Guide to the
Duke University
Course Request System

Updated June 2018
## Course Request System

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Process for New Course Requests

Requests for all Trinity undergraduate and graduate 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. This committee consists of representatives from the divisions of Humanities, Social Sciences, and Natural Sciences, as well as the Associate Dean on Courses for the Office of Curriculum and Course Development, who is an ex-officio member. Final approval of all course requests rests with this committee.

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 (or primary) 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 Course Request system when submitting all course requests.

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, and so forth. Through the Course Request form, requests may also be made for the particular Areas of Knowledge and Modes of Inquiry curricular codes that apply towards the general education requirements of the college. Each course may carry up to two Areas of Knowledge codes and up to three Modes of Inquiry codes. Faculty should consult the criteria and guidelines on the Trinity administration website before filling out Course Request forms.

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. The site is available to all Duke users, but departmental directors and assistants should contact the Registrar’s Office (registrar@duke.edu) to request additional approval access.

After logging on to the site, users select a school according to the following categories:

- Undergraduate Only (Courses numbered 1-499)
- Graduate/Advanced Undergraduate (Courses numbered 500-699)
- Graduate Only (Courses numbered 700-999)

If you need to find previous course requests, you can access either the Archived Course Requests (contains requests from June 2004 through December 2011) or the Old System (contains requests from January 2012 through May 2015). A link to both pages can also be found at the top of the Course Request system. Both the Archived and Old System sites are read-only sites and are made available for departments to use for informational purposes only.

Deadlines

Check the Trinity administration website for current deadlines.

Contacts

If emailing regarding a Course Request, please include the Course Request ID number.

Trinity College of Arts & Sciences

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Duke University Registrar

Bahar Rostami  
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Understanding the System

Basic Navigation

The navigation bar under the Trinity College of Arts & Sciences or The Graduate School colored banner provides access to your homepage (1); forms to add, change, or drop courses, as well as special topics forms (2); and to navigate between the undergraduate and graduate systems (3).

The Results Found section (4) 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 can be sorted by clicking on the column headings. The Status column identifies the progress of the requests (see Status of Request in System on next page).

Once a request has been reviewed by the committee and the status reads Submitted to Registrar (Approved) or Courses Committee - Declined, 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 curriculum codes, be sure to check and see which ones have been approved.
## Status of Request in System

<table>
<thead>
<tr>
<th>Status</th>
<th>1-499</th>
<th>500-699</th>
<th>700-999</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td></td>
<td></td>
<td></td>
<td>Course information is in the process of being added to the form.</td>
</tr>
<tr>
<td>Department - In Progress</td>
<td></td>
<td></td>
<td></td>
<td>Request has been sent to the DUS/DGS for departmental review information. The DUS/DGS will review and sign the form with their netID at this point. All crosslisted offerings must also receive director approval by the respective department.</td>
</tr>
<tr>
<td>Department - Revisions Needed</td>
<td></td>
<td></td>
<td></td>
<td>Request has been returned to department so that corrections can be made to request. Instructions will be provided when request is returned.</td>
</tr>
<tr>
<td>Submitted/Submitted to Courses Committee</td>
<td></td>
<td></td>
<td></td>
<td>Request has completed the departmental review process, has obtained all crosslisted departmental authorizations (if applicable), and has been submitted for approval. The Registrar’s Office may contact the department for revisions while the Courses Committee reviews the request.</td>
</tr>
<tr>
<td>Courses Committee - In Progress</td>
<td></td>
<td></td>
<td></td>
<td>Request is being reviewed by the Courses Committee.</td>
</tr>
<tr>
<td>Courses Committee - Declined</td>
<td></td>
<td></td>
<td></td>
<td>Committee has denied the request.</td>
</tr>
<tr>
<td>Submitted to Graduate School</td>
<td></td>
<td></td>
<td></td>
<td>Request has been approved by the Courses Committee and has been submitted for Graduate School approval.</td>
</tr>
<tr>
<td>Graduate School - In Progress</td>
<td></td>
<td></td>
<td></td>
<td>Request is being reviewed by The Graduate School.</td>
</tr>
<tr>
<td>Graduate School - Declined</td>
<td></td>
<td></td>
<td></td>
<td>The Graduate School has denied the request.</td>
</tr>
<tr>
<td>Submitted to Registrar</td>
<td></td>
<td></td>
<td></td>
<td>Committee has approved the request.</td>
</tr>
<tr>
<td>Registrar - In Progress</td>
<td></td>
<td></td>
<td></td>
<td>Registrar is working on the request.</td>
</tr>
<tr>
<td>Registrar - Processed*</td>
<td></td>
<td></td>
<td></td>
<td>Registrar has processed the request and updated the catalog.</td>
</tr>
</tbody>
</table>

*Changes processed after schedules have been submitted for effective term may not immediately appear on scheduled offering(s). Please allow time for additional processing. To avoid this issue, make sure to submit your requests on time (or early, if possible).

## Required Fields

All request forms utilize the following information (links to additional explanation and examples are provided in the Field Name column):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>First semester the course will be offered.(^1)</td>
</tr>
<tr>
<td>Subject &amp; Catalog Number</td>
<td>Subject of primary offering and catalog number, including any applicable suffixes.</td>
</tr>
<tr>
<td>Class Size</td>
<td>Anticipated enrollment limit; this field does not necessarily correspond to format.</td>
</tr>
<tr>
<td>Special Topics (Y/N)</td>
<td>Y should be selected if course will be a repeatable Special Topics course with different topics each semester. Individual topics should be submitted via a Special Topics Request.</td>
</tr>
<tr>
<td>Short Title (see Titles)</td>
<td>Title that appears on student's transcript. NOTE: Limited to 30 characters, must be in all capital letters.</td>
</tr>
</tbody>
</table>

\(^1\) If desired effective date is unavailable (which may occur once the deadline has passed for the semester), you may request an earlier effective date in the Remarks section of the request. If the committee approves the request for this date, they will specify this in their final comments.
Long Title (see Titles) | Title that appears in bulletin. NOTE: Limited to 100 characters, must be in sentence-style capitalization per Chicago Manual of Style (hereafter CMOS).
---|---
Course Description | Description of course, its requirements, and any additional information that may assist student when registering for classes.
Instructor(s) | Name(s) of instructor(s) who will teach course. If unknown, use “Staff.”
Primary Instructor | Name and contact information for primary instructor of course. This name will not appear as part of bulletin description unless it is included in Instructor field above.
Typically Offered Term(s) | Term(s) in which course will usually be offered.
Course Units | Total course credits/credit units for course. Credit for courses numbered 500 or higher will automatically convert to undergraduate course credits, so the graduate credit units should be submitted for request (1 undergraduate course credit = 3 graduate credit units).
Course Grading | Grading basis for course.
Final Exam (Y/N) | Y should be selected if an exam may be offered for a given term. The exam will then be scheduled per term through the DSV.
Consent Required (Y/N) | Y should be selected if consent is the only way to control enrollment (reasoning must be justified on request). Otherwise, enforced prerequisites should be used.
Consent Person (Department/Instructor) | If Y is selected for consent, this person will be responsible for issuing permission numbers and will be listed in the Consent section of the course description.
Hardwired Prerequisite(s) | Requirements that will prohibit enrollment if not met. See Prerequisite(s) for styling.
International Study (Y/N) | Y should be selected if course will include any travel abroad.
Domestic Travel (Y/N) | Y should be selected if course will include any travel beyond designated location of instruction.
Service-Learning (Y/N) | Y should be selected if course has been approved by Service-Learning. Course description must include discussion of course’s service-learning requirements.
Course Format | Single or multiple components for course. NOTE: Format must correspond to suffix.
Location of Instruction | Location of main instruction.

Additional Fields

Crosslists

Course (Hard) Crosslists. A course may be crosslisted with one or several other departments or subjects. The catalog number of a crosslisted offering should be close to the primary offering (e.g., a 200-level course may be crosslisted with a 300-level course, but a 400-level course cannot be crosslisted with a 100- or 500-level course).

Program (Soft) Crosslists. A course carries a program crosslist if it can be used as an elective for another department. Program crosslists only appear in the bulletin.

Curriculum Codes

Curriculum Codes, which are organized under Areas of Knowledge or Modes of Inquiry, must be requested and approved by the Trinity Courses Committee. Justification must be provided for each code in the request. For guidelines and criteria for these codes, please see http://admin.trinity.duke.edu/curriculum/trinity-curriculum.

Additional Course Information

Additional details regarding a course, including an extended description, the goals and objects of the course, texts and materials that will be used, and general requirements, should be submitted as part of the request. A syllabus is also acceptable and should be emailed to courserequests@duke.edu when the request is submitted for approval.

Remarks

Any additional information or requests for the committee that fall outside of the given fields on the form should be included in the final remarks section. Information in this field will not be considered part of the approved request unless the committee expressly approves it in their own remarks.
Approvals and Processing

Department Approval

Once a request has been drafted, it is sent first to the designated department chair or director for review. This person will then fill out the **Department/Program Review** section before submitting it to any affiliated directors for their approval.

All crosslisted offerings (both hard and soft) must be approved by each department. Any courses in the 500-699 level must be approved by both the director of undergraduate studies and the director of graduate studies for each department.

If the request does not have crosslists, the director of the primary offering should click **Submit** to send the request for Courses Committee and/or Graduate School approval.

If the request does have crosslists, the director of the primary offering should click **Notify Departments** to send an email to each affiliated department or school for approval. Once these signatures have been collected, the director or departmental assistant for the primary offering should click **Submit** to send the request for Courses Committee and/or Graduate School approval.
Committee Approval

See Status of Request in System for more information regarding workflow in the Course Request System.

The Courses Committee meets weekly during the academic year to approve course requests. All requests are approved in order of submission. When a request is approved, denied, or returned to the department for revision, the director and any designated auxiliaries (usually a departmental assistant) for the primary department receive an email notification. It is the responsibility of the department to monitor the status of its requests and submit them before established deadlines (see Deadlines above).

Any questions regarding request approval should be sent to courserquests@duke.edu.

Registrar Processing

The Registrar’s Office processes approved requests in the order in which they are received. Generally, requests should be processed in the catalog within three business days. However, some changes, especially hardwired prerequisites, may require more time. To check the status of an approved request, contact the Registrar’s Office at bulletins@duke.edu.

NOTE: Course changes that are processed after schedules have been submitted for the approved effective term may not immediately appear on scheduled offering(s). Please allow time for additional processing. To avoid this issue, make sure to submit your requests on time (or early, if possible).
General Guidelines

To maintain consistency across all Duke departments and institutions, course information that will appear in the bulletin must conform to bulletin style. See the Style Guide for the Bulletins of Duke University for additional information.

An example of a course that meets these guidelines appears below.


NOTE: The units ("One course") and crosslisted offerings (which appear after "C:L") should not be included in the description submitted to the committee. These fields are automatically populated from catalog.

Specific Guidelines

Subject & Catalog Number

The **Subject** will be pulled from the catalog.

The **Catalog Number** is unique to every course in a given subject. A number should only be reused for variations on a course (e.g., a new lecture version of a seminar course numbered 103S could use 103). If a course includes multiple components or if it is a specialized course (such as a seminar, tutorial, or a course in the Focus Program, for example), a suffix must be used to differentiate the course from other versions.

<table>
<thead>
<tr>
<th>Format/Feature</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar</td>
<td>S</td>
</tr>
<tr>
<td>Lecture &amp; lab</td>
<td>L</td>
</tr>
<tr>
<td>Lecture &amp; discussion</td>
<td>D</td>
</tr>
<tr>
<td>Lecture, lab &amp; discussion</td>
<td>DL</td>
</tr>
<tr>
<td>Preceptorial</td>
<td>P</td>
</tr>
<tr>
<td>Tutorial</td>
<td>T</td>
</tr>
<tr>
<td>Study abroad/taught away from main Durham campus¹</td>
<td>A, LA (for away course with lab component), SA (for away course with seminar component), etc.</td>
</tr>
<tr>
<td>Focus Course</td>
<td>FS</td>
</tr>
</tbody>
</table>

¹ The A suffix should be applied to all courses taught at the Marine Lab.
Effective Fall 2012, the Duke University course numbering guidelines reserve certain catalog numbers for specific types of courses. Consult the charts below before selecting a number for a new course or crosslist. This scheme is applicable to the following Duke schools: Trinity School of Arts & Sciences, Pratt School of Engineering, Nicholas School of the Environment, Sanford School of Public Policy, and The Graduate School.

### Duke University Course Numbering Scheme

**General Guidelines**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Type</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-99</td>
<td>Advanced Placement credit; House Courses; First-Year Seminars; First-Year Writing; Registrar/department special purpose</td>
<td></td>
</tr>
<tr>
<td>100-199</td>
<td>Introductory-level undergraduate courses; basic skills / activity courses; foundation courses; Focus program courses</td>
<td></td>
</tr>
<tr>
<td>200-399</td>
<td>Undergraduate courses above introductory level</td>
<td></td>
</tr>
<tr>
<td>400-499</td>
<td>Advanced undergraduate, senior seminars, capstone courses, honors thesis courses</td>
<td></td>
</tr>
<tr>
<td>500-699</td>
<td>Graduate courses open to advanced undergraduates</td>
<td></td>
</tr>
<tr>
<td>700-999</td>
<td>Graduate only courses (not open to undergraduates)</td>
<td></td>
</tr>
</tbody>
</table>

**Reserved and Assigned Course Numbers**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Type</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19</td>
<td></td>
<td>Reserved for Registrar</td>
</tr>
<tr>
<td>20-29</td>
<td>Advanced Placement credit</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>House courses</td>
<td></td>
</tr>
<tr>
<td>80-88 895</td>
<td>• First-year writing courses • Other first-year nonmajor courses • First-year seminars</td>
<td>• Formerly Writing 20’s courses • Formerly 20-series courses • Formerly 49S</td>
</tr>
<tr>
<td>91-99</td>
<td>Department special use</td>
<td></td>
</tr>
<tr>
<td>90, 100, 200, 300, 400</td>
<td>Transfer course credit</td>
<td>For transfer courses with no Duke course equivalent.</td>
</tr>
<tr>
<td>101-199 (101 for introductory course in unit)</td>
<td>• Introductory courses • Basic skills or activity courses • Foundation courses • Focus program courses</td>
<td>Gateway courses to the major or to certificate programs may be at 100 or 200 level; Focus program courses may be at 200-level in certain circumstances (see guidelines).</td>
</tr>
<tr>
<td>190, 290, 390, 490</td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>590, 690</td>
<td>Graduate/advanced undergraduate</td>
<td></td>
</tr>
<tr>
<td>790, 890, 990</td>
<td>Graduate/professional only</td>
<td></td>
</tr>
<tr>
<td>291-292, 391-392, 491-492</td>
<td>Undergraduate (non-research)</td>
<td>Independent Studies spanning two or more semesters use numbers in sequence.</td>
</tr>
<tr>
<td>591-592, 691-692</td>
<td>Graduate/advanced undergraduate</td>
<td></td>
</tr>
<tr>
<td>791-792</td>
<td>Graduate/professional only</td>
<td></td>
</tr>
<tr>
<td>293-294, 393-394, 493-494</td>
<td>Undergraduate (research—R code must be requested)</td>
<td>Research Independent Studies spanning two or more semesters use numbers in sequence.</td>
</tr>
<tr>
<td>496-496</td>
<td>Honors Thesis courses</td>
<td></td>
</tr>
<tr>
<td>101-102</td>
<td>Beginning level</td>
<td>• Language departments do not use 201, 202. • All courses above the intermediate level taught in the FL must be at the 300-level or above.</td>
</tr>
<tr>
<td>111</td>
<td>Intensive beginning</td>
<td></td>
</tr>
<tr>
<td>203-204</td>
<td>Intermediate level</td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>Intensive intermediate</td>
<td></td>
</tr>
<tr>
<td>300+</td>
<td>Advanced level</td>
<td></td>
</tr>
<tr>
<td>501-502</td>
<td>Reading knowledge only courses</td>
<td>Graduate courses for academic research may not carry FL code.</td>
</tr>
</tbody>
</table>
Course Format

The **Course Format** of the course is often directly tied to the catalog number. See table above for applicable suffixes.

Titles

The **Short Title** and **Long Title** must be directly related. The **Short Title** appears on a student’s transcript, and it should allow the reader to easily find the corresponding **Long Title** in the bulletin. The **Short Title** is limited to 30 characters and must be in all capital letters; the **Long Title** is limited to 100 characters and should be capitalized sentence-style per CMOS.

A new Special Topics course should include some variation of “Special Topics” or “Topics” in both titles, but individual topic titles should only include the specific theme for that term. Both titles will appear on the transcript like so:

```
ENVIRON       89S     FIRST-YEAR SEMINAR (TOP)
Topic:         CLIMATE CHANGE
```

Titles for special programs (including Bass Connections, DukelImmerse, etc.) should also include some identifying language in both the short and long versions.

Course Description

**Course Descriptions** must be in bulletin format—that is, pared down as much as possible, avoiding unnecessary verbs, articles, and flowery and/or extraneous verbiage. Descriptions may include full sentences or short phrases but should be more than just a list of terms or topics discussed in the course. **Course Descriptions** are limited to 700 characters, not including the instructor or instructors’ names and location of the course.

The **Course Description** should also reflect the particular Modes of Inquiry attached to the course. For example, if the course carries an EI (ethical inquiry) code, it should be evident from the description that ethical inquiry will be a central focus of the course. However, codes should not appear in the description; these will be added by the Registrar’s Office once approved.

See the section **Guidelines for Writing Course Descriptions** on the [Trinity administration website](#) for additional information.

Location of Instruction

If a course is taught away from the main Durham campus, the city/country and institution must be included in the description (e.g., Taught in **Beaufort** at **Duke Marine Lab**).

Consent

If **Consent** is required to enroll in any offering of the course, the phrase “Instructor consent required” or “Department consent required” (if director of undergraduate/graduate studies is issuing permission) must appear in the description.

Prerequisite(s)

Any enforced requirements (prerequisites, corequisites, or antirequisites) must be specified in the description. Recommended or suggested background work may appear after enforced prerequisites. Any **Subjects** should not be abbreviated unless exceptionally long (e.g., ECE for Electrical and Computer Engineering). All requirements (enforced and suggested) should appear in the order shown below. Because all prerequisites can be waived with consent of instructor, this phrase should not appear as part of description.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Acceptable Phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite (enforced)</td>
<td>Prerequisite: Mathematics 411 and 501.</td>
</tr>
<tr>
<td>Corerequisite (enforced)</td>
<td>Corerequisite: Statistical Science 532 or 732.</td>
</tr>
<tr>
<td>Antirequisite (enforced)</td>
<td>Not open to students who have taken Biology 20 or 202L.</td>
</tr>
</tbody>
</table>
Add Request

An Add Request should be used to create a new course or to reactivate a course that was previously removed from catalog.

NOTE: If a course is being reactivated, the original course ID must be submitted as part of the new request.

1) Click Add in the navigation panel to begin a new request.

2) Fill out all necessary fields.

See Required Fields for a complete description of each field. See Requesting Curriculum Codes for more information on applying for code designations.

When you click Save/Update at the bottom of the request, a unique request ID will be generated. This ID should be used in all correspondence regarding this request.

NOTE: Catalog numbers must include any applicable suffixes (e.g., S for seminar, A for study abroad/away, etc.). See Subject & Catalog Number for a full list of format/suffix combinations.
2) Fill out all necessary fields (continued).

When submitting course information for a request, make sure that all related fields agree with each other. Some examples include:

- **Titles** - The short and long title must be directly related. The short title, which appears on the transcript, is used to locate the course in the bulletin, so this shortened version should be as close to the original as possible. Abbreviated words are allowed in short titles, but any words that could be misconstrued or may appear questionable should be avoided (see **Titles** for more information).

- **Prerequisites & Description** - Any prerequisite included in the hardwired prerequisites field must also appear in the description (see **Adding/Removing Prerequisites** for acceptable phrases).

- **Format & Suffixes** - Some formats require a specific suffix to appear as part of the catalog number (see **Subject & Catalog Number** for a full list of applicable format/suffix combinations).

- **Service-Learning or Travel & Description** - If a course is designated Service-Learning or involves travel, the description should contain some language explaining the service-learning or travel component.

- **Modes of Inquiry & Description** - If MOI codes are being requested, the description should reflect these per the **Trinity administration website**.
3) Select any applicable course (hard) or program (soft) crosslistings.
   - **Course (Hard) Crosslists** - Creates a separate offering for the same course in a related subject. Catalog numbers for crosslisted offerings should be near or at the same level as the primary offering and should also include the same suffix (see Crosslists for more information).
   - **Program (Soft) Crosslists** - Identifies the primary offering and any crosslisted offerings as an elective course for a certificate program in the bulletin (see Crosslists for more information).

4) Choose the format(s) for the course and identify the location of instruction.
   The course format(s) should match suffix in the catalog number (see Subject & Catalog Number for a full list of applicable format/suffix combinations).
   The location of instruction should also be specified within the course description (see Location of Instruction for more information).

5) Fill out all applicable fields in the Additional Course Information section, or submit the course syllabus to courserequests@duke.edu.
   Any additional information that could not be included on the form or needs to be clarified should be submitted in the Remarks section of the request (e.g., requesting an effective date that is not available at time of request).
   **NOTE:** Any request made in the department’s Remarks section will not be considered approved unless expressly stated in the Courses Committee Review comments.

6) Click Submit to Department to send the request to each affiliated department for approval.
   All crosslisted offerings (both hard and soft) must be approved by each individual department. Any courses in the 500-699 level must be approved by both the director of undergraduate studies and the director of graduate studies for each department. For more information about the approval workflow, see Approvals and Processing.
Requesting Curriculum Codes

Each course may carry up to two Areas of Knowledge (AOK) codes and up to three Modes of Inquiry (MOI) codes. Faculty should consult the criteria and guidelines on the Trinity administration website before filling out Course Request forms.

Check the box beside each desired code and enter the justification for each prompted field.

Approved codes will be added to the course in the catalog and/or on the schedule. If code(s) are denied, the report will state the reasoning in the Courses Committee Review section.

NOTE: It is the responsibility of the department to advertise only approved codes. Once a request is approved, the department will receive notification via email, but this brief report will not specify whether codes were denied or approved. View the full request on the Course Request System to see all approved curriculum codes and course information.

Areas of Knowledge

Per the Trinity administration website, a course carrying an MOI code must include the code’s specific requirements in the course description. For example, if the course carries an EI (ethical inquiry) code, it should be evident from the course description that ethical inquiry will be a central focus of the course.

Modes of Inquiry
Drop Request

A Drop Request should be used to inactivate a course in the catalog. Courses that are no longer taught or have not been taught in the last four years should be inactivated. Dropped courses can be added back to the catalog at any time using an Add Request. A Change Request should be used to drop one crosslisted offering or change the ownership of a course.

1) Select course from available results.

Use the filters to narrow down results by subject or date. Click on the Course ID in the far left column to begin request.

2) Complete new request and provide required information.

Confirm that the information at the top of the request matches the course you would like to drop.
Choose an effective date for the drop (the course cannot be scheduled for this term), and provide a reason for its inactivation.

4) Click **Submit to Department** to send the request to each affiliated department for approval.

All crosslisted offerings (both hard and soft) must be approved by each individual department. Any courses in the 500-699 level must be approved by both the director of undergraduate studies and the director of graduate studies for each department. For more information about the approval workflow, see "Approvals and Processing."
A Change Request should be used to revise any part of an existing course, including, but not limited to, the course description, title(s), format, catalog number, and crosslisted offerings. To revise any aspect of a one-time Special Topics Request, use that form. Change requests are only used to update information in the catalog.

1) Select course from available results.

Use the filters to narrow down results by subject or date. Click on the Course ID in the far left column to begin request.

2) Check applicable boxes for desired revisions.

Checking the boxes in the Requested Changes section will open up the selected field in the request. Make your changes in the appropriate boxes, and make sure to check for other associated areas of the request that might also need to be updated. Some examples include:

- Prerequisites & Description (see Adding/Removing Prerequisites)
- Format & Suffixes (see Subject & Catalog Number)
- Service-Learning & Description (the description should contain some language explaining service-learning component)
- Modes of Inquiry & Description (if MOI codes are being requested, the description should reflect these per the Trinity administration website)

See Requesting Curriculum Codes for more detailed instructions on this section.
2) Check applicable boxes for desired revisions (continued).

4) Click **Submit to Department** to send the request to each affiliated department for approval.

All crosslisted offerings (both hard and soft) must be approved by each individual department. Any courses in the 500-699 level must be approved by both the director of undergraduate studies and the director of graduate studies for each department. For more information about the approval workflow, see [Approvals and Processing](#).
Primary & Crosslisted Offerings

To add/drop a crosslisted offering, change the catalog number for any offering, or change ownership of a course, select the **Primary Offering/Crosslisting** box and select all applicable revisions.

**Primary Offering - Catalog Number**

Revise the **Catalog Number** of a primary offering by selecting **Change Primary Offering**, choosing the primary subject, and entering an available catalog number.

**NOTE:** If the catalog number for a primary offering is changing levels, be sure to consider the catalog number(s) for any existing crosslisted offerings. In most cases, these numbers should be revised simultaneously.

**Primary Offering - Ownership**

To change **Ownership** of a course and retain the primary offering as a crosslist, select **Change Primary Offering** and enter the subject and catalog number for the offering that will now own the course.
To change **Ownership** of a course and remove the primary offering as a crosslist, select **Drop Course** and enter the information for the primary offering and select **Change Primary Offering** and enter the subject and catalog number for the offering that will now own the course.

**Crosslisted Offering(s) - Add/Drop**

To add a new or drop an existing **Crosslisted Offering**, select **Add Course** or **Drop Course** and enter the subject and catalog number for the crosslisted offering(s). Any additional offerings should be at or near the same level as existing offerings and should contain any applicable suffixes.

**Revising Format**

If the format of a course is revised, the suffix for the course (and any crosslisted offerings) must match the new component. See **Subject & Catalog Number** for a complete list of formats and associated suffixes.
Adding/Removing Prerequisites

When adding or removing hardwired (or enforced) prerequisites, the course description must be updated to reflect new requirements.

See [Prerequisite(s)] for a list of acceptable phrases and additional styling of prerequisites.
Special Topics Request

A Special Topics Request should be used per term to request a topic and any curriculum codes for an existing generic (or shell) Special Topics course. The shell course must be present in the catalog before a Special Topics request is submitted, and all crosslisted offerings must also have a shell course.

NOTE: Even if a particular topic has been offered in a previous semester, the curriculum codes will not automatically carry over. Special Topics and their associated codes must be requested each term the topic is offered. Curriculum codes will not be added without an approved request for the given term.

1) Select shell Special Topics course from available results.

Use the filters to narrow down results by subject or date. Click on the Course ID in the far left column to begin request.

If your desired shell course does not appear, you must first add it to the catalog using an Add Request.

2) Fill out all required fields in the Course Information section.

NOTE: If the title and crosslisted offerings for a Special Topics course do not match the class information provided in the DSV, the request will be put on hold and the approved codes will not be applied until any issues have been rectified.
3) To request curriculum codes and crosslisted offerings, as well as consent, click the applicable box in the Requested Changes section. The service-learning designation and class-related travel should also be requested here. See Requesting Curriculum Codes for more detailed instructions on this section.

NOTE: All crosslisted offerings for a Special Topics offering must be submitted and approved by the Courses Committee. If the DSV submission for the same course does not include these offerings, or includes crosslisted offerings that were not requested, any approved curriculum codes will not be applied until these issues have been resolved.

4) Click Submit to Department to send the request to each affiliated department for approval.

All crosslisted offerings (both hard and soft) must be approved by each individual department. Any courses in the 500-699 level must be approved by both the director of undergraduate studies and the director of graduate studies for each department. For more information about the approval workflow, see Approvals and Processing.

Repeating a Previous Topic

Forms for Special Topics offerings that have been requested and approved in previous semesters be copied into a new request form when that topic is offered again. Find the previously approved request and click the icon on the far right of the desired row to create a copy of the request. Update any necessary information and submit like any other Special Topics request.