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.
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.

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.
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.

To add a new course AND certify it for General Education:
Login into 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.