

Instructions for Submitting Four-Year Program Plan Requirements

- 1) Open the Undergraduate Majors List by Unit (Excel File) – *this list includes all undergraduate majors/degrees sorted by school/college and department.*
- 2) Select an undergraduate program from the list that is in your school/college/department.
 - **Copy the full name of the program from the Majors List Excel file.**
- 3) Open the blank **Four-Year Program Plan Requirements** Template and paste the full name of the program that you copied from Excel (program name, degree, and Area of Emphasis/track (if applicable). (Example: Accounting B.B.A. with an Area of Emphasis in Business Analytics)
- 4) Open the sample “Completed” template to use as a guide.
- 5) 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](#)
- 6) Enter the course requirements for the selected program in the blank **Four-Year Program Plan Requirements template form.**

NOTE: If a major has area(s) of emphasis, a Four-Year Program Plan Requirements template must be submitted for each area showing the requirements specific to that area. Make sure to include the name of the area of emphasis in the file name when submitting the document(s). (Example: Accounting_BBA_AoE_BusinessAnalytics_FourYearPlan)

When entering 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.
- 7) Once all program information and requirements are entered in the template, save the form with the full program name copied from the Excel File.

Example file name:

Accounting_BBA_FourYearPlan

Accounting_BBA_AoE_BusinessAnalytics_FourYearPlan

- 8) Obtain department head and associate dean/dean approval of the plan. This approval can be provided in the form of a letter, signed four-year plan templates, or in email. The approval should be provided when the completed template is emailed to bulletin@uga.edu.
- 9) Email the completed template, including approvals, to bulletin@uga.edu by **Friday, October 4, 2024**.
- 10) Repeat steps 1-8 for **ALL** programs in your school/college/department.

Once the Curriculum team in the Registrar's Office receives the completed templates, they will be reviewed to ensure requirements are being met. Curriculum staff 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.