

2026-2027 Bulletin Editing

Objective

The University of Denver Graduate and Undergraduate Bulletins are published annually in June. The primary objective editing the bulletin is accurately documenting academic program requirements along with an accompanying inventory of courses reflecting current offerings.

Relevant Deadlines

CourseLeaf forms and bulletin pages available for review/editing	Present
Agenda Deadline for Program Changes Requiring Graduate or Undergraduate Council Notice or Approval	3/20/2026*
Editing Ends for Programs without Pending Curriculum Changes	4/1/2026
Deadline for Submitting Course Proposals for Inclusion in the Bulletin	4/30/2026
Editing Ends for All Programs	5/1/2026
Bulletin is Published	6/2/2026

* Note: Colleges and schools may have internal deadlines ahead of the Council deadline (likely one to two week earlier). Please consult with your dean’s office and plan accordingly.

Bulletin Editing Steps

The CourseLeaf software environment is database-driven integrating course and program information from Banner with bulletin pages. Because of dependencies between courses and programs, you will likely have a smoother experience if you approach edits in this order:



Recommended Timeline

The following timeline is recommended to break bulletin editing down into smaller steps and ensure course changes are in place ahead of program changes.

Bulletin Page Review	Fall Quarter
Course Inventory Review	Fall Quarter
Program Proposals and Revisions	Winter Quarter
Bulletin Page Revisions	Winter Quarter
Approve Bulletin Pages	Winter /Spring Quarter

Getting Started

If you have worked on the bulletin previously, please note that you will not receive a workflow notification to edit the bulletin this year. Academic departments have been made the 'owners' of pages for their program.

Your page will typically appear under the "In Progress" section of the "Items" tab on the [CourseLeaf dashboard](#).



You should be able to access and edit the page directly from the dashboard. Anyone listed as a member of this initial editing group may edit the bulletin page(s). Please coordinate editing activities as pages should not be edited concurrently by members of the group.

Reviewing Your Page

Initially, simply plan on reviewing your page as only a small amount of content on the page can be edited directly. Also, note that once the editing team has clicked the green 'Start Workflow' button, the page will go to the team member who occupies the department chair role in workflow. Editing team members other than the chair will no longer be able to edit the page. The member of the team in the chair role can 'Rollback' the page if starting workflow is initiated too soon.

Please visit the [CourseLeaf Guide](#) section of our Curriculum Development site if you need support navigating the new dashboard.

Edit Courses

Since courses are the building blocks for academic programs, managing your course inventory is a great place to start. Additionally, annual schedule submission for the next academic year is due prior to the end of January, so this will help set you up for success in that area. Course information is imported into the bulletin editing environment, and information about individual courses can only be edited through the course proposal form.

1. Review the courses for your area under the "Course Descriptions" tab in the bulletin. If you are planning on making changes to your program that include course-level changes, you will need to submit those changes ahead of editing your program.
2. You will be making all changes to courses through the CourseLeaf Course Proposal Form. If you need support using CourseLeaf, you will find help documentation at the Curriculum Development site under [CourseLeaf Guides](#).

3. Use the course proposal form in CourseLeaf to deactivate any courses that are no longer being taught. The course can be reactivated in the future with a current syllabus.
4. Are there courses you anticipated seeing that are not appearing in your course description section? Are there courses you are seeing that should not be there? Contact the bulletin specialist for help if this section is displaying information different from what you wish it to display.

Edit Programs

Are you planning on making changes to programs in your area during this bulletin cycle? Will you be launching a new program? Deactivating a program? When you update programs in CourseLeaf, the changes will be sent to the degree audit specialist as a part of workflow. Annual program review is an excellent way to make sure what is encoded in the degree audit is current. Like course information, program information is imported to the bulletin editing environment and edits must be made through the program proposal form.

1. Determine the type of program changes you need to make during this bulletin cycle. Academic governance requirements vary depending on the type of change you need to make. Visit the [Proposal Requirements](#) page at the [Curriculum Development](#) site to determine whether your curriculum changes simply go through the CourseLeaf workflow or need to involve Graduate or Undergraduate Council.
2. Changes to programs and new curriculum proposals are handled through CourseLeaf. If you need support using CourseLeaf, you will find help documentation at the Curriculum Development site under [CourseLeaf Guides](#). That section also contains step-by-step guides for proposing new curriculum and modifying existing curriculum.
3. Editing curriculum will be easier if you have made your course changes ahead of embarking on program edits, because the course information will already be updated in CourseLeaf. If you have not updated course information ahead of working on programs, simply get course changes into workflow concurrent with editing your program. Consult the [CourseLeaf Guides](#) at the [Curriculum Development](#) site for help doing that.
4. Your program should be free of errors at the end of your editing process. You should not have red boxes around titles or credits. Your program should not have any 'course not found' errors. If you are unable to resolve these errors, you should contact registrar@du.edu for assistance.

Editing Page-Based Content

While courses and programs are edited through the proposal forms, some content is edited directly on the bulletin page. This content typically consists of:

- Content on the overview tab including contact information and the overview for your department
- Term-by-term course plans

- Requirements for Distinction in the Major
- A small number of programs have a "Courses by Category" tab presenting courses selected to fulfill a major-level requirement. This area needs to be reviewed and maintained annually. This does not apply to course lists associated with an attribute. Please refer to the [CourseLeaf Guides](#) section of the Curriculum Development site for support.

To edit this content as well as approve your page, you need to complete the following steps.

1. Login to the CourseLeaf Dashboard at <https://nextbulletin.du.edu/>
2. The specific pages you need to review and edit will appear under the "Item" tab on the CourseLeaf dashboard. You can click on a bulletin page under that tab to navigate to the page.
3. To begin editing bulletin page content, click on the 'Edit Page' button in the upper left corner of your page.



5. Guides for editing general text on a bulletin page and guides for editing course plans are available at the Curriculum Development site under [CourseLeaf Guides](#).
4. Your page will need to go through two workflow steps at the department level. The editing team will start workflow once edits are ready to be reviewed by the chair.

Start Workflow

Once the start workflow button has been pushed, only the chair will be able to edit the page. The chair may rollback the page if more edits are required at the initial editing step. You should approve your page to go to the dean's step in workflow only after you are completely satisfied with the content.

5. Admission requirements information for graduate programs is maintained by the Office of Graduate Education.
6. Checklist for approval:
 - a. The Overview tab reflects current department information
 - b. The Program of Study tab includes all programs with updates made for the current bulletin year. Program credit hours total correctly. No red boxes should appear around courses in the program of study area.

- c. Course descriptions reflect an accurate, current, and complete set of courses which will be scheduled during a newly admitted student's progress through your program.
- d. If you have a term-by-term course plan, does the plan accurately reflect scheduled courses students in your program will be able to complete in the terms listed? Is the plan free of errors such as 'Course Not Found' messages?
- e. If you have an undergraduate major program, has the major been changed in a way that would require changing distinction requirements for the major?

Approve Pages

Once you are satisfied with your pages, approve and send them to the next step in workflow. If you have unresolved issues with either programs or pages, they may be returned to you for resolution.

Getting Assistance

If you are unable to find what you need at the [Curriculum Development](#) site or need assistance at any point in this process, contact Paul McCarty, Communications and Bulletin Specialist, in the Office of the Registrar:

Paul.McCarty@du.edu

303-871-4052