form Help

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. There is a red button that says "Deactivate" that you will need to click. Select a term for the deactivation to become effective (i.e., if you deactivate a course effective fall 2021, the course will remain active up through summer 2021). 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.

Generally, you will want to select the highest available effective term when filling out course details at the top of the form. Also, please note that the form will not save and close out unless all boxes highlighted in red have been filled out.

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. To initiate the reactivation process, look up the course you want to reactivate and click on the green "Reactivate" button to start the process. To reactivate 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.

The screenshot displays the COURSELEAF interface. At the top, it says 'COURSELEAF' and 'User: Paul McCarty'. Below this is a 'Pages Pending Approval' section with a table of pending items. The table has columns for 'PAGE' and 'USER'. The first item is highlighted in blue.

PAGE	USER
/courseadmin/602: ARTH 3671: The Circle and the Four Corners: Native North American Art	Annabeth Truesdell
/courseadmin/691: ARTH 4312: Seminar: Indigenous American Art	Annabeth Truesdell
/courseadmin/1465: BIOC 3145: Cellular and Molecular Biology of Cancer	Sherry Loveman
/courseadmin/1797: CA 3300: Art and Interpretation	Michelle Know-Cook
/courseadmin/1815: CFSP 4332: School and Organizational Consultation I	Jessica Espinosa-Gut
/courseadmin/2314: COMM 4800: Storytelling through Research and Measurement	Cindy Cragg
/courseadmin/18244: CUI 4310: Supporting Apprentice Teachers I	Kara Duggan
/courseadmin/18245: CUI 4311: Supporting Apprentice Teachers II	Kara Duggan
/courseadmin/18247: CUI 4312: Supporting Apprentice Teachers III	Kara Duggan
/courseadmin/18248: CUI 4313: Supporting Apprentice Teachers IV	Kara Duggan

Below the table is a 'PAGE REVIEW' section for the selected item: 'CFSP 4332: School and Organizational Consultation II'. It shows the date submitted (11/06/20 11:37 am), the viewing user (CFSP 4332: School and Organizational Consultation II), and the last approved date (11/04/20 5:53 am). A workflow list is shown on the right:

- 1. CST Chair
- 2. ED Dean
- 3. Vice Provost
- 4. Academic Programs
- 5. Registrar
- 6. Banner

For assistance, contact Paul McCarty at paul.mccarty@du.edu or 3030-871-4302.