

# Online Course Request Program Instructions

A link to the Course Request program can be found at:

<https://coursequest.trinity.duke.edu/> or on our Course Requests webpage:

<https://trinity.duke.edu/curriculum/course-development-resources>

**Duke UNIVERSITY** TRINITY COLLEGE OF ARTS & SCIENCES

Academics Arts Humanities Natural Sciences Social Sciences Initiatives Administration Alumni & Friends

## Course Requests

### Process for New Course Requests

Requests for all Trinity undergraduate courses are submitted to the Office of Curriculum and Course Development, and reviewed by the Faculty Committee on Courses, a standing committee of the Arts & Sciences Council. The Committee on Courses consists of representatives from the divisions of Humanities, Social Sciences, and Natural Sciences, as well as the associate dean and director of the Office of Curriculum and Course Development, who is an ex-officio member of the committee. Final approval of the course requests rests with the Committee on Courses.

Requests for new courses, course changes, course deletions, and coding for general education requirements are made by faculty, in consultation with the departmental directors of undergraduate studies and/or the departmental curriculum committees. Requests for all undergraduate courses require the approval of the director of undergraduate studies of the sponsoring department. Courses at the 500-699 level require the approval of both the director of undergraduate studies and the director of graduate studies. All 700+ level courses are approved by the director of graduate studies. Departments must use the forms in the Online Course Request Program when submitting all course requests.

#### Contacts

**Ingeborg Walther**  
Associate Dean of Curriculum and Course Development  
Office: 02 Allen Bldg  
Email: [waltheri@duke.edu](mailto:waltheri@duke.edu)

**Kim Travlos**  
Staff Assistant  
Email: [kt125@duke.edu](mailto:kt125@duke.edu)  
(919) 684-5585

#### Deadlines:

For Spring 2016 courses: **September 4, 2015**  
For Summer 2016 courses: **September 25, 2015**  
For Fall 2016 courses: **January 15, 2016**

### Online Course Request Forms

The online course request forms require faculty and departments to submit detailed information on the course, including title, course description, prerequisites, course format, etc. Through the course request form, requests may also be made for the particular Areas of Knowledge and Modes of Inquiry that apply towards the general education requirements of the college. Each course may carry up to two Areas of Knowledge and up to three Modes of Inquiry. Faculty should consult the criteria and guidelines below before filling out course request forms.

**DOWNLOAD:** [Instructions for using the Online Course Request Program](#)

Departments must use the [Online Course Request Program](#) when submitting requests to add, drop, or revise regular courses and to request coding for Special Topics courses. After logging on to the site, please "select a school" (upper left hand corner of site) according to the following categories (or simply click on one of the following links):

Click on 'Online Course Request Program' and sign in with your netID and password. Once logged in, select the appropriate school based on the course level:

- Undergraduate level (courses 1 – 499) site will have a **navy banner**
- Graduate/Advanced Undergraduate level (courses 500 – 699) site will have a **gold banner**
- Graduate level (courses 700-999) site will have a **green banner**

**NOTE:** Faculty are encouraged to complete all course information, including any rationale for requested Areas of Knowledge and Modes of Inquiry, course goals/objectives, general course requirements, etc.

Once you have selected the appropriate course level, you will see your departmental homepage. At the top of the page, you can access previous course requests systems in read-only format:

**Old System:** contains requests from January 2012 through May 31, 2015

**Archive System:** contains requests from June 2004 through December 2011

Looking for the older course request system? [Old System](#) | [Archive System](#)

kt125@duke.edu (Kim Travlos) | [Support](#) | [Logout](#)

**Duke** | Trinity College of Arts & Sciences  
COURSE REQUEST | Undergraduate (Courses 1 - 499)

Navigation Bar: Home Add Change Drop Special Topics Select a School

Welcome to the new Course Request!

Your search filters have been configured based on your permissions and your [Scholars@Duke](#) profile (if it exists). If you'd like to change your default search filters, check the 'Save Search' checkbox before performing a new search.

If you experience any technical issues, please contact us using the 'Support' link at the top of the page.

Request ID | Keyword Search... | Subject | Request Type | Status (7) | Processed By | Search

Save Search

1 Records Found

ID	Course	Short Title	Request Type	Status	Effective Date	Submitted	Updated
16004	CHEM 302	BIOPHYSICAL CHEMISTRY	Change	Registrar Processed	01/01/2016	05/06/2015	05/14/2015

The navigation bar under the Trinity College of Arts & Sciences or The Graduate School colored banner provides access to your homepage, forms to add, change, or drop courses, special topics forms and to 'Select a School.'

The 'Records Found' will show a cumulative list of all course requests that have been entered into the system. By default, course requests are listed in most recently updated order, but you can sort them however you like by clicking on the column headings. The column headings are self-explanatory for the most part, but note that the 'Status' column keeps you informed of the progress of your requests (see list of indicators below). *Once a request has been reviewed by the committee and the status reads 'Approved,' 'Declined,' or 'Registrar Received,' you can look at the bottom of the request in the **Courses Committee Review** section to see if there are any committee comments. If you have requested any curricular codes, be sure to look to see which ones have been approved.*

Status	Meaning
Draft	Course information is in the process of being added to the form.
Department	Request has been sent to the DUS/DGS for departmental review information. The DUS/DGS may review and sign the form with their netID at this point, and may continue through to submitting the form to the Courses Committee if all information is completed.

<i>Submitted</i>	Request has gone through the departmental review process, has obtained all cross-listed departmental authorizations (if applicable) and has been submitted to the Courses Committee.
<i>In Progress</i>	Request is being reviewed by the Courses Committee.
<i>Approved</i>	Committee has approved the request.
<i>Declined</i>	Committee has denied the request.
<i>Registrar received</i>	Request has been forwarded to the registrar.
<i>Registrar hold</i>	The registrar is working on the request, may need clarification on something.
<i>Registrar processed</i>	The Registrar has processed the request and the catalogue has been updated.

## TO ADD A NEW COURSE:

- Click on **Add** in the navigation bar (navy banner = undergraduate, gold banner = graduate/advanced undergraduate, green banner = graduate). A blank course form will appear:

**Duke** Trinity College of Arts & Sciences  
COURSE REQUEST Undergraduate (Courses 1 - 499)

Home Add Change Drop Special Topics Select a School

### Add Request

Course Information

**Effective Date** (required)  
Semester: [Dropdown] Year: [Dropdown]

**Course** (required)  
Course Subject: [Dropdown] Catalog Number: [Text Box]

You must specify a catalog number in the following range: 1 - 499. Click [here](#) for course numbering guidelines and consult with department.

**Class Size** (required)  
 Small (maximum 18)  Medium (19-49)  Large (50+)  
 Anticipated enrollment limit

**Special Topics** (required)  
 Y  N  
 If this is a repeatable Special Topics course, the title must begin with "Topics in" or "Special Topics in", and catalogue number must be n90, ie. 190, 290, 390, etc.

**Short Title** (required)  
**>>>ALWAYS CAPITALIZE THE SHORT TITLE<<<**  
 Maximum of 30 characters; this is the title that appears on the student transcript. Please make as informative as possible.

- Complete all the required fields, making sure you enter a future effective date from the drop-down menu and capitalize the short title. Specific criteria for Modes of Inquiry can be found by clicking on the respective links provided on the form.
- At any point you can click the **'Save/Update'** button at the bottom of the page. The first time will generate a Request ID number. Information is not saved automatically, so be sure to 'Save/Update' before leaving the page if it is not ready to be submitted.

- **Additional Course Information** (expanded course description, course goals/objectives, course texts/materials, general course requirements, and assessment information/grading basis) can be provided one of two ways. It can be filled out on the form OR, alternatively, a syllabus containing the same information can be emailed to the link provided:

**Additional Course Information**

In order to help the Faculty Review Committee in the approval process, please provide the following information, OR send a syllabus that highlights this information to [courserequests@duke.edu](mailto:courserequests@duke.edu).

**Expanded Course Description**  
Overview of course content beyond Bulletin description. (one or two paragraphs)

**Course Goals/Objectives**  
Overall goals/specific learning outcomes. (paragraph and/or bullet points)

**Course Texts/Materials**  
Tentative list of readings, and/or other course materials

- Enter any additional information in the **Remarks** section that will aid the committee in reviewing the request.
- Once all the course information has been saved, click the **Submit to Department** button at the bottom of the form.
- A **Department/Program Review** section will be generated when the form has been submitted to your department.

**Department/Program Review** Last updated on 04/30/2015 by [ves4@duke.edu](mailto:ves4@duke.edu)

Departments and programs may have a variety of approaches to reviewing their courses and curricula, but all should have a process in place for reviewing course requests before they are submitted to the appropriate School Review Committees. In the School of Arts & Sciences, the Nicholas School of the Environment, the Sanford School of Public Policy, the Pratt School of Engineering, and the Graduate School, the DUS (in the case of courses open to undergraduate students) and/or DGS (in the case of graduate level courses), is responsible for the final review of all course requests, and should provide answers to the following questions.

FOR THE DIRECTOR OF UNDERGRADUATE STUDIES (Undergraduate Program Courses) or DIRECTOR OF GRADUATE COURSE (Graduate Program courses):

**Reviewed By**  
Entities this course proposal has been reviewed by

Department/Program Curriculum Committee  Department Chair/Program Director  
 Other

**Course Rationale**  
Briefly describe the reason for offering the course (e.g its place in the major and/or other curricular initiative, service to non-majors, part of course cluster, etc.)

**Future Offerings**  
How often will this course likely be offered over the next four to six years?

Independent study option for graduate students in ISIS working with the PhD Lab in Digital Knowledge on targeted digital scholarship topics.

We plan to offer this every semester.

- The Department/Program Review section is completed by the DUS, DGS, or in some cases, by someone in an auxiliary role within the department or program. It provides responses to:
  - Which entity within the department or program reviewed the course proposal.
  - Rationale for offering the course.
  - How often it will be offered over the next four to six years.
  - Any overlap issues.
- Upon completing this step, contact the directors of any cross-listed departments or programs by clicking on **Notify Directors** to get their approval. An email will be automatically sent to all the directors. After signing, directors need to be sure to click **'Save/Update.'**

**Director Signatures**

If any of the director information below is incorrect, please send an email to [courserequests@duke.edu](mailto:courserequests@duke.edu).

Department/Program	Subject	Type	(Assoc.) Director	Name	Email	Signature (NetID)
Art, Art History & Visual Studies	HCVIS	Primary	(Assoc.) DGS	Sara Galletti, Ph.D.	<a href="mailto:sg111@duke.edu">sg111@duke.edu</a>	<input type="text"/>

**NOTE: In addition to providing a netID signature, any DUS or DGS agreeing to hard cross-list needs to add a course number to the 'Crosslistings' section of the form. See the "Notes for Cross-listed Courses" at the end of these instructions.**

- The primary department can click **Submit to Courses Committee** or **Submit to Graduate School** once all the course information has been completed and director netID signatures obtained. At this point, the status will change from 'Department' to 'Submitted' and you will no longer be able to make changes to the form. If you realize changes need to be made, contact Kim Travlos in Dean Walther's office.

## CHANGE / DROP / SPECIAL TOPICS FORMS:

- Click on the applicable form (Change/Drop/Special Topics) in the navigation bar of the relevant school (Undergraduate, Graduate/Advanced Undergraduate, or Graduate).
- Courses will be listed in subject/number order. You can opt to sort by clicking on one of the column headings, or elect to search from the drop down menu by either course ID, catalog number, short title or description. You can further narrow your search by selecting from the subject drop down menu.

**Change Search**

Save Search

- The symbol in the far right column indicates that department is not the primary owner. By hovering over the symbol, you will be able to see which department owns the course. Only primary departments can initiate these forms. Cross-listed departments or programs need to contact the primary department to seek any changes.
- Click on the Course ID to open up a request form. The existing course information will appear at the top portion of the page.

## TO CHANGE AN EXISTING COURSE:

- Check only the boxes next to the changes you are requesting. This enables you to enter information in the relevant fields.



### Requested Changes

Check the appropriate checkboxes below for areas of the course you would like to change. Clicking a checkbox will enable/disable the associated fields below.

Catalog Number Suffix  Title  Course Description  Course Units  Course Grading  Consent Required  Hardwired Prerequisites  
 Service Learning  Study Travel Abroad  Domestic Field Trips  Crosslisting  Course Format  Areas of Knowledge  Modes of Inquiry

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### Course Information

Effective Date (required) Semester Year

- Enter a future effective date and all required information for the changes you are seeking.
- **Save/Update** the form, then click the **Submit to Department** button at the bottom of the form. The request will now be in 'Department' status.
- A **Department/Program Review** section will be generated:

### Department/Program Review

Last updated on -- by --

Departments and programs may have a variety of approaches to reviewing their courses and curricula, but all should have a process in place for reviewing course requests before they are submitted to the appropriate School Review Committees. In the School of Arts & Sciences, the Nicholas School of the Environment, the Sanford School of Public Policy, the Pratt School of Engineering, and the Graduate School, the DUS (in the case of courses open to undergraduate students) and/or DGS (in the case of graduate level courses), is responsible for the final review of all course requests, and should provide answers to the following questions.

FOR THE DIRECTOR OF UNDERGRADUATE STUDIES (Undergraduate Program Courses) or DIRECTOR OF GRADUATE COURSE (Graduate Program courses):

**Reviewed By**  Department/Program Curriculum Committee  Department Chair/Program Director  
 Other

Entities this course proposal has been reviewed by

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### Director Signatures

If any of the director information below is incorrect, please send an email to [courserequests@duke.edu](mailto:courserequests@duke.edu).

Department/Program	Subject	Type	(Assoc.) Director	Name	Email	Signature (NetID)
Psychology & Neuroscience	PSY	Primary	(Assoc.) DUS	Karen Murphy, Ph.D.	<a href="mailto:k1m15@duke.edu">k1m15@duke.edu</a>	<input type="text"/>

- Click on **Notify Directors**. An email will be automatically sent to each director that needs to provide a signature.
  - The primary department/program DUS and/or DGS will need to indicate which entity reviewed the change, then sign with their netID signature.
  - All cross-listed department or program directors need to provide their netID signature and then click **Save/Update**. See *“Notes for Cross-listed Courses” at the end of these instructions*.
  - Once all netID signatures have been obtained, the primary director (or a person in an auxiliary role within that department or program) can click **Submit to Courses Committee** or **Submit to Graduate School**.

## TO DROP A COURSE:

- Enter all the required information, including a future effective date and the reason for dropping the course.

### Drop Information

**Effective Date**  
(required)

Spring  2016

**Drop Reason**  
(required)

instructor has retired and no one else will be teaching course

**Course Renumbering**  
(required)

Y  N

### Remarks

For any additional information you would like to provide to the Faculty Review Committee

course has not been taught in three years

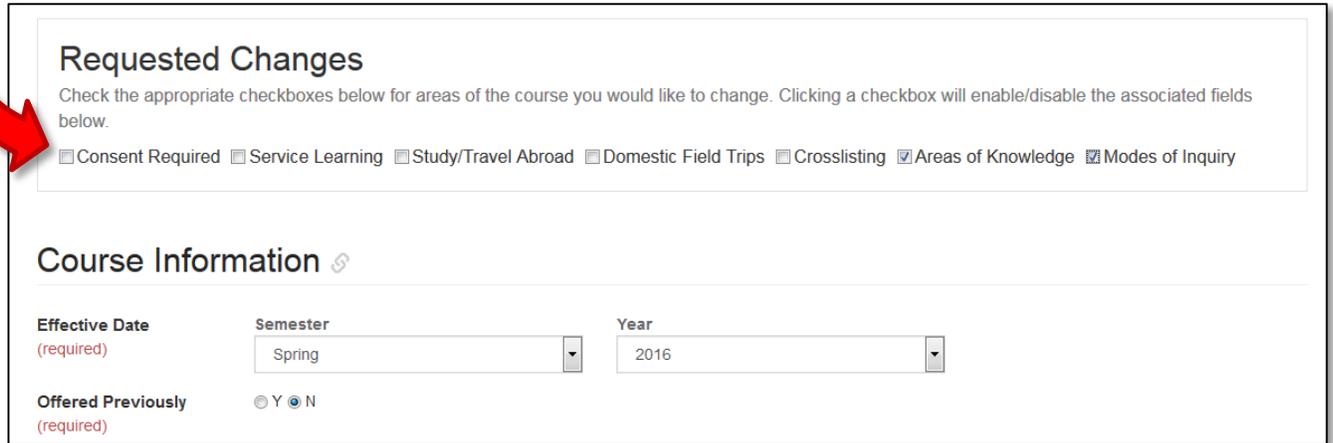
- Save/Update the form, then click the [Submit to Department](#) button at the bottom of the form. The request will now be in 'Department' status.
- A **Department/Program Review** section will be generated.
- Follow the same procedures to [Notify Directors](#) and submit the request as outlined under "To Change an Existing Course."

## SPECIAL TOPICS COURSES:

- Courses offered under the Special Topics course numbers (n90) are courses that are offered on a one-time basis.
- Anything approved by the Courses Committee or Graduate School is **effective ONLY for the requested semester**. Even if the topics course has been taught previously, you still need to submit a request form for curricular codes, etc. to have them considered for approval.
  - Departments and programs should avoid offering the same topic more than once.
  - If a particular topic is offered twice with considerable student demand, the department or program should consider turning it into a permanent course, which would mean submitting an **Add Request**.
- Should you ever need to make a change to the permanent catalog listing, you will need to use a **Course Change Form** (see instructions above), which will affect all future iterations of the special topics course. Remember, though, the catalog listing for special topics needs to be very generic. The title should always include "Topics" and the description should be very basic, such as "Topics vary each semester."

## TO SUBMIT A SPECIAL TOPICS REQUEST:

- Check only the boxes next to the items you are requesting. This enables you to enter information in the relevant fields.



**Requested Changes**

Check the appropriate checkboxes below for areas of the course you would like to change. Clicking a checkbox will enable/disable the associated fields below.

Consent Required  Service Learning  Study/Travel Abroad  Domestic Field Trips  Crosslisting  Areas of Knowledge  Modes of Inquiry

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**Course Information** 

**Effective Date** (required)

Semester:  Year:

**Offered Previously** (required)  Y  N

- Enter a future effective date and all required information for each action you are requesting.
- Indicate whether or not the topic has been offered previously by clicking 'Y' or 'N.' If 'Y', indicate the semester and year of the most recent iteration of the course in the boxes provided.
- Save/Update the form, then click the [Submit to Department](#) button at the bottom of the form. The request will now be in 'Department' status.
- A **Department/Program Review** section will be generated.
- Follow the same procedures to [Notify Directors](#) and submit the request as outlined under "To Change an Existing Course."

**NOTE:** Because special topics courses are one semester offerings, it is important to remember a few things about them that differ from permanent courses:

- The short title entered on the request form should be the same title manually entered into the DSV. This becomes especially important for departments or programs offering multiple topics courses each semester. Having the submitted request title and schedule title match makes the course very recognizable for the registrar, ensuring approved curricular codes are attached to the right course.
- The description does not convey to the schedule. The instructor or department/program will need to add the synopsis into the schedule.

## Notes for Cross-listed Courses

- Regular courses cannot be cross-listed with Special Topics course numbers.
- All cross-listings should adhere to these level range conventions:
  - 100-199: all cross-lists should be at the 100 level
  - 200-399: can be cross-listed together but not with 100 or 400 level and up
  - 400-499: all cross-lists should be at the 400 level
  - 500-699: can be cross-listed together, but not with 400 level or below or 700 level and above
  - 700-999: can be cross-listed together, but not with 600 level or below
- Only the primary department can make changes to a cross-listed course, such as adding/removing cross-listings with other departments, revising the description, or adding/removing codes.
- When changing cross-listings, the primary department has the option of adding a new cross-listing, deleting a current cross-listing, or changing the primary cross-listing to a different department.
- When a primary department makes changes to a course, including a request to drop a course from the catalog, approval of the cross-listed departments is required before the request can be submitted to the Courses Committee.
- The primary department will create the request and notify the cross-listed departments via the [Notify Directors](#) link to inform them a request needs to be reviewed.
- The automatically generated email provides a link to the request and references the Course Request ID # and the initiating department's catalog number in the subject line. The request will appear on the cross-listed departments' home page, listed under the primary subject and catalog number.
- The directors of the cross-listed departments or programs log in with their netID and password to enter their 'signature', which is their netID, then click **'Save/Update.'** **They should NOT make any other changes to the form, nor should they create a new form for the course.** (If they wish to request a change, they should contact the primary department directly, either by e-mail or telephone.) They can then notify the primary department that they have signed off on the form.
- Certificate program cross-listings:
  - 'Hard cross-lists' have a course number and function normally.
  - 'Soft cross-lists' have no course number and are listed in the bulletin but do not appear on the schedule. They allow the course to count toward the fulfillment of the certificate requirements.