**Instructions for Submitting Graduate Program Requirements**

1. Open the Graduate Programs List (Excel File) *– this list includes all majors/degrees and certificate programs sorted by school/college and department.*
2. Select a graduate program from the list that is in your school/college/department
	* **Copy the full name of the program from the Program Excel file. You will paste the full name of the program into the template (noted below).**
	* **Note:** the departments that are listed in the Excel spreadsheet are the approved departments that are associated to the programs in the Student Information System, Banner.
3. Open the appropriate blank Program Requirements Template:
	* Graduate Program Requirements (Masters/Education Specialist/Doctoral)
	* Graduate Certificate Requirements
4. Open the appropriate sample “Completed” program template. This will help as you determine the requirements to include in each field within the blank template form.
5. In the blank template, paste the name of the full program that you copied from Excel (program name, degree (if applicable), and Area of Emphasis/track (if applicable)
6. Continue entering the information for the selected program in the fields within the blank template form.

**NOTE:**

* the requirements that will be included in these templates are the overarching requirements for the graduate program that apply to ALL students. The more specified requirements that are student-specific should not be included here.
* for programs that have both Thesis and Non-Thesis options, only one template should be submitted that includes the requirements for the degree program. Include both the thesis requirement information for the Thesis options and the alternate coursework/project/capstone requirement information for the Non-Thesis Option.
* areas of emphasis that require their own form have been separated on the spreadsheet. If an area of emphasis does not appear on the spreadsheet, it can be included on the main program submission form.

**When entering the program description, the Graduate School website may be used as a resource for this information.**

* Go to: <https://grad.uga.edu/programs/>

**When entering the program requirements, ensure that:**

* The credit hours for the requirements total the minimum number of credit hours for the approved program (e.g., master’s degrees must total a minimum of 30 credit hours).
* The complete course ID and number are included (example: ACCT 8000).
* The courses that are included are current, approved, active courses. Course information can be verified in the Bulletin at bulletin.uga.edu.
* The credit hours that are included are correct. Credit hours for courses can be verified in the Bulletin at bulletin.uga.edu.
* For any courses that may have a range of credit hours, include the number of credit hours a student is expected to complete.
1. 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:** Natural Resources MNR - Community Forestry and Arboriculture

1. Email the completed template to **bulletin@uga.edu** **by Monday, January 15, 2024.**
2. Repeat steps 1-8 until **ALL** programs in your school/college/department have been submitted.

Once the Curriculum team in the Registrar’s Office receives the completed templates, the Graduate School will also be reviewing the information to ensure compliance with UGA and Graduate School policies. Curriculum staff and/or the Graduate School 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.**