Double Dawgs Proposal System
Instructions and Guidelines

General Information

- Information entered in this form will display on the Double Dawgs website for students, faculty, staff, and recruitment purposes.
- The proposal form may be saved and completed later at any point by clicking "Save to Complete Later".
- Once "Submit for Approval" is clicked, the proposal will be routed to the next step in the approval process.

Major Information

- After selecting an undergraduate and graduate major, indicate if either major of the Double Dawgs program has an Area of Emphasis or concentration.
  - An Area of Emphasis is a specialized area of study and must be approved by the University Curriculum Committee. An Area of Emphasis appears on a student's transcript.
  - A concentration is an unofficial area of study and does not appear on a student's transcript.
- Indicate if the graduate program is Thesis or Non-Thesis.
- NOTE: If a major has multiple Areas of Emphasis or concentrations, or if there is both a Thesis and Non-Thesis option for the program, each option must be entered as its own separate proposal in the system.

Contact Information

- Each program must have at least one undergraduate advisor and one graduate advisor.
- The Undergraduate Advising Contact should be able to provide further guidance to students regarding the undergraduate degree program.
- The Graduate Advising Contact should be able to provide further guidance to students regarding the graduate degree program.
- These individuals, and their contact information, will be listed on the Double Dawgs website.

Program Information

Program Display Name

- This is the name of the program as it will display on the Double Dawgs Programs page on the Double Dawgs website.
- Format for display name: Undergraduate major name + Degree/Graduate major name + Degree
  - Example: Dietetics BSFCS/Foods and Nutrition MS

Effective Semester

- Select the term in which students may begin applying to the Double Dawgs pathway

Curriculum

- When specifying the graduate-level courses may be used to satisfy undergraduate and graduate program requirements, make sure that:
    - The total credit hours of these courses do not exceed 12 credit hours
    - The courses are entered using the four-letter prefix, four-digit number, and the credit hours in parentheses.
        - For example:
            - AAEC 6610 (3hrs)
            - AAEC 8210 (3hrs)
- If specifying additional requirements that are unique to the program, please ensure that these requirements are included in the sample program of study. For example, if applicable, include Area of Emphasis coursework or courses that are specific to the non-thesis option.

Sample Program of Study

- The program of study will display on the Double Dawgs website and provide a detailed *sample* plan of courses the student may take over the five years to complete the pathway, broken down by semester.
- Include course prefix, course number, and credit hours for each course included in the sample program of study.
- When listing courses, ensure that the course listings are accurate. The UGA Bulletin can be used to verify course information.
    - List course with the four-letter course prefix, the course number, and the credit hour. For example: ENGL 1101, 3
- Ensure only up to 12 credit hours of graduate-level coursework that will satisfy both undergraduate and graduate degree requirements appear in the first 4 years of the sample program of study, generally no earlier than spring of year 3.
- Indicate the courses that may be used to satisfy both the undergraduate degree and graduate program degree requirements with an asterisk (no more than 12 credit hours).
    - For example: MSIT 7100*, 3
- Only courses that exclusively satisfy the graduate degree requirements should be included after spring of year 4.
- If students will not be required to take courses during the summer semester(s), leave these fields blank.
- Using the UGA Bulletin, review the Double Dawgs Sample Program of Study to ensure that the included courses maintain the integrity of the undergraduate program.
    - Pay particular attention to the following:
        - Verify that the Sample Program of Study fulfills all course requirements for the major.
        - Verify that the total credit hours of the undergraduate degree meets the 120 credit hour minimum (plus 1 hour P.E.).
- Review the Double Dawgs Sample Program of Study to ensure that the included courses maintain the integrity of the graduate program:
    - Pay particular attention to the following:
        - Verify that all courses required for the major are included in the Sample Program of Study.

- Verify that the total credit hours of the graduate degree meets the 30 credit hour minimum.
- There should be no more than 12 credit hours of graduate-level courses, taken as an undergraduate student, that satisfy graduate degree requirements.
- In the Notes fields, include any additional notes about the program requirements, such as minimum grade requirements or prerequisite requirements.

Admission Requirements

- Departments will determine the admission criteria and application process to the Double Dawgs pathway and the graduate program.
  - Admission requirements to the Double Dawgs program may be different than the requirements for admission to the graduate degree program.
- Admission to the Double Dawgs program does not guarantee admission to the graduate degree program.
- Students will need to apply to the Graduate School in addition to completing any requirements indicated for admittance to the graduate program portion of the Double Dawgs program.
- Indicate at which point the students should apply, and be accepted, to the Double Dawgs Program and the graduate degree program. Ensure the timeline given corresponds with Sample Program of Study.
  - If coursework is a requirement for admittance, ensure course listings are accurate (prefix, number, course titles, and credit hours).
  - Students should not take courses that are used to satisfy requirements for both the undergraduate and graduate degree prior to admittance to the Double Dawgs pathway.
  - Student should not take graduate courses that exclusively satisfy graduate degree requirements prior to admittance to the graduate degree program.
  - Students cannot be admitted to the Graduate School prior to graduating with their undergraduate degree.

Career and Academic Opportunities

- Include career and academic opportunities that students will be eligible for upon completion of the undergraduate and graduate program of study.
- Students will see this section first when browsing through the program list on the Double Dawgs website.
- This is the department's opportunity to market the program and entice students to explore the Double Dawgs pathway further.
- This section should describe to a student why they should choose this pathway and how it will be beneficial.
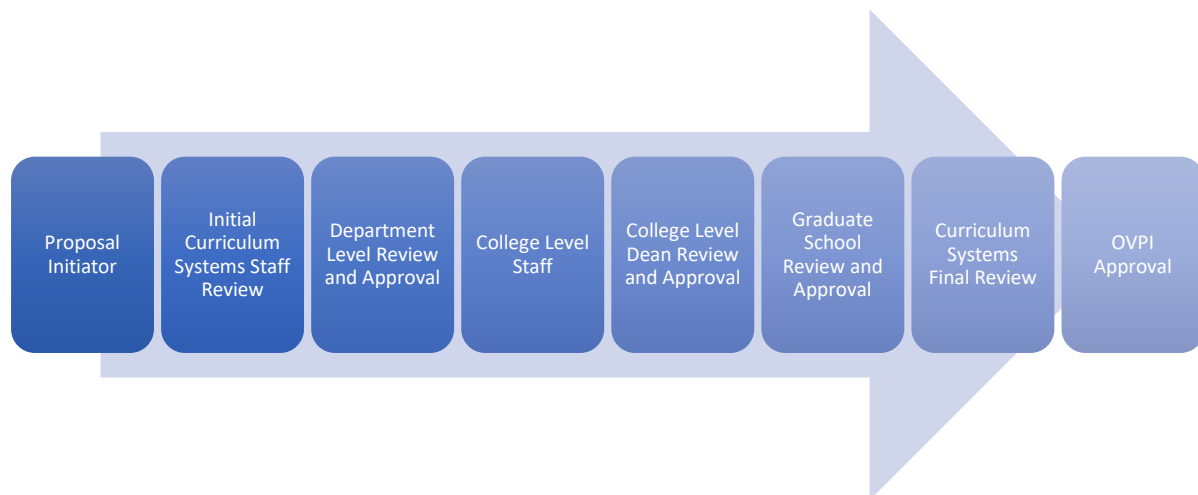
Resources and Comments

- Both of these fields are optional and do not display on the Double Dawgs website.
- Resources – if any additional resources are needed to implement the program, that information should be entered in this field.
- Comments – any additional comments about the program may be entered in the field.

Program Contact

- The program contact is the initial contact for the Double Dawgs program and should be able to answer any questions, from students and/or the Double Dawgs Office, about the program
- This individual, and their contact information, will be listed as the Program Advisor on the Double Dawgs website
    - Students will have the ability to email this individual directly through the Double Dawgs website
- The Program Contact, along with the person who initiates the proposal, have access to edit the initial proposal before advancing for department/school/college approval.
- The Program Contact may also be listed as an undergraduate or graduate Advising Contact

Proposal System Approval Routing:

- The person who initiates the Double Dawgs proposal in the system, along with the Program Contact (see below), have sole editing access to the proposal before being submitted for departmental/school/college review.
- Once a new proposal is submitted, it follows the approval process below.
    - The proposal can be sent back to the initiator stage for edits at any time during the approval process.
- Automatic emails are sent to users at each level.
- These user roles are established by each department/school/college and can be updated at any time based on unit request.
- Upon OVPI approval, the Double Dawgs program will be displayed on the Double Dawgs website.

Proposal Initiator → Initial Curriculum Systems Staff Review → Department Level Review and Approval → College Level Staff → College Level Dean Review and Approval → Graduate School Review and Approval → Curriculum Systems Final Review → OVPI Approval

Examples of Reasons Why a Proposal May be Returned to Initiator:

- Incomplete form/missing information
- Multiple Areas of Emphases, concentrations, and/or thesis options are included in a single proposal
- More than 12 credit hours are indicated as satisfying requirements for both the graduate and undergraduate degree
- Course IDs (prefix and number) are incorrect

- Undergraduate courses included after admittance to the graduate program
- Graduate-level courses that are being used to satisfy undergraduate degree requirement are not clearly indicated
- Information listed in the Curriculum portion of the form does not match information listed in Sample Program of Study portion of the form
- Required total number of undergraduate credit hours (typically 121 including P.E) is not met
- Undergraduate degree requirements from UGA Bulletin are not met
- Required minimum number of graduate credit hours (typically 30) is not met
- Notations in the Sample Program of Study are not explained in the Notes portion of the Sample Program of Study
- Admission Requirements timeline does not match the Sample Program of Study
- Graduate courses that will exclusively satisfy graduate degree requirements are listed before admittance to the graduate program