Guidelines for use of a <u>GEP Special Topic Shell</u> for a course offering

1) With CUE approval, a special topic course that meets the objectives for a GEP category and/or GEP co-requisite may be offered using one of the established GEP special topic shells.

2) The department offering the course must coordinate with the UG Academic Standards Coordinator in DASA for course scheduling. The Office of Undergraduate Courses and Curricula will schedule the course and enroll students as needed.

3) A department may piggy-back an existing departmental special topics prefix/number with the GEP special topic shell prefix/number but only those students registered under the GEP shell will receive GEP category credit.

4) A GEP special topic is limited to <u>one</u> offering and must be offered for a letter grade. A request for a second offering requires a second approval by CUE.

5) A request to offer a GEP special topic course will not require UCCC approval. No consults will be required but overlap with existing courses should be avoided.

6) A course offering as a GEP special topic should not be advertised as such until CUE has approved.

7) **Course documentation**

   For CUE to evaluate a special topic course to be offered using a GEP shell, a GEP Course Submission Form located on the CUE website must be completed and submitted to the Office of Undergraduate Courses.

8) **Timeline for submitting documentation for Approval**

   To allow for CUE approval, course scheduling, and departmental advertising of the course prior to student registration the documentation should be submitted for a term offering as follows:

   - Fall term offering – submit for CUE approval in January/February of that year but no later than April 1st.
   - Spring term offering - submit for CUE approval in August/September but no later than November 1st the year prior.
   - Summer session – submit for CUE approval in November/December the year prior but no later than April 1st.

9) CUE will evaluate the GEP special topics process **every four years** to determine whether the shells should be continued.