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## MAIN NAVIGATION



# General Education

General Education proposals must include the following:

- Campus General Education form. Fill out sections A, B, C, D, and only the categories in E that you are submitting the course for. Please delete the questions for categories you are not using. The General Education form can be found on here ([documents/LASandCampusGeneralEducationProposalEffFall2017.doc](#))
  - For NEW courses- use the CIM to submit the course and attach the completed General Education form to the workflow. LAS will review the course AND Gen Ed form simultaneously (via the LAS Courses and Curricula Committee and LAS General Education Committee). After full approval of the course, LAS will use the CIM to submit the General Education form- this will result in an email to your department requesting approval of the submission.
  - For CURRENT courses- use the CIM to submit the General Education form. Please paste the answers into the CIM form.
- Syllabus. Please review the LAS Course Syllabi Guidelines ([../courses/documents/GuidelinesonLASCourseSyllabi.pdf](#))

The campus General Education course and category guidelines

(<http://provost.illinois.edu/policies/policies/guidelines-for-general-education-courses/>) and LAS Guidelines on General Education Course Review ([documents/LASGuidelinesonGeneralEducationCourses.pdf](#)) should be reviewed by a department before submitting a course to LAS for review. LAS has compiled a few additional guidelines for Advanced Composition ([../docs/faculty/gened/adv-comp-guidelines.pdf](#)) proposals. The College recommends that departments apply for General Education certification at the same time as submitting a new course for review. The college will then handle the two reviews simultaneously so that, if approved, General Education credit can be earned by students the first time a course is taught.

Proposals must first be reviewed by the LAS General Education Committee. Once the course has received college approval it is forwarded to the campus-level General Education Board, which governs the certification of all General Education courses.

**For more information on any of these procedures**, please contact Kelly Ritter, College of LAS, 2090 Lincoln Hall, MC-448, 333-1350; [ritterk@illinois.edu](mailto:ritterk@illinois.edu)

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## COLLEGE OF LIBERAL ARTS & SCIENCES

**For Students:** (217) 333-1705  
**Administration:** (217) 333-1350

**The mailing address :**  
2090 Lincoln Hall  
702 S. Wright Street  
Urbana, IL 61801  
MC-448

**The LAS Office of the Dean is now located at:**

152 Computer Applications Building  
605 E. Springfield Avenue, Champaign  
(between Wright and Sixth Streets)  
ADA entry on southeast side of building

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