

For the latest version of this document, [click here](#)

How to Submit a Level 2 Course Proposal CourseDog

1 Navigate to <https://app.coursedog.com/#/cm/home>

Things to do

Approve the COMM2400 Edit Course Request
5/23/2025 1:04 PM

Approve the COMP2109 Edit Course Request
5/24/2025 9:15 PM

Approve the COMP2111 Edit Course Request
5/25/2025 11:50 AM

Approve the COSC1204 Edit Course Request
5/28/2025 12:28 PM

Approve the BIOC3131 Edit Course Request
5/28/2025 1:36 PM

Approve the COMP2107 Edit Course Request
5/28/2025 1:38 PM

Approve the CMP4400 Edit Course Request
5/29/2025 10:55 AM

Approve the CWD1400 Edit Course Request

A
+
≡
⚙
U
Nc

2 Click "Courses".

Curriculum Management

- Home
- Courses**
- Programs
- Learning Outcomes
- Campus
- Requirement Sets
- Course Sets
- Proposals
- Drafts
- Forms
- Workflows
- Agendas
- Reports
- Settings

Things to do

- Approve the COMM2400 Edit Course Request
5/23/2025 1:04 PM
- Approve the COMP2109 Edit Course Request
5/24/2025 1:15 PM
- Approve the COMP2111 Edit Course Request
5/25/2025 11:50 AM
- Approve the COSC1204 Edit Course Request
5/28/2025 12:28 PM
- Approve the BIOC3131 Edit Course Request
5/28/2025 1:38 PM
- Approve the COMP2107 Edit Course Request
5/28/2025 1:38 PM
- Approve the CMP4400 Edit Course Request
5/29/2025 10:55 AM
- Approve the CWD1400 Edit Course Request
5/29/2025 12:01 PM
- Approve the CMP3300 Edit Course Request
5/29/2025 12:07 PM
- Approve the COSC1211 Edit Course Request
5/29/2025 2:14 PM

Actions

- + NEW PROPOSAL
- MY PROPOSALS (0)
- SETTINGS

Upcoming

No Upcoming Agendas

3 Click the "Search for Courses" field.

Curriculum Management

- Home
- Courses**
- Programs
- Learning Outcomes
- Campus
- Requirement Sets
- Course Sets
- Proposals
- Drafts
- Forms
- Workflows
- Agendas
- Reports
- Settings

Search for Courses

Showing 0 - 20 of 18481

ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
4TH GENERATION APPLICATIONS DE	School of Integrated Studies	Inactive	-
POWERBUILDER	Prof & Part-time Learning	Inactive	-
A+ OBJECTIVES - COMP HARDWARE	Business & Skills Development	Inactive	-
WSIB/INSUR&ACC BENEFITS	Faculty of Soc & Commnty Serv	Inactive	-
Co-op Work Term 1	Faculty of Hosp & Hort Sci	Inactive	-
BAKING CONCEPT & INGRED	Faculty of Hosp & Hort Sci	Inactive	-

4 Search for your Course Code e.g. "ACCT1100".

5 Click on your course.

College

Courses + PROPOSE NEW COURSE IMPORT CURRICULUM COURSES HISTORICAL UPLOADS REPORTS EXPORT

Browse Revisions By Effective Start Term

DATES TERMS Type to search for terms FILTER

Showing 0 - 1 of 1

CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS
ACCT1100	Accounting 1	Faculty of Business	Active

6 Select "Propose Changes".

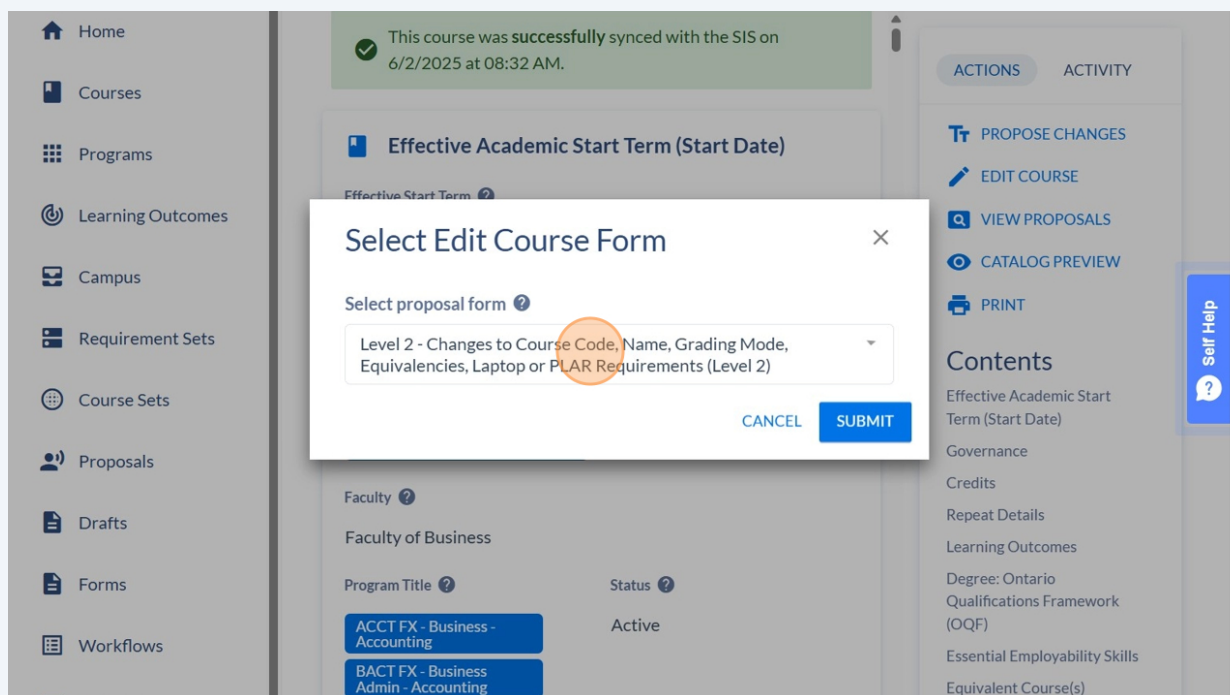
The screenshot shows a web application interface for course management. At the top right, there are links for 'HELP CENTER', a notification bell, a grid icon, and a user profile. Below this, a status bar indicates 'Active' and 'Latest Version' with a dropdown arrow. A green banner states 'synced with the SIS on 6/2/2025 at 08:32 AM.' The main content area is divided into two sections: 'Effective Academic Start Term (Start Date)' and 'Status'. The 'Status' section shows 'Active'. On the right side, there is a sidebar with a 'Self Help' button. The 'ACTIONS' menu is open, showing options: 'PROPOSE CHANGES' (highlighted with an orange circle), 'EDIT COURSE', 'VIEW PROPOSALS', 'CATALOG PREVIEW', and 'PRINT'. Below the actions menu, there is a 'Contents' section with a list of items: 'Effective Academic Start Term (Start Date)', 'Governance', 'Credits', 'Repeat Details', 'Learning Outcomes', 'Degree: Ontario Qualifications Framework (OQF)', 'Essential Employability Skills', 'Equivalent Course(s)', and 'Prerequisites and Corequisites'.

7 Select the drop-down list".

The screenshot shows the same web application interface as before, but with a modal dialog box titled 'Select Edit Course Form' open. The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a label 'Select proposal form' and a drop-down menu with the text 'Select form'. An orange circle highlights the drop-down menu. Below the drop-down menu are two buttons: 'CANCEL' and 'SUBMIT'. The background of the interface is dimmed, showing the same 'Effective Academic Start Term (Start Date)' and 'Status' sections, as well as the 'ACTIONS' menu and 'Contents' section.

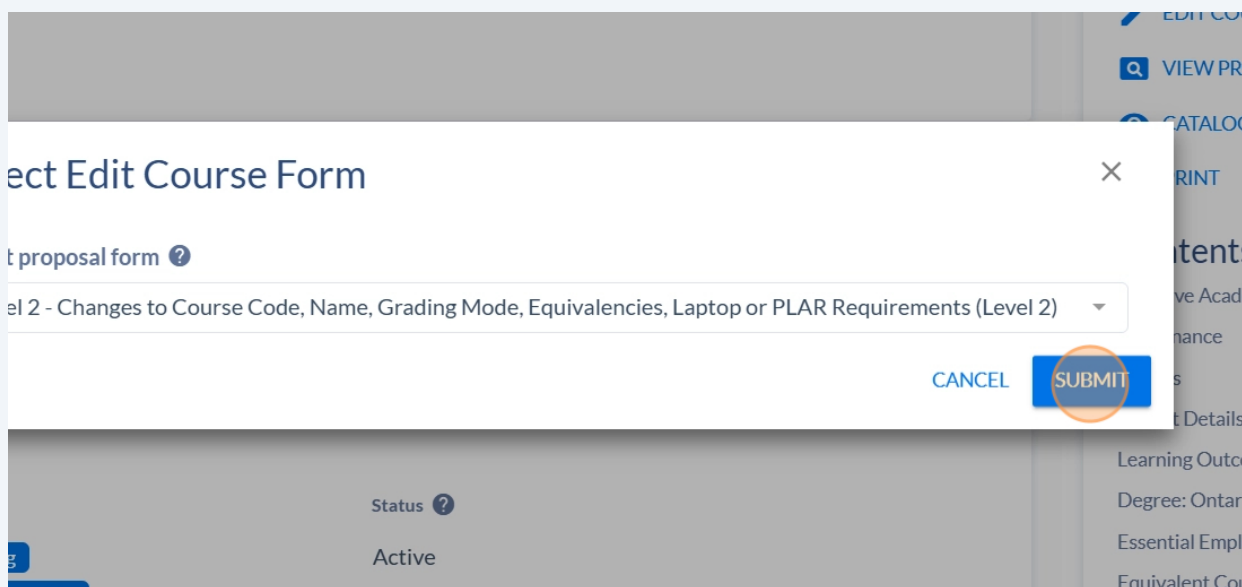
8

Click "Level 2 - Changes to Course Code, Name, Grading Mode, Equivalencies, Laptop or PLAR Requirements (Level 2)".



9

Click "Submit".



Before making changes, please confirm your Effective Start Term is accurate.

10 Select "Yes" to indicate you are making updates to the course outline.

Management

- Home
- Courses
- Programs
- Learning Outcomes
- Campus
- Requirement Sets
- Course Sets
- Proposals
- Drafts
- Forms
- Workflows
- Agendas
- Reports

LEVEL 1 - Changes to Learning Plan, Evaluation Plan, Resources, LEOs, Description, CLOS

Pre-populate Data

Required: Select Effective Academic Start Term (Start Date)

When selecting the effective academic term, ensure it aligns with the first intake of students who will be impacted by the change. **required** ?

DC Fall 2025

Are There Course Outline Updates for the Effective Academic Term? **required** ?

☒ YES ☐ NO

Course Outline Author ?

Milena.Ceglia@durhamcollege.ca

Governance

Faculty ?

Faculty of Business

Program Title ?

ACCT FX - Business - Accounting x

BACT FX - Business Admin - Accounting x

BACC FX - Business Admin - Acct Co-op x

ACTUEY - Bus - Accounting LHDIT x

Status ?

Active

11 Make the edits you require. Then select "Yes" or "No" if you would like to CTL teaching and Learning team member to review.

Programs

- Learning Outcomes
- Campus
- Requirement Sets
- Course Sets
- Proposals
- Drafts
- Forms
- Workflows
- Agendas
- Reports
- Settings

In-Person Intended Learning Objectives/ topics

Comprehensive -all learning objectives

Required Preparation ?

Optional: Teaching and Learning Review


Optional: CTL Teaching and Learning Review **required** ?

☒ YES ☐ NO

This field is required. However, requesting a CTL Teaching and Learning review of proposed changes is optional. Faculty can choose not to request a review or opt for support in reviewing teaching and learning-related changes.

Rationale

Rationale for Proposed Change(s) **required** ?



12 Enter your rationale for changes.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area has a header with a '+ ADD NEW' button. Below this, there are two sections:

- Optional: Teaching and Learning Review**
Optional: CTL Teaching and Learning Review required ?
YES NO
This field is required. However, requesting a CTL Teaching and Learning review of proposed changes is optional. Faculty can choose not to request a review or opt for support in reviewing teaching and learning-related changes.
- Rationale**
Rationale for Proposed Change(s) required ?
A rich text editor with icons for image, table, HR, undo, redo, link, unlink, code, bold, italic, bulleted list, numbered list, and indent. An orange circle highlights the editor area.

At the bottom of the main content area is a blue button labeled 'SUBMIT PROPOSAL'.

13 Click "Submit Proposal".

This screenshot is identical to the one above, showing the same web application interface. However, an orange circle highlights the 'SUBMIT PROPOSAL' button at the bottom of the main content area.