

In this guide:

Accessing Courseleaf	3
Courseleaf user roles	3
Understanding workflows	3
Proposing a new course	4
Completing form fields	4
“Same as” courses	7
Proposing a new course from an existing course	9
Saving changes	9
Modifying an existing course	10
Searching for course record history	10
Archived courses	10
Deactivating a course	11
How deactivating a course affects your department/school and others	12
Reviewing/approving submissions in the workflow	14
Notifications	15
Changing a course subject code	15

We're here to assist you

Gina Harris, Academic Editor. Gina is responsible for publishing the Bulletin. In CourseLeaf, she is the penultimate reviewer of all course request submissions. If you have questions regarding the use and purpose of the CourseLeaf form fields or about Bulletin content, deadlines, and publication, contact Gina at gharris@gwu.edu or 202-994-6310.

Gabrielle Wingate, Applications Administrator. CourseLeaf System Administrator. The CourseLeaf System Administrator is responsible for the functioning of the CourseLeaf system, including establishing, maintaining, and troubleshooting workflows. This individual also offers CourseLeaf training for course and program processes on an individual or group basis. In addition, they are responsible for technical issues concerning the Bulletin. Contact bulletin@gwu.edu, 202-994-0933.

Know before you begin:

Accessing CourseLeaf

Access the CourseLeaf Course Inventory Management (CIM) system at next.bulletin.gwu.edu/courseadmin.

To begin the process of proposing, modifying, or deactivating a course, log into the CourseLeaf Course Inventory Management system using your NetID and password.

CourseLeaf user roles and the workflow

A course request submission requires an initiator to complete the form and submit it into the workflow. Initiators often are departmental administrators but may be the department chair or other individual. The request initiator does not automatically have a role in the workflow itself.

The workflow is the review and approval route for all new course proposals and change requests. All individuals working in the CourseLeaf system, including initiators and approvers, must be granted access. Once a request has been fully approved, it enters the Banner system. Workflows are established and maintained by Gabrielle Wingate, Applications Administrator, gwingate@gwu.edu, at the department/school's request.

Understanding Workflows

The workflows in CourseLeaf vary by school/department, but follow the same general outline, which include the Department Chair/Program Director, Dean (Academic Dean/Associate Dean), Academic Editor, Associate Vice Provost for Academic Planning and Assessment, and Banner.

You can preview the workflow through which a course request will travel by selecting "Preview Workflow" from the search results screen.



After a course has been submitted into the workflow, you can track its progress in the "In Workflow" window. Completed steps appear in green, the current step is in orange.

More detailed information, including the name of the individual who approved the request at each step and on what date the request was approved, appears in the "Approval Path" window.

Proposing a new course

- Find the course proposal form at next.bulletin.gwu.edu/courseadmin/.
- Log into the system using a GW Net ID and password.
- On the Course Inventory Management screen, click the green “Propose New Course” button.



- Complete all required fields (bordered in red) and other fields as relevant. If any required fields are left blank, the CourseLeaf system will not allow submission into the workflow. If required information is missing, the course request will be rolled back to the department/school.

Completing form fields

- **College/School**
- **Department**
- **Subject code**
- **Course number.** There is a function next to the course number window that shows numbers already used in the selected subject code. The number of a deactivated course cannot be reused. If you are proposing a Writing in the Discipline (WID) course, add “W” immediately after the number, no spaces.
- **Long course title:** The long title is limited to 100 characters. Please do not abbreviate, use ampersands, use “title: subtitle” construction, or leave out spaces between words. The long title appears in the Bulletin and is used on the online Schedule of Classes for course searches. It does not appear on the transcript.
- **Short course title:** Short title is limited to 30 characters and is displayed on the transcript..
- **Effective Term:** Once a semester has begun, the course must be submitted effective in a future term. It is important to allow for adequate time for the review and approval process to be completed in advance of the semester in which you plan to offer the course. This especially important in the spring semester when hundreds of courses are submitted for review within the space of only a few months.

- **Default Grading Method**
- **Course type(s):** Two course types can be combined for a course. The drop-down list includes the only allowed combinations. If two types are selected, both should be reflected in the “Credits” field. For example, a 3-credit lecture with a 0-credit lab should be entered as “0,3.”



Course Inventory

New Course Proposal

Propose new from existing course

College/School:

Department:

Subject code: Course number:

Long course title (appears in the Bulletin):

Short course title (appears in Banner): 2 characters remaining

In which academic term will the requested action take effect?:

Use to find available course numbers in

Must be a future term.

HIST 3351	U.S. Social History
HIST 2141	History of France Since 1789
HIST 3360	African American History to 1865
HIST 3361	African American History Since 1865
HIST 3362	African American Women's History
HIST 3362W	African American Women's History
HIST 3366	Immigration, Ethnicity, and the American Experience
HIST 3366W	Immigration, Ethnicity, and the American Experience
HIST 3367	The American Jewish Experience
HIST 1121	The War of Ideas in European and International History, 1750-Present
HIST 0801	Dean's Seminar
HIST 3621	History of Modern Japan
HIST 2020W	Washington, DC: History, Culture, and Politics
HIST 2020	Washington, DC: History, Culture, and Politics
HIST 2105W	Majors' Introductory Seminar: Europe

Default grading method:

Course type(s):

- Letter grade
- Select...
- Letter grade
- Pass/Fail
- Credit/No Credit
- Law School only

- Lecture/Discussion
- Select...
- Lecture
- Lecture/Discussion
- Lecture/Laboratory
- Lecture/Recitation
- Seminar
- Seminar/Discussion
- Seminar/Laboratory
- Seminar/Recitation
- Special Topics

Only two course types may be selected for any course. The drop-down menu includes all allowable combinations. The types selected should be reflected in the Credits

- **Restricted to:** For example, “juniors and seniors,” or “students in the MA in communication program.”
- **Prerequisites:** Enter GW course numbers only. Note that prerequisites listed in the Bulletin are not automatically enforced in Banner. To enforce prerequisites during registration, the requirement must be listed in the Bulletin and identified as a prerequisite in the information provided to the school/college scheduling coordinator.
- **Corequisites:** Must be taken concurrent with this course.
- **Recommended background:** Enter the course(s) or equivalent experience that is not required but is important background for student success in the course. Recommended background is not enforced during registration but does appear in the Bulletin.

Course description: Course descriptions are limited to 250 characters, including spaces. Please do not use pronouns, the future tense, or self-referencing, e.g., In this course we will. You also should not use abbreviations or ampersands and other special characters. Please check descriptions carefully before submitting the request.

Same as: A “same as” course is offered under two or more different department codes, but otherwise is the same as all other courses in the relationship. Such courses meet together and share a syllabus. In CourseLeaf, Same as courses share one record. If an edit is made to one, it is automatically made to both/all. Only new or archived courses may be added to an existing course in the Same as list. See [page 7](#) for detailed instructions on establishing, editing, and deactivating “Same as” course relationships.

- **Equivalent to:** An equivalent course is one that is sufficiently similar to the one you are creating or modifying such that credit cannot be earned for both. Click on the green plus sign to look up courses by subject code and add.
- **Frequency of offering and Term(s) offered** fields open only when School of Engineering and Applied Sciences (SEAS) is selected as the school.
- **Learning Outcomes:** Provide three to five important learning outcomes of the course, i.e., what you expect students to be able to do upon completion of the course. Learning outcomes should be able to complete a sentence beginning “At the end of this course students will be able to _____.” See the assessment website at <http://assessment.gwu.edu/> for more information on setting outcomes.
- **Syllabus:** An incomplete syllabus is one of the most common reasons for a course to be rolled back. Please refer to the [syllabus template](#) for required elements and recommended layout, and check syllabi with care before submitting.
- If there is already a file attached under “Uploaded Files:” it must be complete and up-to-date.
- **Attributes**

“Same as” courses, cont’d from page 6

As stated above, a “same as” course is offered under two or more different department codes, but otherwise is the same as all other courses in the relationship. Such courses meet together and share a syllabus. In CourseLeaf, “same as” courses share one record. If an edit is made to one, it is automatically made to all. Only new or archived courses may be added to an existing course in the “same as” list.

Creating a “Same as” relationship between an existing course and one or more new courses:

Search for the existing course in CIM and click on “Edit Course.”

Scroll down to the “Same as” section on the form and click on “Add.”

Select the Subject code, Department, and College/School for the new course from the drop-down menus.

Enter the desired course number (typically the same as the existing course unless it’s already being used under the proposed course’s department code). Click “OK” to finish.

Repeat as necessary to add any other new courses to the relationship.

Creating a “same as” relationship between two or more new courses:

Open CIM and click on “Propose a New Course.” Fill out the form from the perspective of the initiating department, then follow steps 2-6 above for creating a “same as” relationship between an existing course and one or more new courses.

Creating a “same as” relationship between two or more existing courses:

Contact the Applications Administrator, Gabrielle Wingate (gwingate@gwu.edu), and request to have all of the courses that will be in the “same as” relationship except for the initiating department’s course deactivated and archived.

Once confirmation has been received that the appropriate courses have been deactivated and archived, follow steps 1-6 above for creating a “same as” relationship between an existing course and one or more new courses to add the archived course to the existing course’s record.

Editing a course in a “same as” relationship:

Search for the course in the CIM search bar (entering the subject code and course number is the most efficient way to search).

Deactivate

Export to PDF

Export to Word

Viewing: **AMST 2380 : Sexuality in U.S. History**

Also listed as: **HIST 2380 / WGSS 2380**

Last edit: 08/05/19 2:31 pm

Edit Course

[Preview Workflow](#)

Click on “Edit

Secondary courses

Course.”

Mark your department’s course as the primary course (one of the options in the “Same as” section of the form) to ensure the proposal goes through the appropriate department’s workflow*. The primary course will be listed at the top of the form next to “Viewing” and will not appear in the “Same as” section of the form.

Once this process and any other changes you wish to make to the form are completed, click on “Start Workflow.”

*Each course’s department chair and college/school dean will be included in the workflow, regardless of which course is marked as primary on the record in CourseLeaf. The primary indicator has no purpose other than determining the order of the steps in the workflow.

Removing a course from a “same as” relationship:

Search in CIM for the course that is being deactivated.

Click on the “Edit Course” button.

Ensure that the course is not set as the primary course** (if the course is set as the primary course, make a different course in the relationship primary in the “Same as” section of the form).

Click on the “Remove” button next to the course in the “Same as” section of the form.



*If a course is removed from a “same as” relationship, then the course is deactivated. If the course is to remain active, contact an administrator (Gabrielle Wingate gwingate@gwu.edu) to have the course archived. Then a new course proposal will need to be submitted using the appropriate subject code and course number.

**If the primary course is deactivated, then all courses in the “same as” relationship will be deactivated.

Proposing a new course from an existing course

On the “Propose a New Course” screen, there is a green button at the upper right-hand side of the page, “Propose new course from an existing course.” This is helpful if, e.g., you are creating a WID course when a non-WID version already exists, or if the department changes their subject code and must create all new courses. When you select the existing course, most of the data from the course will populate the new course proposal form. Note that the new code must be approved and entered in CourseLeaf before you can update the form. You can select the same or different course number.

Saving changes

If you need to return to a proposal or request form at a later time to complete your work, changes may be saved without submitting the proposal by clicking the “Save changes” button at the bottom of the form while in edit mode. The top of the form will read, “Changes saved but not submitted,” and the proposal can only be edited by the individual who saved the changes. If the changes should not be submitted, or if a different user should have initiated the change request, the original initiator or an administrator must shred the proposal by clicking the button on the top left of the form. Shredding the proposal will bring the course record back to its original state.

Modifying an existing course

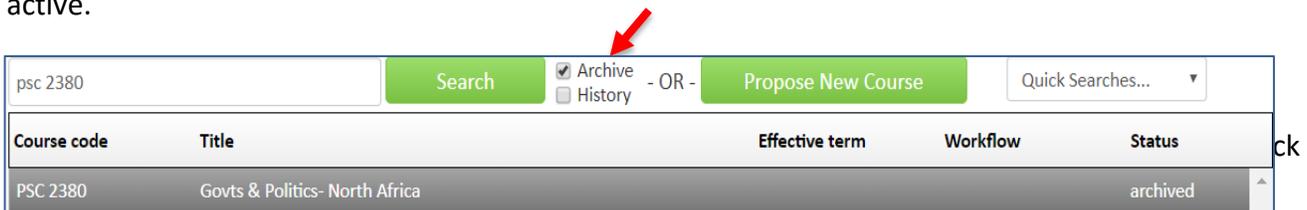
1. Navigate to <https://next.bulletin.gwu.edu/courseadmin/> and log in using a GW NetID and password.
2. Search for the course using its subject code and number, a key word between asterisks, or the subject code followed by an asterisk to see a list of all courses in that code.
3. Select the course to be edited from the list.
4. Select the green “Edit Course” button at the top right of the form.
5. If you are adding, editing, or deactivating a “same as” course see instructions on page 7.
6. For detailed information about the various form fields, see “Proposing a new course,” above.
7. Click on “Save Changes” at the bottom of the form if you plan to continue editing the course before submitting into the workflow.
8. Once you have finished editing the form, click on “Save & Submit” to submit the request into the workflow.

Searching for course record history

Each time a change is approved in CourseLeaf, a new record is created showing all requested changes in red/green markup on the previous course record. Each iteration of the course may be viewed in the History section of the record by clicking on the date of the appropriate record. Each iteration also can be parsed out on separate lines in the search window by entering the course subject code and number in the search bar and clicking the History checkbox. Each entry on the resulting list will indicate the date it was approved under the workflow column of the search window.

Archived courses

Archiving a deactivated course allows the course number to be reused. The only times archiving a course is permitted are 1) if a pre-existing course needs to be made “same as” to another pre-existing course, or 2) if a course needs to be separated from a “same as” relationship and remain active.



psc 2380	<input type="button" value="Search"/>	<input checked="" type="checkbox"/> Archive - OR - <input type="checkbox"/> History	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
Course code	Title	Effective term	Workflow	Status
PSC 2380	Govts & Politics- North Africa			archived

Deactivating a course

If the department/school no longer plans to offer a course, it may deactivate the course. Search for the relevant course and select the “Deactivate” button.

You will be prompted to provide an effective term and reason for deactivating the course. The effective term must be a future semester. Once you’ve completed the fields click on “Save & Submit” to submit the deactivation request into the workflow.

Please note that you cannot reuse a deactivated course number to create a completely different course.

How deactivating a course affects your department/school and others

Deactivating a course may have an impact on other courses and/or degree programs, both in and outside of the department/school submitting the request.

In the grey box under the course number and title you may see sections that indicate where in the Bulletin the course appears. It could be a prerequisite to a course or courses, part of your or another department’s degree or certificate, or on a Bulletin page.

For example, if you deactivated BADM 3401 you would see the following in the grey box:

Bulletin pages referencing this course: BADM 3401 is referenced on the subject code page for BADM, MKTG, TSTD. No action is required.

As A Banner Equivalent:

[BADM 3401W : Basic Marketing Management](#)

[MBAD 6274 : Marketing](#)

Programs
referencing this
course

[ACCY-BA: Accountancy](#)

[BA-MINOR: Business Administration](#)

[BA-BA: Business Administration](#)

[CIE-MINOR: Creativity, Innovation, and Entrepreneurship](#)

Programs referencing this course: BADM 3401 is part of the curriculum for these programs. A CourseLeaf change request must be submitted to update each program. Note that the course may appear in program curricula in other departments/schools. The Academic Editor will inform the owners of such programs of this deactivation so that they may submit change requests for their programs accordingly.

Viewing: **BADM 3401 : Basic Marketing Management**

Last approved: 05/29/14 4:35 am

Last edit: 04/19/19 10:56 am

Bulletin pages
referencing this
course

[Bachelor of Business Administration](#)

[Business Administration \(BADM\)](#)

[Marketing](#)

[Marketing \(MKTG\)](#)

[Tourism Studies \(TSTD\)](#)

Other courses referencing this course. BADM 3401 is referenced by another course as a prerequisite, corequisite, or as recommended background. In this case, BADM 3401 is a prerequisite for all of these courses. A CourseLeaf change request must be submitted for each of the listed courses to remove

Other courses
referencing this
course

In The Catalog Description:

[BADM 4801 : Strategy Formulation and Implementation](#)

[MKTG 3142 : Consumer Behavior](#)

[MKTG 3143 : Marketing Research](#)

[MKTG 4148 : Advertising and Marketing Communications](#)

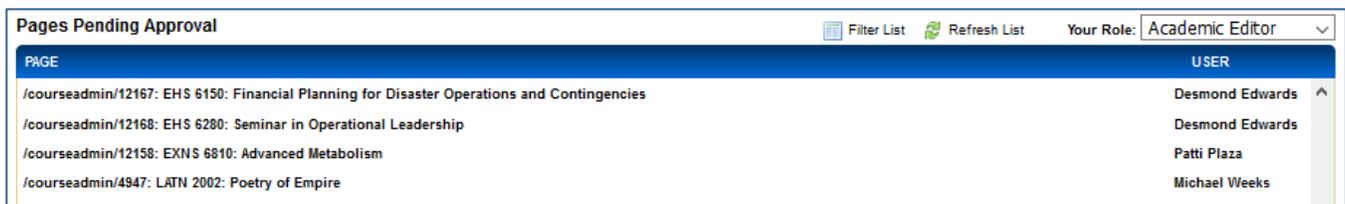
BADM 3401 as a
prerequisite.

As a Banner equivalent: BADM 3401 is marked as equivalent to the listed courses. A CourseLeaf change request must be submitted for each course to remove the deactivated course from the equivalency.

Reviewing/approving course submissions in the workflow

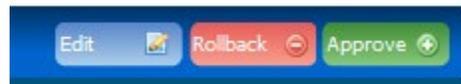
Note: You must be a designated approver for the subject code in order to approve courses in CourseLeaf.

1. Click the link in the system generated email notification telling you that a course request is at your step for review. This email is sent by “Bulletin Editor.”
You also may navigate directly to next.bulletin.gwu.edu/courseleaf/approve/ to see the list of all courses and programs at your step for review.
2. Log into the system using a GW Net ID and password.
3. Select your role from the “Your Role” drop down menu.



PAGE	USER
/courseadmin/12167: EHS 6150: Financial Planning for Disaster Operations and Contingencies	Desmond Edwards
/courseadmin/12168: EHS 6280: Seminar in Operational Leadership	Desmond Edwards
/courseadmin/12158: EXNS 6810: Advanced Metabolism	Patti Plaza
/courseadmin/4947: LATN 2002: Poetry of Empire	Michael Weeks

4. On the “Pages Pending Approval” page, the reviewer selects the course they wish to review from the list. The course proposal or new course request form will appear.
5. The reviewer selects an action from the top right side of the form:



- **Edit:** Opens the proposal in a new window where the reviewer can make changes before approving the request.
 - **Rollback:** Opens a dialogue box showing the initiator and all reviewers who already have approved the request. Select the step to which you want to roll back the course proposal with a note regarding your reasons.
 - **Approve:** No edits are needed and the proposal is approved as-is.
6. If the reviewer makes changes, they can choose to “Save changes” to come back and complete the review at a later time, or “Start Workflow,” which sends the proposal to the next step.

Notifications

The following individuals/offices will receive an FYI notification for all approved course requests, but are not part of the workflow:

- Registrar
- Academic Scheduling
- GW Benefits Administration (if the program is new)
- Chairs of affiliated departments

When a proposal is fully approved, everyone in the workflow (i.e. the proposer, department chair/program director, and dean) will receive an FYI notification indicating that the proposal has been fully approved.

Changing a course subject code

On occasion, a department/school wishes to change a course subject code, which may or may not be part of a department name change. In such cases, there is no automatic process to change the existing subject code for all courses at the push of a button. The subject code owner must submit a new course proposal using the new subject code for each existing course. Once those courses have been approved, the existing courses must be deactivated.

Changing a course subject code is a significant undertaking that requires work on the part of numerous programs/departments and offices.

1. If the subject code change is a part of a department name change, the department should discuss the new name with their dean before beginning.
2. The school/department must propose to and obtain the approval of the Registrar for the new subject code and convey that information to the CourseLeaf administrator.
3. The CourseLeaf administrator creates the new code in the CourseLeaf system.
4. The department must submit a new course proposal in CourseLeaf to replace every existing course.
5. The program/department must submit program change requests for all their own degree/certificate programs that use courses with the “old” subject code.
6. Other schools/departments also must submit program change requests for their degree/certificate programs that use the “old” courses.
7. The Academic Editor’s office must manually search for and update one-by-one in CourseLeaf all occurrences of the “old” courses being used as prerequisites, corerequisites, “Same as,” and “Equivalent” courses, as well as any random mention there may be on Bulletin pages.