



HOW TO GET THE 'E' DESIGNATION FOR A COURSE

STEP ONE

- The E designation must be approved by the department chair and the corresponding dean.
- Therefore, it is a good idea to discuss your designation plan with your chair before beginning the application and approval process.



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STEP TWO

Unsure whether your course meets NKU's service learning criteria?

- First, review the rubric on this site.
- Want to discuss your idea with the Scripps Howard Center for Civic Engagement, which supports service learning at NKU? Contact us at engage@nku.edu.
- Also, each college has a representative on the E Designation Review Committee (see member list on this site). You can contact a faculty colleague to discuss your idea.



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STEP THREE

- An application is be initiated through NKU's Curriculog site.
- Questions? Connie Kiskaden, NKU's coordinator for curriculum programs, can assist: kiskadenc@nku.edu



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STEP FOUR

- The E designation must be approved by the department chair and the corresponding dean. That approval is with in Currilog.
- After the application is submitted, it is reviewed by the E Designation Committee, which makes a recommendation to NKU's University Curriculum Committee for final approval.



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STEP FIVE

- If the application is approved, you are all set to use it.
- If you are teaching the course in the upcoming semester with service learning, let your department know so administrators can designate the course with “E” – so students know about this component.