

Course Proposal Form Instructions



Office of the Registrar
UNIVERSITY OF DENVER

Course Proposal and Schedule Policies

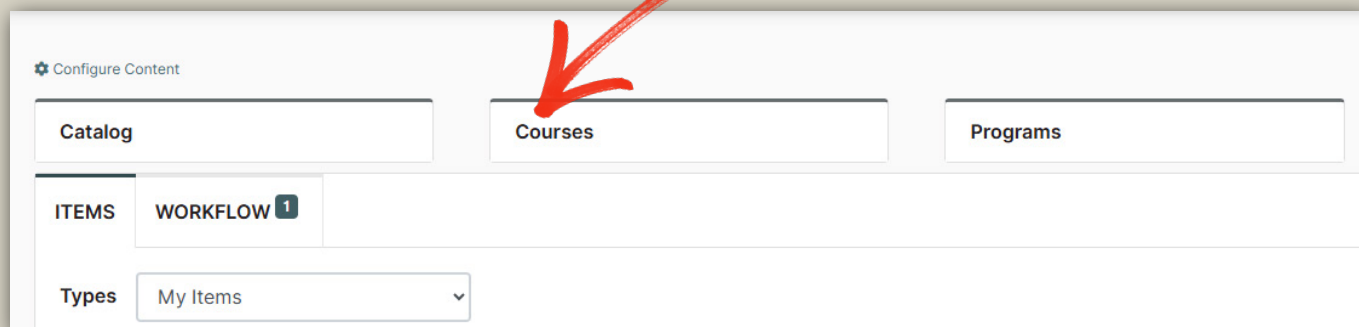
Whether you are proposing a new course or making changes to an existing course, please consult the [Course Proposal and Class Schedule Instructions](#) for in-depth information about course proposal elements (e.g., schedule type). The proposal form has help icons ⓘ for many of the fields in the form, but only limited information is available on the form. The document linked above provides additional context.

Accessing the System

Course information is managed through CourseLeaf—a curriculum management software program. To propose or change a course, go to the CourseLeaf dashboard at <https://nextbulletin.du.edu/>

If you do not currently have access to the system, you may request it by emailing registrar@du.edu

Once you have logged into the CourseLeaf dashboard, click the 'Courses' button to navigate to the Course Proposal form.



After you have accessed the form, you can propose a new course or search for an existing course you wish to modify, deactivate or reactivate.

Searching for Courses

A search interface consisting of a white rectangular input box on the left and a green rectangular button with the word 'Search' in white text on the right.

To find courses, input the subject code and number in the search box located at the top of the form. Alternatively, users can browse through the courses, which are organized in alphanumeric order according to the subject code.

Workflow Preview

The preview workflow link displays a page with course approval workflow listing roles and users assigned to the role. Information entered in the form may affect workflow. Users can 'Save Changes' to see if the information they have entered will alter workflow for the proposal prior to submitting the proposal and to preview workflow for new course proposals.



Course History

Users can view previous course proposal history going back to 2014 when courses were migrated to the CourseLeaf system. The history appears directly below 'Preview Workflow'. The numbered list of authors is hyperlinked to records reflecting previous proposals for the course.

Not all courses within the system will have a history.

History

1. Nov 7, 2018 by Aimee Reichmann-Decker (areichma)

2. Feb 7, 2020 by Jane Lavery (jane.lavery)

3. Jun 24, 2022 by Sarah Huff (Sarah.T.Huff)

Save Changes and Save & Submit

Save Changes

Save & Submit

Note the two different save buttons at the bottom of the form. Your proposal will not go into workflow until 'Save & Submit' is selected.

Deactivating a Course

Deactivate

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 2026, the course will remain active up through summer 2025). You will be required to supply a reason for deactivating a course under 'Justification for this Change.'

Modify a Course

Edit 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.'

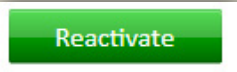
Proposing a New Course

Propose 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 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.

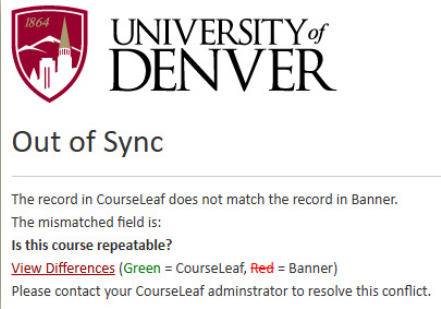
Reactivating a Course



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."

Out of Sync Errors

Occasionally, users may encounter an error stating a course is out of sync when trying to edit a course. CourseLeaf synchronizes data with Banner each night. When CourseLeaf encounters information in Banner that does not match the information in CourseLeaf, the record is put on hold until an administrator corrects the error. Users can email registrar@du.edu with the course subject code and number to have the error resolved.



Deleting a Course Proposal

Users do not have the ability remove proposals on their own. If you have created a course proposal you no longer wish to submit for approval, please send an email to registrar@du.edu, including as much detail as possible, such as the subject code, course number, and title.

Tracking Proposals

Users can track the progress of proposal by logging into the CourseLeaf dashboard. Proposals will appear under the user's items tab and then under the status bar. Email notifications are sent by CourseLeaf when courses are approved, as well.

ITEMS

WORKFLOW

Types

My Items

0 New

0 In Progress

4 Pending

0 Done

Pages in Process: Pending

Page Title	Page Type	Current User(s)	Last Activity
TEP 4591: Elementary Literacy Instruction II	Courses	Vice Provost Academic Programs	Sep 9, 2025
TEP 4690: Field Experience	Courses	Vice Provost Academic Programs	Sep 9, 2025
TEP 4592: Literacy Instruction for Secondary Teaching I	Courses	Vice Provost Academic Programs	Sep 9, 2025
TEP 4593: Literacy Instruction for Secondary Teaching II	Courses	Vice Provost Academic Programs	Sep 9, 2025

Help

Email registrar@du.edu if you need assistance or have questions.