

Approval Routing and Processing of the Non-Course Activity Application

1. A student who seeks to fulfill the ELR through a non-course option will obtain a Non-Course Activity Application from the Office of Experiential Education Civic Engagement (OEECE) website or office. Non-course Activity application can be processed in paper form or online.
2. The Non-Course Activity Application will be submitted to a full-time faculty member or to the OEECE for review.
3. If the application is deemed acceptable, a signature of approval will be obtained from the full-time supervising faculty member or Dean of Undergraduate Studies and site supervisor (if applicable).
4. To facilitate early tracking, OEECE will send approval notification and Non-Course Activity instructions to the student, supervising faculty member, unit designee in the student's college, and site supervisor (if applicable).
5. Upon completion of the activity, the student will sign the Non-Course Activity Completion Form and obtain confirmation signatures from the site supervisor and supervising faculty member or designee of the Dean of Undergraduate Studies and submit it to OEECE for processing.
6. OEECE will notify the student, supervising faculty member, unit designee in the student's college, and the Office of the Registrar for acknowledgement on the student's transcript.
7. The Office of the Registrar will forward notification of ELR transcript acknowledgement to the student, supervising faculty member or unit designee in the student's college, and OEECE.