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How to Submit a Level 3 Course Proposal on 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

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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
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- 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".

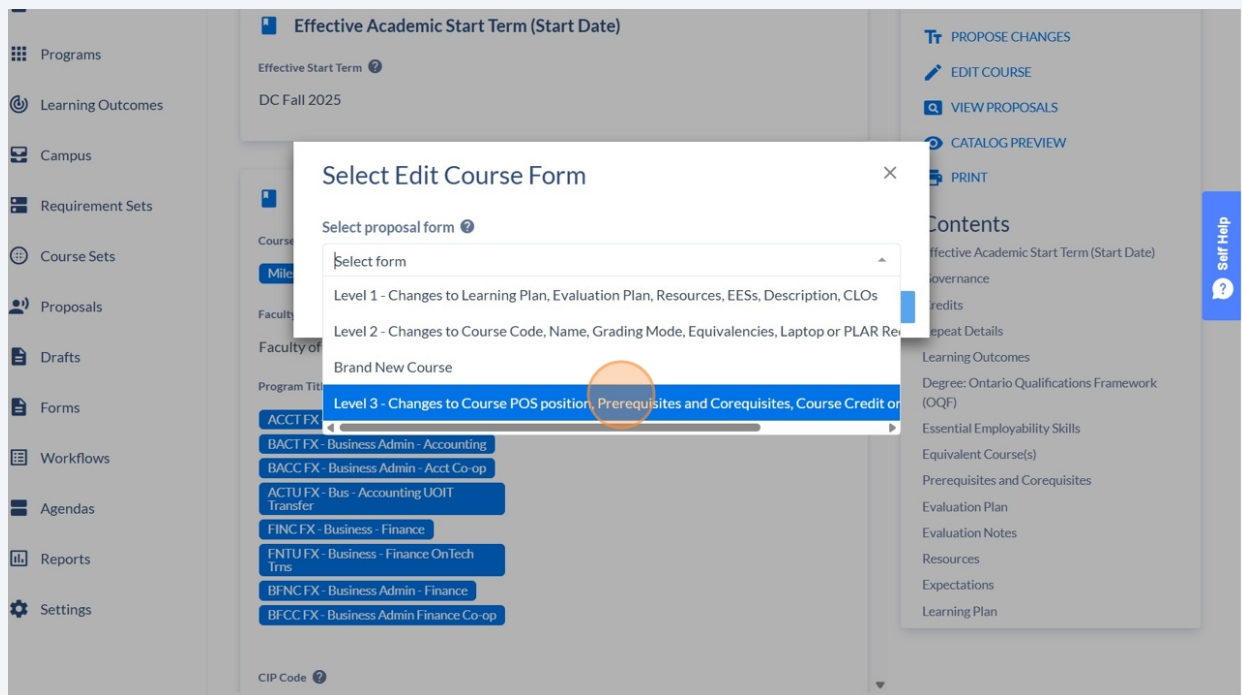
The screenshot shows a web application interface for course management. At the top right, there are links for 'HELP CENTER', a notification bell, a grid icon, and a user profile icon. Below these, there are tabs for 'Active' and 'Latest Version', and a dropdown for 'Effective Dating: DC Fall 2025 - Until Next Revision'. The main content area is divided into two sections. The left section has a green banner stating 'synced with the SIS on 6/2/2025 at 08:32 AM.' and a form for 'Effective Academic Start Term (Start Date)'. The right section is titled 'ACTIONS' and contains a list of buttons: 'PROPOSE CHANGES' (highlighted with an orange circle), 'EDIT COURSE', 'VIEW PROPOSALS', 'CATALOG PREVIEW', and 'PRINT'. Below the 'ACTIONS' section is a 'Contents' list with items like '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'. A 'Self Help' button is visible on the far right.

7 Select the drop-down list".

The screenshot shows the same web application interface as before, but with a 'Select Edit Course Form' dialog box open. The dialog box has a title bar with a close button (X). Inside, there is a label 'Select proposal form' and a dropdown menu with the text 'Select form'. An orange circle highlights the dropdown arrow. Below the dropdown are 'CANCEL' and 'SUBMIT' buttons. The background interface is dimmed, showing the 'Effective Academic Start Term (Start Date)' section with 'Effective Start Term' set to 'DC Fall 2025'. The 'Governance' section shows 'Course Outline Author' as 'Milena.Ceglic@durhamcoll.edu' and 'Faculty' as 'Faculty of Business'. A list of program titles is visible, including 'ACCT FX - Business - Accounting', 'BACT FX - Business Admin - Accounting', 'BACC FX - Business Admin - Acct Co-op', 'ACTU FX - Bus - Accounting UOIT Transfer', 'FINC FX - Business - Finance', 'FNTU FX - Business - Finance OnTech Trns', 'BFNC FX - Business Admin - Finance', and 'BFCC FX - Business Admin Finance Co-op'. The 'CIP Code' field is also visible at the bottom.

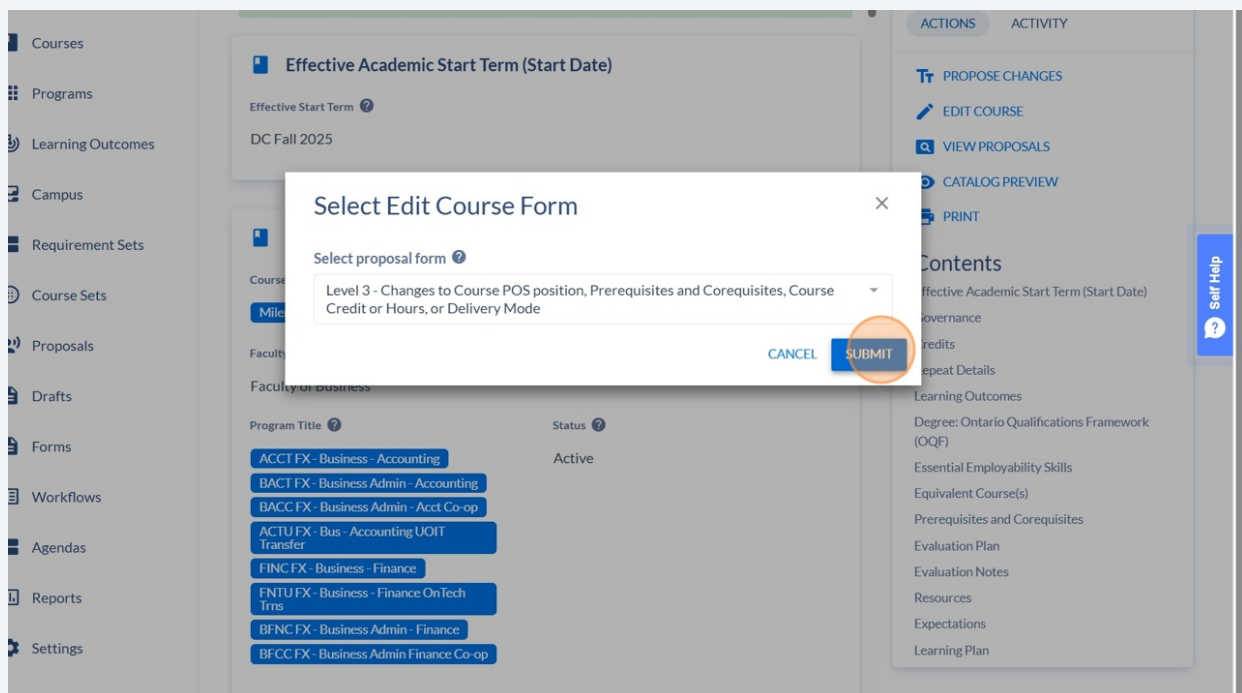
8

Select "Level 3 - Changes to Course POS position, Prerequisites and Corequisites, Course Credit or Hours, or Delivery Mode".



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

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

Pre-populate Data

COPY FROM PROPOSAL COPY FROM COURSE

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

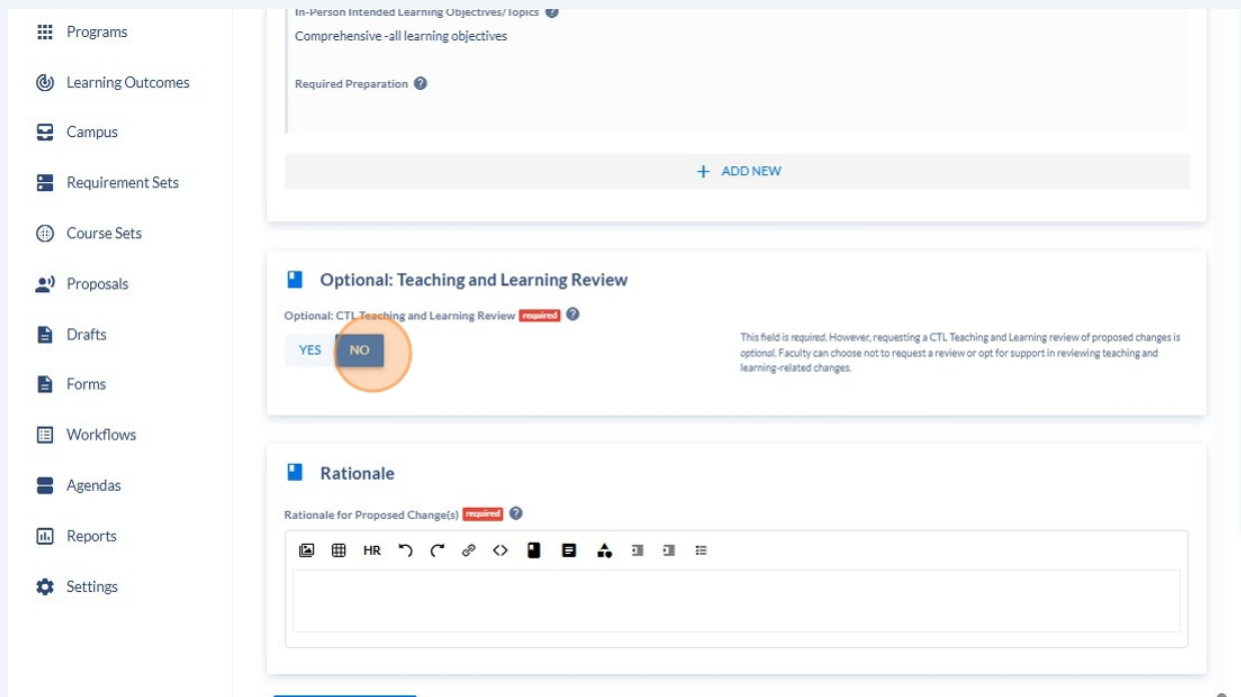
ACTUEX - Bus - Accounting L101T x

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.

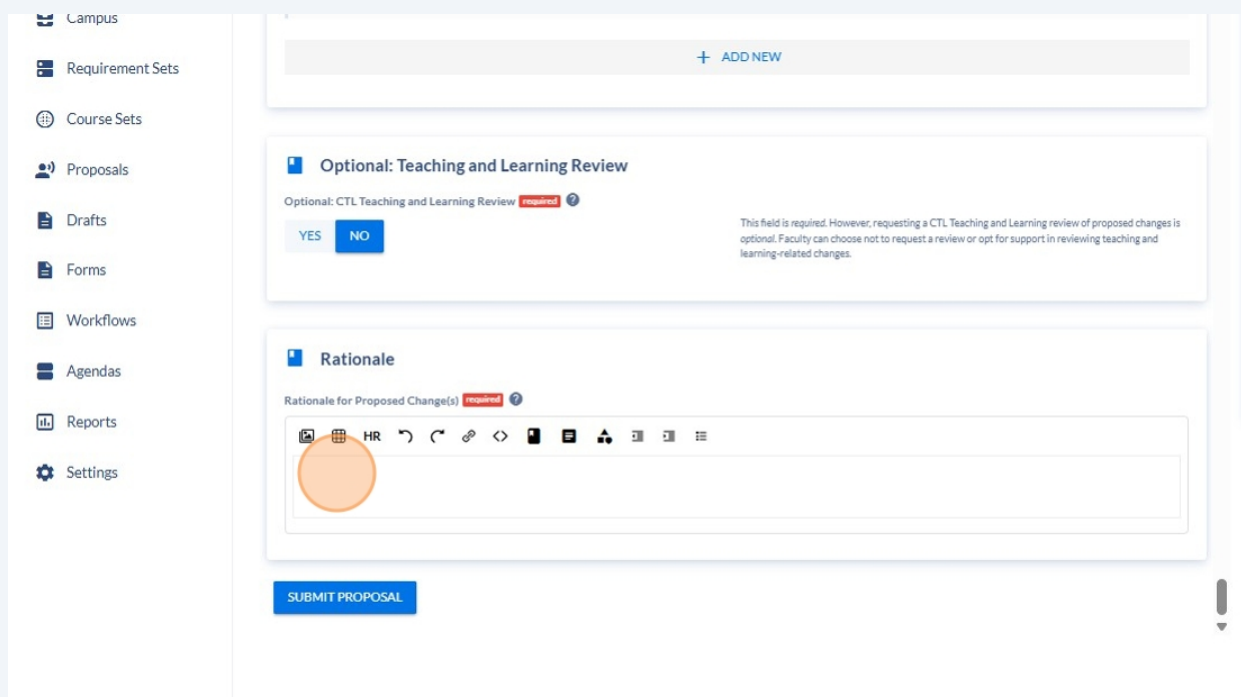


The screenshot shows a sidebar on the left with navigation links: Programs, Learning Outcomes, Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area has three sections:

- In-Person Intended Learning Objectives/ topics**: A text input field containing "Comprehensive -all learning objectives" and a "Required Preparation" field. Below is an "+ ADD NEW" button.
- Optional: Teaching and Learning Review**: A section with a sub-header "Optional: CTL Teaching and Learning Review" and a "required" tag. It contains two buttons, "YES" and "NO", where the "NO" button is highlighted with an orange circle. To the right, a note states: "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**: A section with a sub-header "Rationale for Proposed Change(s)" and a "required" tag. It features a rich text editor with various icons (image, table, HR, undo, redo, link, code, bold, italic, bulleted list, numbered list, indent, outdent) and a large text area below it.

12

Enter your rationale for changes.



This screenshot is similar to the one above but shows the next step in the process. The sidebar and the first two sections are identical. In the **Rationale** section, the "NO" button is highlighted with an orange circle. Below the rationale text area, a blue button labeled "SUBMIT PROPOSAL" is visible.

13 Click "Submit Proposal".

The screenshot shows a web interface for submitting a proposal. On the left is a sidebar menu with the following items: Campus, Requirement Sets, Course Sets, Proposals, Drafts, Forms, Workflows, Agendas, Reports, and Settings. The main content area contains a form with several sections:

- A top bar with a "+ ADD NEW" button.
- A section titled "Optional: Teaching and Learning Review" with a sub-label "Optional: CTL Teaching and Learning Review" and a "required" tag. It contains two buttons: "YES" and "NO". A note on the right states: "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."
- A section titled "Rationale" with a sub-label "Rationale for Proposed Change(s)" and a "required" tag. It features a rich text editor with a toolbar containing icons for image, table, HR, undo, redo, link, code, bold, italic, bulleted list, numbered list, and indent. Below the toolbar is a large text input area with a green speech bubble icon on the right.
- A blue "SUBMIT PROPOSAL" button at the bottom, which is circled in orange to indicate it is the target of the instruction.