COMMUNITY ENGAGED LEARNING (CEL) PROGRAM PROCESS

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

1. **Verify course/course section satisfies CEL criteria**
   - Undergraduate criteria
   - Graduate criteria

2. **Submit completed Community Engaged Learning proposal**
   - Fall proposals due Feb 1
   - Spring proposals due Sept 1
   - Summer proposals due Dec 1

3. **Community Engagement Council faculty reviews submission**

4. **Applicant receives approval email**
   - If not approved, proposal will be returned with recommended revisions.

5. **Community Engagement Office submits attribute request to Registrar**
   - Attribute will be added to your course/course section in WINGS.

6. **Submit completed Community Engaged Learning Project Plan**
   - The Project Plan will be emailed to instructors and is due before the start of the semester.

7. **Add Community Engaged Learning statement to syllabus**
   - The statement is located in the Community Engaged Learning Project Plan.

8. **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.