

GEP Oversight
GEP Policy on the Certification of Courses with Nonstandard Formats
January 2014

This policy specifies certification procedures for courses with nonstandard formats, where the term “nonstandard format” denotes summer, intersession, eight-week, online, and hybrid courses.

For any courses with nonstandard formats being proposed for GEP credit outside of the certification areas (First Year Seminar/Adult Learning Seminar, Faith and Reason, Writing Intensive, Ethics Intensive and Diversity, Globalization and Non-Western Area Studies), it is the responsibility of the relevant department offering the course to determine whether the course is appropriate for GEP credit. Departments do not need to undertake a new review process each year for courses already approved for a particular nonstandard format.

Any course with a nonstandard format proposed for GEP credit in one or more of the certification areas may count for GEP credit in the proposed area(s) only if it has been approved first by the department and second by the relevant certifying committee(s). Summer, intersession, eight-week, online, and hybrid courses may be approved only if the relevant certifying committee receives a specific syllabus and proposal for the particular course format (e.g., an intersession syllabus for an intersession course proposal). Already approved courses with nonstandard formats need not be resubmitted to the certification committees for subsequent terms, provided the department believes that all sections of the course scheduled for GEP credit are consistent with an already approved model syllabus for that format, in accordance with the GEP policy on certification by course/section.

The First Year Seminar may not be offered in any nonstandard format.

Note: This policy replaces the GEP “Policy on Summer and Intersession Approval for GEP Credit” (September 2012).