Curriculum Guide: General Education Certification

This guide explains how to submit a course for General Education certification.
- Existing courses
- New courses

1	**To certify an existing course:** Login to Kuali with your UNM net ID and password. Select *Curriculum*, then click *Courses* on the left side menu.	
2	Use the search bar to locate the course, then click the title of the course. Select *Propose Changes.*	
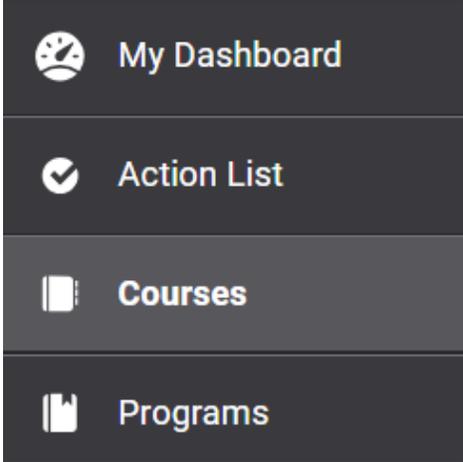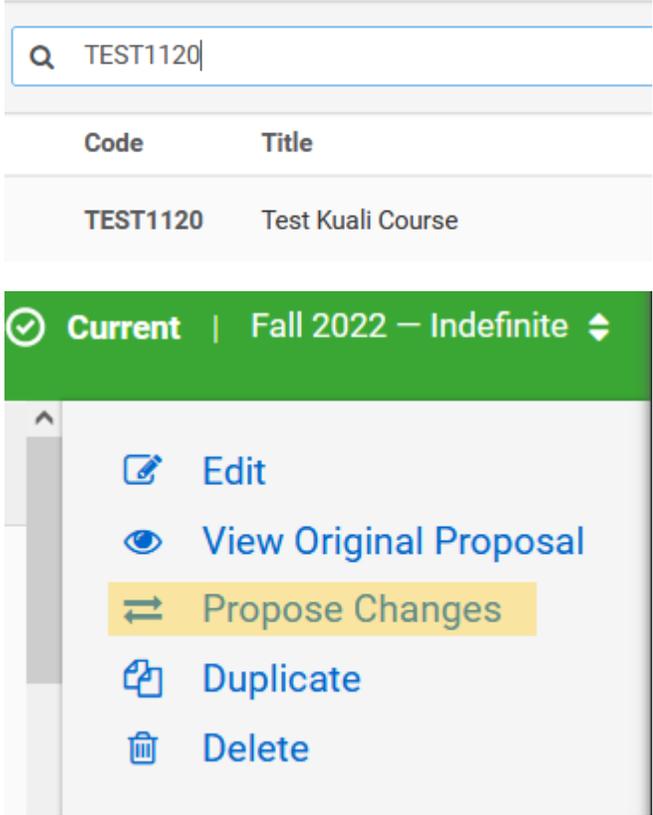
| 3 | Fill out the required fields on the form. Required fields are marked with an asterisk (*) and include *Justification, Effective Term,* and *Syllabus*.

Course syllabus must comply with Faculty Senate's syllabus guidelines. To ensure compliance, please review the [Faculty Senate Sample Syllabus](#) before uploading your syllabus document. | **Justification**

Justification *
Please provide a brief explanation of your request.

I am submitting a request to certify this course for General Education Area 1.

Course Information

Proposed Effective Term and Year *
Fall   2024

Upload course content syllabus * ❓
Upload the current course syllabus here. **Instructors are expected created by Faculty Senate Curriculum Committee. Course goals and curriculum form must match the syllabus.**

syllabus.docx 🗑

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| 4 | Scroll to the CCN and Gen Ed section of the form. Select "yes" for general education certification, then upload the *UNM General Education Form*.

Note: a link to the *UNM General Education Form* can be accessed by clicking the question mark icon. | **CCN and Gen Ed**

Common Course Number *
Are you making a change to an existing Common Course, adopting an existing Common Course, or requesting a new Common Course?

○ Yes
◉ No

General Education
Would you like to submit this course for General Education certification?
◉ Yes
○ No

General Education Form Upload * ?
❓ Visit UNM's Registrar's Resources page to download the form.

Please fill out UNM's General Education form and upload it here.

ADD FILE |

5	After completing the relevant form fields, select *Leave Edit Mode* at the top right corner of the page. Then click *Submit For Approval.* Note: General Education requests must be approved by the New Mexico Higher Education Department before they can be processed to the UNM Catalog. For this reason, General Education requests may take longer to get approved than other course forms. Users may submit other course revisions and General Education requests using a single form. Changes will not be processed to Banner and the Catalog until all elements of the form are approved.	➡ **Leave Edit Mode** ➡ **Submit For Approval** ✏ **Edit** 🗑 **Delete Proposal** ⬆ **Sharing** 💬 **Comments** 0
	To add a new course AND certify it for General Education: Login into to Kuali and navigate to the course form as described in step 1 above. Select New Course, then fill out all required fields on the form. New lower division courses must be accompanied by a completed UNM Comprehensive HED CCN Form. For detailed instructions on filling out a new course form, please review the *Courses* tutorial on the Registrar's Resources page.	**+ New Course** **Proposal Information** Sponsoring faculty/staff member * ❷ The sponsor is the faculty or staff member who is proposing the course or program. If you are the sponsor, enter your own name here. Sponsoring faculty/staff email This information is required so that reviewers may contact the sponsor if they have questions. If you are the sponsor, enter your email here. College * ❷ Department * ❷ Campus **Justification** Justification * Please provide a brief explanation of your request.