

# GENERAL EDUCATION COURSE SUBMISSION

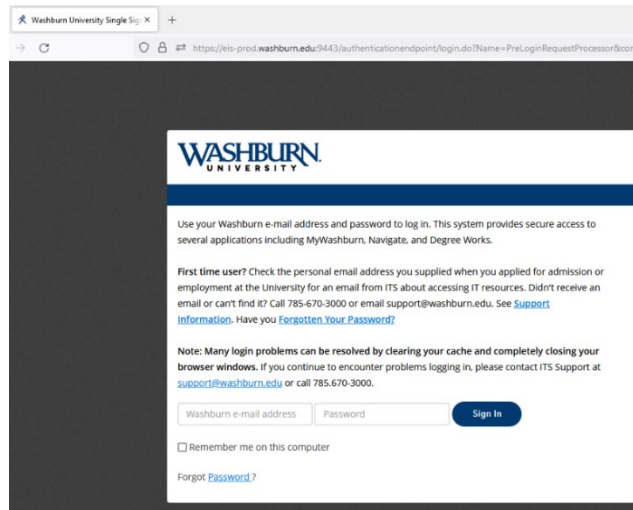
1. Access the Misc Request Form:

<https://catalogedits.washburn.edu/miscadmin>

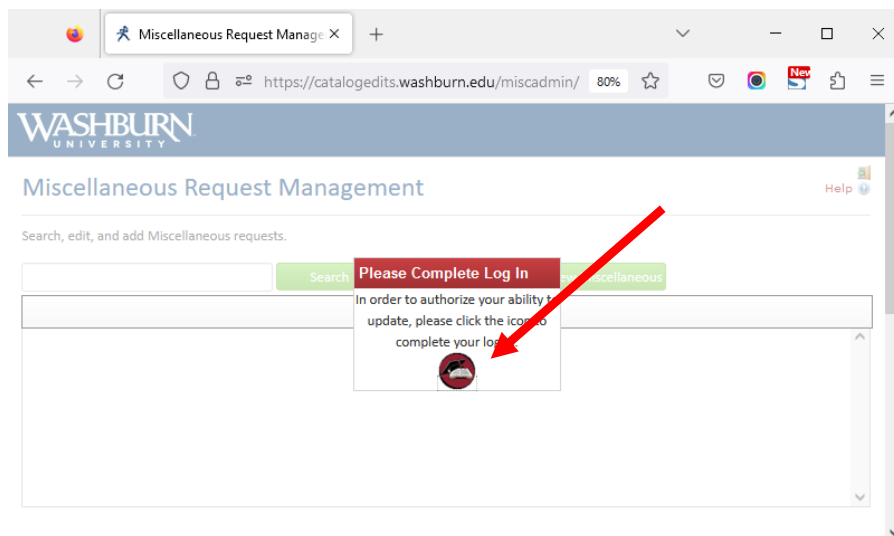
OR

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

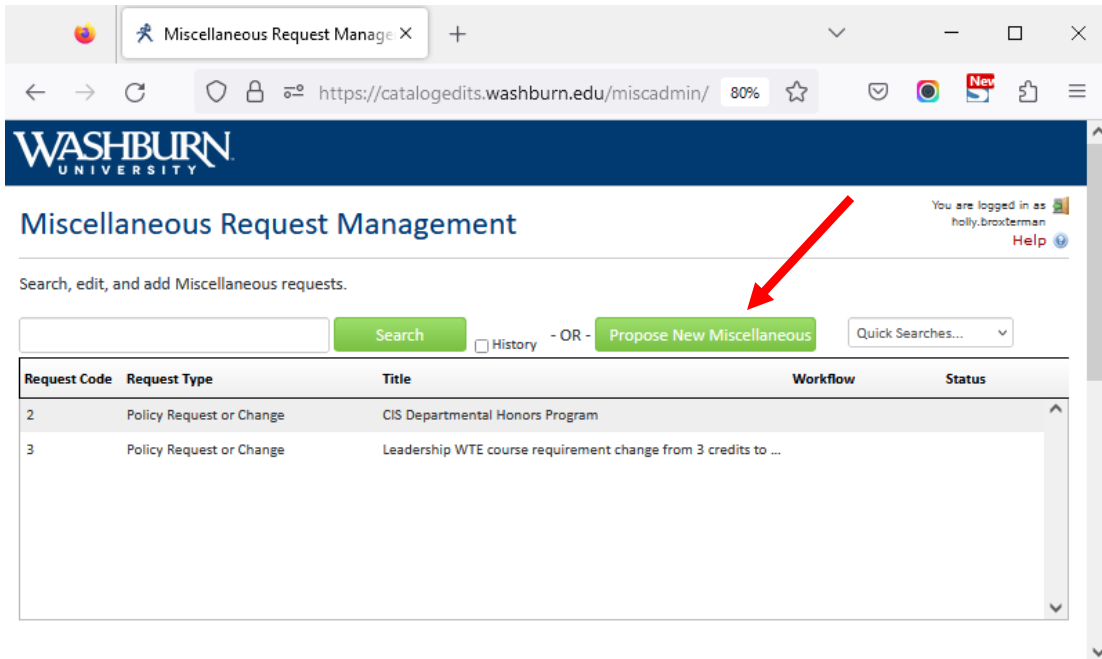
2. Login to CourseLeaf. On the Washburn screen, enter your Washburn email address and network Password. Click Sign In.



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**.

Request Type:

Title:

Request Details

Supporting Documents:

Uploaded Files:

Files To Be Uploaded:

Buttons:

*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.

New Record — Mozilla Firefox  
https://catalogedits.washburn.edu/courseleaf/courseleaf.cgi?page=/miscadmin/index. 80%

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### Miscellaneous Request Management

Miscellaneous Request

For the General Education form, please click here:  
<https://www.washburn.edu/academics/undergraduate-programs/general-education.html>

Request Details

Supporting Documents

Attach File

Uploaded Files:

Files To Be Uploaded:

Cancel Save Changes Admin Save Start Workflow

*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.

New Record — Mozilla Firefox  
https://catalogedits.washburn.edu/courseleaf/courseleaf.cgi?page=/miscadmin/index.html&st

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### Miscellaneous Request Management

Miscellaneous Request

Request Type: General Education Request or Change

Title: This is an example

Request Details: This is information

Supporting Documents

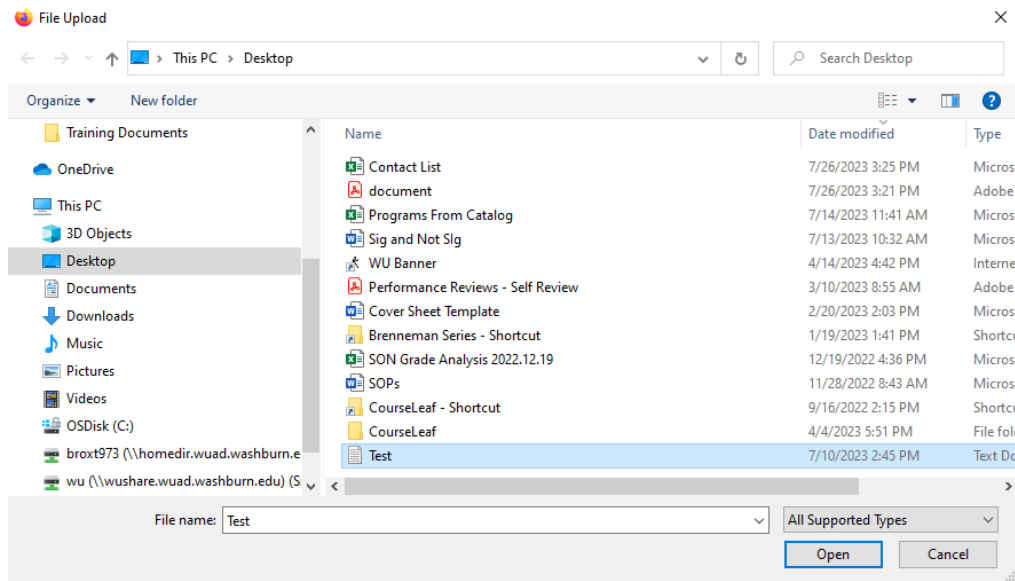
Attach File

Uploaded Files:

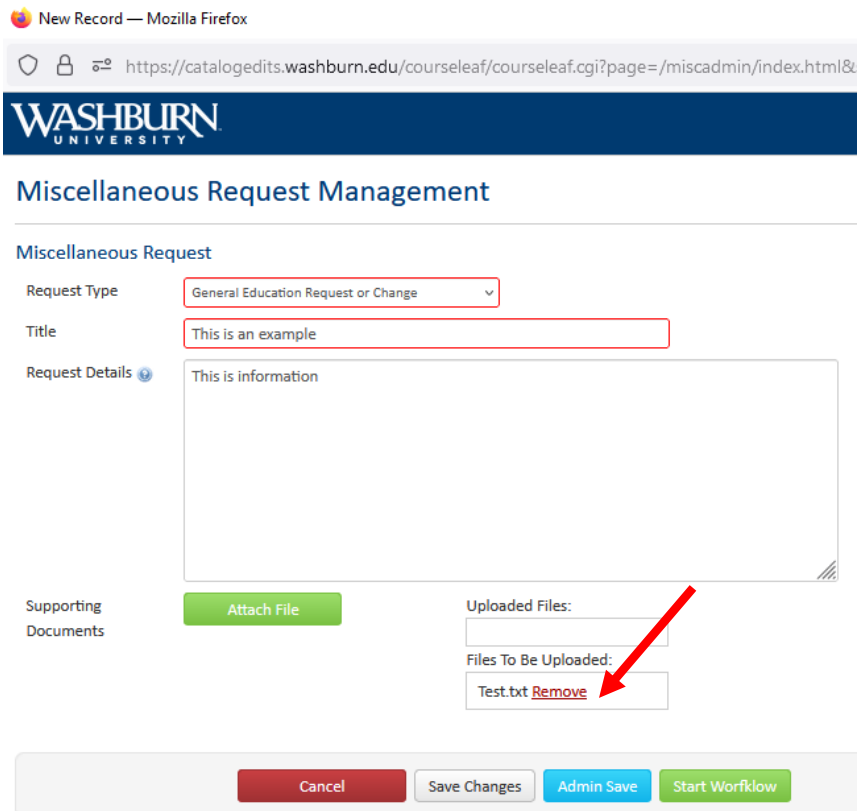
Files To Be Uploaded:

Cancel Save Changes Admin Save Start Workflow

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.

Request Code	Request Type	Title	Workflow	Status
1	TST	Dogs at Work		
10	General Education Request or Change	This is an example.	Gen Ed Ops	added
2	Policy Request or Change	CIS Departmental Honors Program		
3	Policy Request or Change	Leadership WTE course requirement change from 3 credits to ...		

**Viewing: This is an example.**  
 Last edit: 07/31/23 12:01 pm  
 Changes proposed by: Holly Broxterman (hollybroxterman)

Request Type: General Education Request or Change  
 Title: This is an example.  
 Request Details: This is information.  
 Supporting Documents: [Test.txt](#)  
 Reviewer Comments:

**In Workflow**

1. Gen Ed Ops
2. Gen Ed Chair
3. Gen Ed Ops Final