# Instructions for Submitting Updates to Double Dawgs Five-Year Sample Programs of Study

- 1) Open the <u>Double Dawgs Proposal Instructions and Guidelines</u>
- 2) Go to the Double Dawgs website: doubledawgs.uga.edu
- 3) Click on Double Dawgs Programs at the top of the page



- 4) Search to find the Double Dawgs pathway(s) offered by your unit
- 5) Click on the Pathway Name in the Programs List



## **Double Dawgs Programs**



6) Click on "Learn More"



7) Review the description, admission requirements, curriculum, and contact information on this page:

### Accounting BBA/Accounting MAcc

Students will be eligible to sit for the Certified Public Accountant (CPA) exam and could pursue a career as tax expert, member of management, computer systems specialist, financial planner, entrepreneur, public accountant, or CFO. A Master of Accountancy (MAcc) creates a path to career success with limitless opportunities. Students would also be eligible to continue into a business Ph.D. program or law school, among other academic opportunities.

Admission to Program

Following admission to the Terry College of Business, a student applies to the MAcc Double Dawg Pathway in the J.M. Tull School of Accounting.

#### Curriculum

Graduate-level courses that may be used to satisfy undergraduate and graduate program requirements.

N/A

Additional requirements that are unique to this Double Dawgs program:

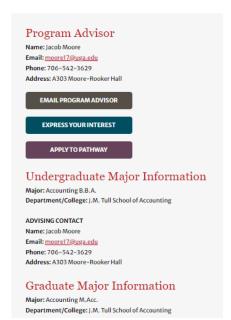
N/A

#### Admission to Graduate Program

VIEW 5-YEAR SAMPLE PROGRAM OF STUDY

 $Students\ must\ apply\ via\ the\ UGA\ Graduate\ School\ in\ order\ to\ be\ considered\ for\ admission\ to\ the\ MAcc\ program.\ Final\ decisions\ will\ be\ issued\ by\ letter\ from\ the\ UGA\ Graduate\ School.$ 

View the full list of MAcc application requirements: https://www.terry.uga.edu/macc/admissions/application-process/



- 8) If you have changes to the contact information, admission requirement, curriculum, or contact information on this page, copy the content and paste it into a Word document and note your changes. Save the file.
- 9) Click on the Five-Year Sample Program of Study

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Program Advisor

10) Review the courses and requirements in the Five-Year Sample Program of Study. While reviewing, refer to the <u>Double Dawgs Proposal and Guidelines</u>, and the following:

#### When reviewing the program requirements, ensure that:

- The requirements included in the Five-Year Sample Program of Study match the requirements as they are listed in the Bulletin. Only courses that appear in the undergraduate major requirements in the Bulletin should be included in the Four-Year Plan.
- Any curriculum changes being submitted or already approved for the major requirements should also be included in the Five-Year Sample Program of Study
- 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 requirements should be reflected in the Five-Year Sample Program of Study.
- The requirements for the undergraduate 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).
- The courses are current, approved, and active. Course information can be verified in the Bulletin at bulletin.uga.edu/CoursesHome.
- The credit hours are correct. Credit hours for courses can be verified in the Bulletin at bulletin.uga.edu/CoursesHome.
- For any variable credit courses, include the number of credit hours a student is expected to complete.

#### 11) If changes are needed to the Five-Year Sample Program of Study, either:

- Print the plan, mark the changes, scan, and save
   Or
- Copy the plan into a Word document and note the requested updates
- 12) Obtain department head and associate dean/dean approval of any changes. This approval can be provided in the form of a letter, signed five-year plan, or in email. The

approval should be provided when the completed template is emailed to doubledawgs@uga.edu.

- 13) Email the updates, including approvals, to <u>doubledawgs@uga.edu</u> by <u>Monday</u>, <u>September 23, 2024</u>.
- 14) Repeat steps 1-12 for ALL programs in your school/college/department.

Once the Curriculum team in the Registrar's Office receives the updated 5-year plans, 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 doubledawgs@uga.edu.