

**GEP Oversight
Policy on certification by course/by section
March 2012 [modified December 2014]**

This policy responds to the following question: When a course is certified for overlay, First Year Seminar, Faith and Reason or Adult Learning Seminar credit, is the course certified only for a certain section, or for all sections?

1. Unless specified as certified for all sections, all courses in the three overlay areas and the First Year Seminar and Adult Learning Seminar areas shall be understood as certified by section. For each course certified by section, the approved syllabus shall be understood as providing a model for a GEP course in the relevant area.

Other faculty members, besides the faculty member whose syllabus was approved, may offer sections of the course for GEP overlay, First Year Seminar, or Adult Learning credit, provided that they are willing to follow the model set forth in the approved syllabus.

It is the responsibility of each contributing department to verify that all of its sections that are to receive GEP credit in a certification area are consistent with all of the essential, GEP-related components of an approved syllabus as judged in light of the certification criteria.

If there are questions or concerns about whether a particular section of an already approved course should count for overlay, First Year Seminar, or Adult Learning Seminar credit, or if an instructor plans to depart significantly from the approved syllabus with respect to its essential, GEP-related components, then the department should consult with the certification committee before scheduling the course for overlay, First Year Seminar, or Adult Learning credit.

As part of the review process, certifying committees may ask department chairs for the syllabus of any faculty member teaching a course in a certification area.

2. Unless otherwise specified, Faith and Reason courses are certified for all sections. If a Faith and Reason course is certified by section instead, then the above procedures shall be followed.