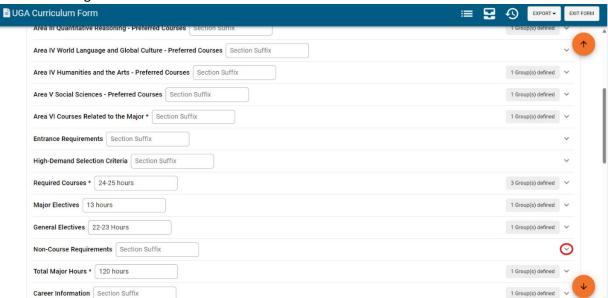
Instructions for Revising Four-Year Program Plan Requirements

- 1) Go to PARC to **view** the most up-to-date program requirements:
 - PARC link: https://aces.uga.edu/
 - Instructions for viewing program requirements in PARC
- 2) Determine the updates that are needed to the four-year plan, if any
- 3) Once you are ready to make the updates, use the <u>Step-by-Step Instructions for Accessing and Editing Proposals in PARC</u> to access the undergraduate major
 - Note: if you have changes to the program requirements, these should be made at the same time as updates to the four-year program of study.
- 4) Open the "Non-Course Requirements" section within the program by clicking the associated caret on the right:



5) Add, remove, or update courses and text as needed

When updating the program requirements, ensure that:

- The requirements included in the Four-Year Plan match the requirements as they are listed in PARC. Only courses that appear in the major requirements in PARC should be included in the Four-Year Plan.
- Any curriculum changes that have been submitted in PARC should also be included in the Four-Year Plan.
- General statements may be used, such as "Area V course," if no specific course is required.
- Both the 1 credit hour PE requirement and the 1 credit hour FYOS 1001 requirement should be reflected in the four-year plan.
- The requirements for each major must total 120 credit hours + 1 credit hour of PE (unless the major is officially approved to exceed 120 credit hours).
- Each semester should be between 12-18 total credit hours.

- The complete course ID and number are included (example: ACCT 2000). Course IDs should not be abbreviated (example: BIOL 1107/L should be submitted as BIOL 1107, BIOL 1107L).
- For any variable credit courses, include the number of credit hours a student is expected to complete.
- 6) Once ALL changes are made to the undergraduate program, including the four-year program plan, click Submit at the bottom of the form in <u>PARC</u>

The curriculum team will review the updates in PARC and may reach out with any questions on the submitted information.

If you have any questions about this process, please contact the Registrar's Office at bulletin@uga.edu.