

Policy for Online Instruction in Summer Session

Policy effective for Summer 2025 and beyond

This policy only applies to courses normally taught in person that need an exception to be taught online on a contingent basis over the summer. Please refer to page 4 of [UGC's Procedures and Policies for Approval of New and Revised Undergraduate Courses](#) for definitions of course modalities. Courses already approved for online modality do not require the process outlined in this policy.

Departments are authorized to offer remote versions of existing face-to-face classes as specified below.

Courses may be approved on a yearly basis to be offered in Online format during Summer Session only. Departments wishing to offer online summer courses must submit the full roster of courses to their Curriculum Managers each year indicating which courses are planned to be delivered online.

Curriculum Managers should only move courses forward that satisfy the following conditions:

1. Requests for summer courses to be taught online will be reviewed by the Department Chair, who will then provide a recommendation to UGC via their School Curriculum Manager.
2. Instructors are encouraged to consult with Academic and Emerging Technologies (AET) and the Center for Engaged Teaching and Learning (CETL) to implement best practices in delivering an online summer course.
3. Each request for a summer course to be taught online must state how the instructor will modify or adapt the face-to-face course materials to an online format.
4. Each request that includes online exams must state how the instructor will safeguard academic integrity.
5. By the established deadline, Curriculum Managers will notify UGC of courses that departments are requesting to be scheduled online.
6. UGC is responsible for final approval.