

## COMMUNITY ENGAGED LEARNING (CEL) PROGRAM PROCESS

How to receive a CEL attribute on a course/course section in WINGS

### Verify course/course section satisfies CEL criteria

Undergraduate criteria | Graduate criteria



### Submit completed Community Engaged Learning proposal

Fall proposals due Feb 1 | Spring proposals due Sept 1 | Summer proposals due Dec 1



### Community Engagement Council faculty reviews submission



### Applicant receives approval email

If not approved, proposal will be returned with recommended revisions.



### Community Engagement Office submits attribute request to Registrar

Attribute will be added to your course/course section in WINGS.



### Submit completed Community Engaged Learning Project Plan

The Project Plan will be emailed to instructors and is due before the start of the semester.



### Add Community Engaged Learning statement to syllabus

The statement is located in the Community Engaged Learning Project Plan.



### Complete the CEL Partnership Evaluation

The evaluation will be emailed to instructors & community partners at the end of the semester.

**PLEASE NOTE:** Completion of a new CEL Project Plan is required before the start of each semester the course/course section is offered.