Online Course Request Program Instructions

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

https://courserequest.trinity.duke.edu/ or on our Course Requests webpage: https://trinity.duke.edu/curriculum/course-development-resources

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

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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Course information is in the process of being added to the form.</td>
</tr>
<tr>
<td>Department</td>
<td>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.</td>
</tr>
</tbody>
</table>
Submitted | 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.
---|---
In Progress | Request is being reviewed by the Courses Committee.
Approved | Committee has approved the request.
Declined | Committee has denied the request.
Registrar received | Request has been forwarded to the registrar.
Registrar hold | The registrar is working on the request, may need clarification on something.
Registrar processed | 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:

![Add Request Form](image)

- 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 Form](image)

• 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 Form](image)
• 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.’

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.

• 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 form](image)

- 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 form](image)

• 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 Form](image)

- 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]

- 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.