GENERAL EDUCATION COURSE SUBMISSION
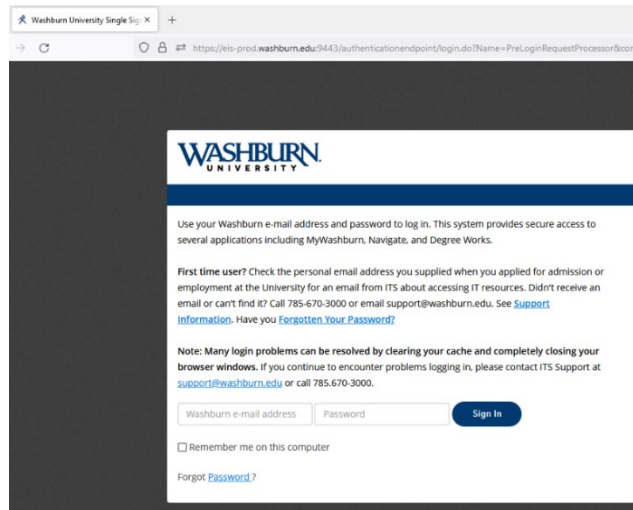
1. Access the Misc Request Form:
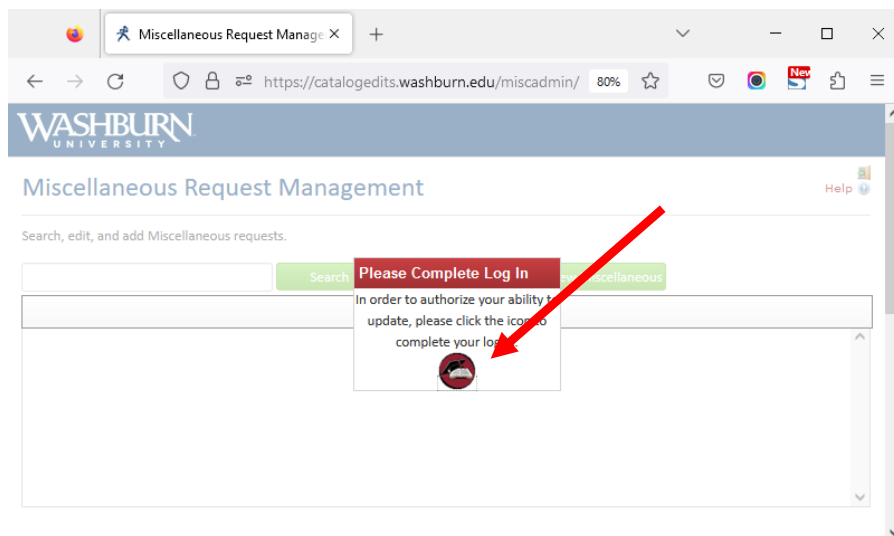
   https://catalogedits.washburn.edu/miscadmin

   OR

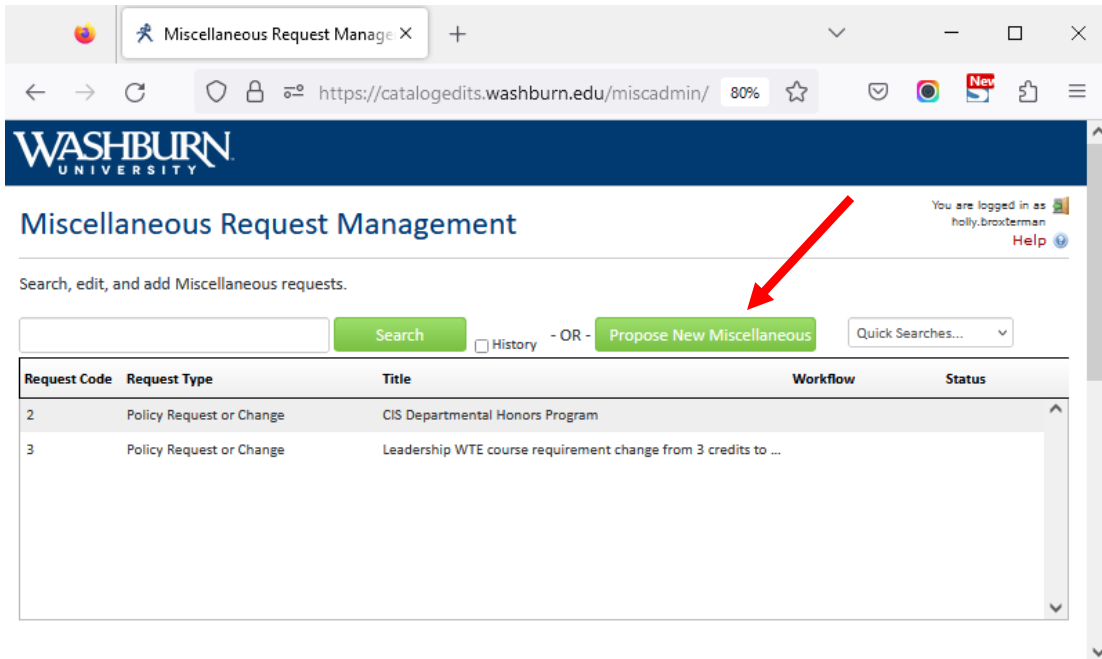   https://www.washburn.edu/academics/courseleaf.html

2. Login to CourseLeaf. On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.

3. Click on the round red icon in the middle of the screen to complete your login.

4. Click the green **Propose New Miscellaneous** button. A new Miscellaneous Request Management window will pop open.

5. In the new form, under Request Type, select **General Education Request or Change** in the drop-down menu.

6. Under Title, enter the **Course Name**.

NOTE: Anytime during this process, you can click the Save Changes button at the bottom of the form to save your progress and exit. Using the URL in Step 1, scroll to find your proposal. Click on the proposal to select and click the green Edit Request button to continue.

7. Next to Request Details, click on the blue Help Bubble. A window will pop open. Click on the link to access the General Education form. Download and fill out form.

NOTE: Anytime during this process, you can click the Save Changes button at the bottom of the form to save your progress and exit. Using the URL in Step 1, scroll to find your proposal. Click on the proposal to select and click the green Edit Request button to continue.

8. In the Request Details field, add **information**.

9. To attach the completed General Ed form, click the green Attach File button.

10. The File Upload window will appear. Navigate to the form. Click the file name to select and highlight. Ensure the file name is listed in the File Name field. Click Open.
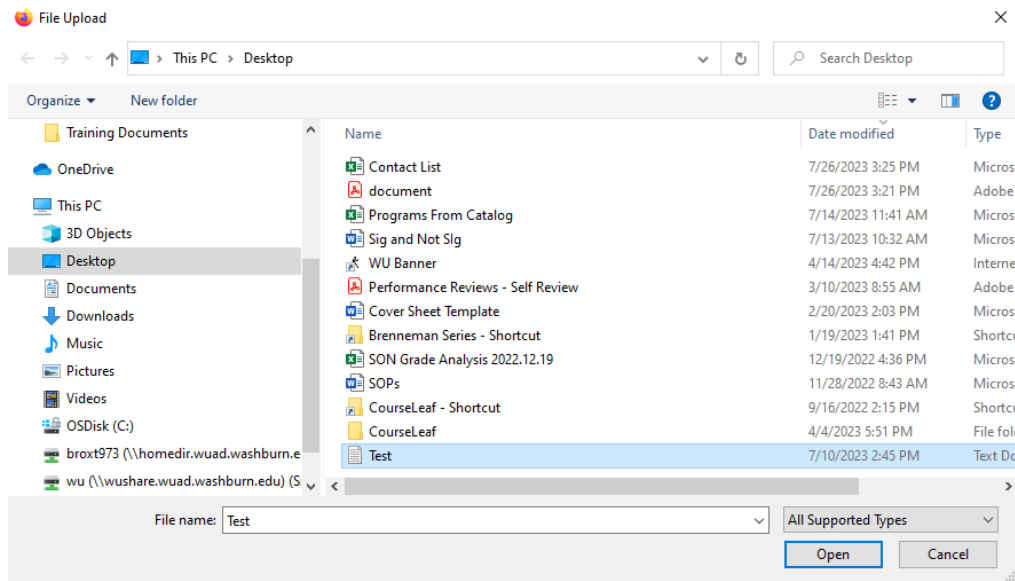
11. Confirm the file is attached. The file name should be listed in the Files to Uploaded field. If not, repeat steps 9 and 10. If you selected the wrong file, click Remove and repeat steps 9 and 10.
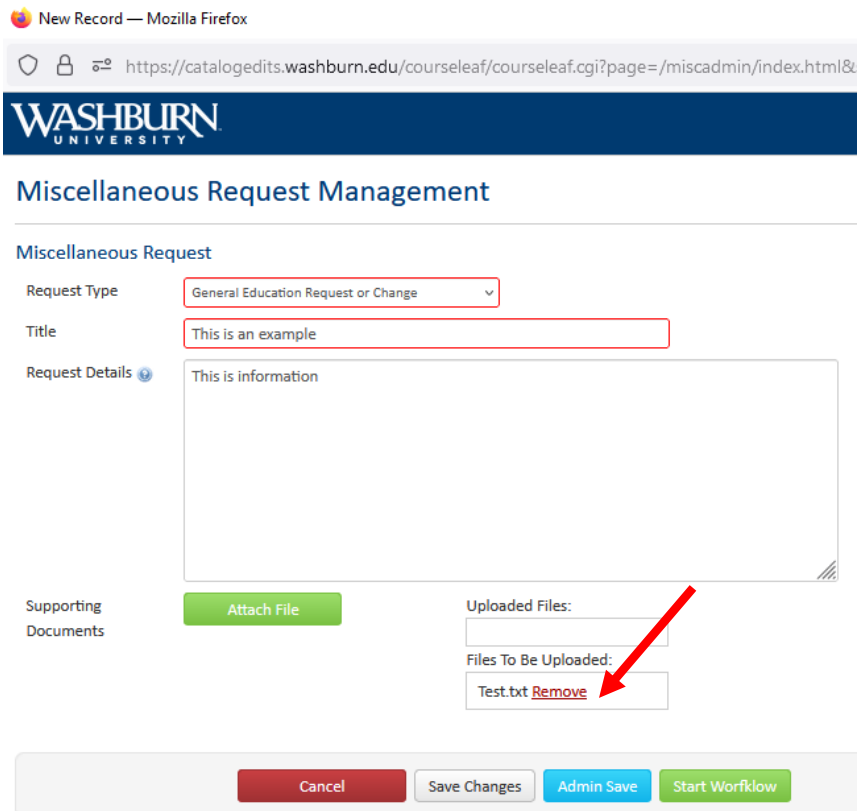
12. After attaching the form, click the green Start Workflow button.

The window will close and you will see the form started in workflow. The form will also be assigned a number.

Notes:
- Check the status of your proposal anytime at: https://catalogedits.washburn.edu/miscadmin/

- Click on the proposal you submitted, and you can review workflow status and reviewer comments.

- When the proposal has been approved, you will receive an FYI email noting the approval.