

## Approval process for EL designated courses

### For **designating an existing course** as EL:

- ✓ The department offering the course completes the Experiential Learning Course Approval Request form and sends it, along with a sample syllabus, to the college-level academic affairs committee via the curriculum management system [CIM].
- ✓ The course designation is approved by the committee, then moves to the registrar's office.
- ✓ After approval, the designation will be applied in MyBLUE and then would be available for students to search as part of the semester class schedule. It will also be sent to the college's dean and the director of the *Beyond the Books* program for notification.

### For **developing a new course** to be designated as EL:

- ✓ The department develops a course proposal and enters it into the curriculum management system [CIM], thus submitting it to the college-level academic affairs committee.
- ✓ The department also completes the Experiential Learning Course Approval Request form and attaches a sample syllabus as part of the process.
- ✓ The course follows the normal approval process for any new course, with the EL designation approval happening in parallel with the new course approval.
- ✓ The designation will be applied in MyBLUE and then would be available for students to search as part of the semester class schedule. It will also be sent to the director of the *Beyond the Books* program for notification.

### For **changing an existing course** so it is appropriate to be designated as EL:

- ✓ The department develops a request to change an existing course and enters it into the curriculum management system, thus submitting it to the college-level academic affairs committee.
- ✓ The department also completes the Experiential Learning Course Approval Request form and attaches a sample syllabus as part of the process.
- ✓ The course follows the normal approval process for any course change, with the EL designation approval happening in parallel with the new course approval.
- ✓ The designation will be applied in MyBLUE and then would be available for students to search as part of the semester class schedule. It will also be sent to the director of the *Beyond the Books* program for notification.

### For **College of Business and Technology courses already designated as EL:**

- ✓ All that is needed is to designate an assessment plan. It may be sent to the Assessment/Experiential Learning Committee via Dr. Beth Hinga ([hingabd@unk.edu](mailto:hingabd@unk.edu)).
- ✓ As long as the assessment plan is submitted, the course will retain its EL designation.